

Columbia College Calgary Family Member Tuition Pre-Approval Form

Instructions:

Step one: Review Tuition Reimbursement for Family Members Policy ADM-P449

Step two: Complete the attached Family Member Tuition Pre-Approval Form PRIOR to enrollment into program.

- a. Employee signature is required
- b. Submit form to Karen.Condon@columiba.ca , Human Resources dept.
- c. HR to verify eligibility of reimbursement and will notify Employee

Step three: Upon completion of course/program, complete Family Tuition Reimbursement Form ADM-F157 and submit to HR for processing.

Employee Name: _____ Dept/Position: _____

Employment Status: **FT** (37.5- 40 hrs/week) or **PT** (25-37 hrs/week)

Employee Start Date: _____

Student Name (Family Member) _____

Relationship to Employee _____

Program/Course _____

Proposed Start Date of Program/Course _____

Tuition Reimbursement Chart:

Full time employee: 0.94 FTE–1.0 FTE:

80% of Tuition Reimbursement to a maximum amount of \$10 000 total per family member's lifetime.

Part time employee: 0.625 FTE – 0.93 FTE:

60% of Tuition Reimbursement to a maximum amount of \$ 7 500 total per family member's lifetime.

Upon approval of the reimbursement and completion of the course/program, tuition will be refunded to the payer of the largest amount on the employee's behalf, which may include Canada Student Loans.

Employee SIGNATURE: _____ **Date:** _____

To be completed by Human Resources Dept:

Employee Eligibility for Tuition Reimbursement: **Yes / No** % Eligible Reimbursement _____

Date Reviewed : _____ **HR Signature:** _____

Send completed form to Employee