

Please read the policy outlined on Page 2. *Employees should not register for a course until receiving signed approval from a Department Budget officer.

TUITION FEE REIMBURSEMENT PROCESS:

- Employee completes Sections 1 and 2 and submits the Form to a Department Budget Officer for approval in Section 3.
- The signed form is retained by the employee for later submission and payment.
- Upon successful completion of the course, employees completes Section 4, submits the Form, along with copies of tuition fee receipt, proof of registration, and transcript (unofficial transcripts acceptable) to HR for final approval in Section 5.
- Once authorized by Human Resources, tuition fee reimbursements will be paid out by Accounts Payable (Section 6).

Section 1: Employee Information

Administrator	BCNU	CUPE	LFA	Other	Office Phone Number	Home/Cell Phone Number
Employee ID Number	Last Name			First Name		
Department				Title		

Section 2: Employee Request for Tuition Fee Reimbursement

I request approval to attend the following course (*attach course brochure/outline*):

Course Name	Course Number (CRN)	Cost of Tuition Fees
Course Start Date and End Date	Course Day and Time	
Purpose for attending: (<i>state relevance to current duties and responsibilities or career aspirations within the College</i>)		
Employee Signature	Date	

Section 3: Department Budget Officer Approval

I confirm this course is related to the employee's particular duties, responsibilities, or career aspirations within the College. I recommend the employee be reimbursed up to the maximum amount stated in the policy (Page 2). **CUPE ONLY** - I authorize that any remaining tuition fees will be reimbursed under the following budget. For all other employee groups, remaining tuition fees for reimbursement may be offered at the discretion and approval of the Dean, Senior Leader, or designate depending on the cost and subject to available budget and operational considerations.

Department Budget Officer (Print Name)	Signature	Date

I authorize the remainder of the tuition fees to be reimbursed under Index: _____

Section 4: Employee – to Human Resources

I have received approval from my Department Budget Officer to receive tuition fee reimbursement for the course stated in Section 2. I have completed the course, and have attached copies of my tuition fee receipt, proof of registration, and transcript as evidence of satisfactory completion.

Employee (Print Name)	Signature	Date

Section 5: Human Resources Budget Approval – to Accounts Payable

I authorize reimbursement for the course stated in Section 2, up to the maximum amount of the cost of a three-credit course as defined by Langara domestic student tuition fees. The corresponding documents verifying payment and satisfactory completion have been received and approved by the Human Resources Department.

Vice-President, People Services (Print Name)	Index	Signature	Date

Section 6: Accounts Payable – Reimbursement Calculations

For Accounts Payable use only, this section outlines the fees charged to each Department for the approved tuition fee reimbursement. The Human Resources Department will offer a **maximum reimbursement** equivalent to the cost of a three-credit course as defined by Langara domestic student tuition fees. The Department may offer payment for the balance, if approved and applicable, as indicated in Section 3.

Index		Amount	Document	Entered	Approved
HR					
Dept					
TOTAL:					

TUITION FEE REIMBURSEMENT POLICY:

- This form is to be used for courses taken at institutions other than Langara College. To apply for a fee waiver for a Langara College course, use the Tuition Fee Waiver Form.
- Tuition Fee Reimbursements are for courses that are related to an employee’s particular duties, responsibilities, or career aspirations within the College.
- The College reserves the right to limit the number of tuition fee reimbursements per employee, per semester.
- The Human Resources Department will pay a *maximum reimbursement* equivalent to the cost of a three-credit course as defined by Langara domestic student tuition fees: <http://langara.bc.ca/registration-and-records/tuition-and-service-fees/domestic-student-fees.html>.
- For CUPE employees, the Department will be responsible for reimbursing any remaining tuition fees from their Departmental budget.
- For all other employee groups, remaining tuition fees for reimbursement may be offered at the discretion of the approval of the Dean, Senior Leader, or designate depending on the cost and subject to available budget and operational considerations.