



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  
Campus Services Building, Room 202

### 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 222-HR (22247))**

### 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 <http://www.workingatmcmaster.ca/benefits/tuition-assistance> 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.

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on the behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990)*.

Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University

In addition to collecting personal information for its own purposes, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. The groups use the information for the purpose of membership, administration, elections, annual general meetings, health plans and other related matters only. Please contact the relevant Student Union/Association office if you have questions about this collection, use and disclosure of your personal information. Rev 05/2010