



EMPLOYEE COURSE REIMBURSEMENT

If your post-secondary courses qualify for a tuition tax credit, you will receive a tax certificate (T2202A) from the post-secondary institution. **When you are preparing your personal income tax return, please be aware, you cannot claim the tuition amount on your tax certificate for any tuition fees that were reimbursed to you by your employer.**

THIS APPLICATION SHOULD REACH THE HUMAN RESOURCES DEPARTMENT **PRIOR TO THE COMMENCEMENT OF THE COURSE**. APPLICANTS SHOULD REFER TO RELEVANT SECTIONS OF THE CURRENT SALARY AGREEMENT AND TO DISTRICT NO. 57 POLICY

CUPE PGDTA EXEMPT

PERSONAL DATA

SURNAME		FIRST NAME	
PHONE NUMBER	EMPLOYEE NO.	POSITION	
STREET ADDRESS			
CITY	POSTAL CODE	SCHOOL/WORKPLACE	

CREDIT COURSE (USE ONE FORM FOR EACH COURSE)

COURSE NAME & NUMBER	CREDITS	TUITION FEE \$
RECOGNIZED EDUCATIONAL INSTITUTION	COURSE START DATE	
COURSE LOCATION	COURSE END DATE	

NON-CREDIT COURSE (USE ONE FORM FOR EACH COURSE)

COURSE NAME & NUMBER	TUITION FEE \$
RECOGNIZED EDUCATIONAL ORGANIZATION	COURSE START DATE
COURSE LOCATION	COURSE END DATE

COURSE REIMBURSEMENT WILL BE AUTHORIZED WHEN TRANSCRIPTS/OR PROOF OF ATTENDANCE AND ITEMIZED ORIGINAL FEE RECEIPTS HAVE BEEN SUBMITTED.

EMPLOYEE SIGNATURE

DATE SIGNED

HR MANAGER SIGNATURE

DATE SIGNED

OFFICE USE ONLY

C	O	U	R	S	E	/	M	M	M	Y	Y	Course Reimbursement	Vendor No:				
												Description					
FUND	PROJECT				ACCOUNT						COST CENTRE		APPROVED REIMB. AMOUNT				
1	0	0	0	0	1	0	2	-	3	4	0	4	0	9	1	1	\$

HR MANAGER SIGNATURE

DATE SIGNED