



Application For Financial Assistance For University Credit Course
 (Memorial Employees and Retirees in established positions and contracts longer than six months)

Name: _____ Work Phone Number: _____ Email: _____

Department/School/Faculty where you are employed: _____

Employee Number: _____ Student Number: _____

University Credit Course Name and Number: _____

Semester and year: _____ Is this a graduate course? _____ Masters _____ Phd _____

(A) I request financial assistance of \$ _____ to cover the cost of tuition for the course above. If I do not complete the course, I agree that the amount may be recovered through payroll deduction. Should my employment terminate prior to completion of this course, I agree that this amount may be deducted from any funds payable to me on termination. **NOTE: TUITION WAIVED BY YOUR EMPLOYER CANNOT BE CLAIMED ON YOUR INCOME TAX RETURN.**

(B) If this course is not available outside normal working hours, I agree to make up the time spent in class and/or laboratory. The permission of the supervisor must be obtained in this instance.

(C) **ATTENTION: THE REGISTRAR - AUTHORIZATION TO RELEASE GRADES**
 I authorize the Registrar to release to the Department of Human Resources a copy of my grade for this course or a substitute course taken in the semester.

 EMPLOYEE SIGNATURE

 DATE

 DEPARTMENT HEAD SIGNATURE

 DATE

PLEASE RETURN COMPLETED FORM TO: MANAGER, ORGANIZATIONAL DEVELOPMENT, DEPARTMENT OF HUMAN RESOURCES

FOR DEPARTMENT OF HUMAN RESOURCES USE ONLY

Approved? Yes _____ No _____ Comments: _____

Dept Budget F _____ O _____ A _____ P _____

 DEPARTMENT OF HUMAN RESOURCES

 DATE

Access to Information and Protection of Privacy

The information gathered on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). The information is used for administrative purposes of the University, including maintaining records. This form may be used as a permanent record and stored electronically for future reference. Questions regarding the collection or use of this personal information should be directed to the Department of Human Resources, Arts and Administration Building, Memorial University of Newfoundland, 709-737-4626.