

# RETIREE TUITION ASSISTANCE APPLICATION



Please refer to the reverse side of this form for instructions. Incomplete forms will be returned without processing.

## THIS FORM DOES NOT ENROLL YOU INTO THE COURSE(S). PLEASE CONSULT COURSE CONTACT FOR REGISTRATION PROCESS

### RETIREE INFORMATION

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McMASTER STUDENT ID NUMBER (if applicable)

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RETIREE ID NUMBER

SURNAME

GIVEN NAME(s)

DEPARTMENT

HOME ADDRESS

CITY

PROVINCE

E-mail

HOME TELEPHONE

### Academic Year and Session

Sept 1 \_\_\_\_\_ to Aug 31 \_\_\_\_\_  
Year Year

#### Session (check)

Fall    Winter    Spring  
/Summer

**A**

### McMASTER UNIVERSITY GRADUATE & UNDERGRADUATE COURSES

Faculty:

Course #	# of Units	Start Date	End Date

Course Name

**B**

### CENTRE FOR CONTINUING EDUCATION COURSES\*

Tuition Assistance application is **NOT** required for Micro-Computer training and MVP. Contact CCE directly to enroll. Tuition Assistance does not cover Supplementary Fees. Please include payment with registration form.

Course Name	Course #	# of hours	Start Date	End Date

\*Continuing Education courses must be a minimum of 18 hours of classroom study to qualify for this benefit. Yearly maximums apply (see policy).

Are any of these courses being repeated?

Benefit is reduced to 50% for repeated courses.

Y / N

Only one repeat is allowed.

Applicant  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Authorization:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

To see the complete policy, please refer to [www.workingatmcmaster.ca](http://www.workingatmcmaster.ca)

### Applying for Tuition Assistance:

- 1) Complete form in full and sign.
- 2) Obtain supervisor's signature.
- 3) Send form to:  
Human Resources Services  
Tuition Assistance  
Gilmour Hall, 304

### Eligibility:

- 1) All retirees of the University are eligible for undergraduate and graduate courses offered through McMaster University only.
- 2) Where applicable, retirees are required to follow established admission processes and must be accepted into his/her requested program.

**(for the complete policy please visit this link: <http://www.mcmaster.ca/policy/> or you may contact Human Resources Services at 24554.)**

### General Information:

- 1) The maximum amount of assistance is based on the equivalent of 18 academic units (McMaster University tuition fees are established for each academic year). This year refreshes every September 1st and tuition assistance dollars do not accumulate year to year. Please visit [www.workingatmcmaster.ca/ewlss](http://www.workingatmcmaster.ca/ewlss) for the current benefit amount.
- 2) All supplementary fees, student fees, administration fees, books, materials, etc. are not covered by this policy.
- 3) Conferences are not covered.