



**APPLICATION FOR WAIVER OF TUITION FEES FOR  
COURSES TAKEN AT TRENT UNIVERSITY**

**DEPENDENTS OF EXEMPT ACADEMIC, TUFA AND CUPE EMPLOYEES**

TERMS OF POLICY

Waivers of Tuition Fees will be provided subject to the terms and instructions outlined on the reverse side of this form. Waiver of Tuition Fees for dependents will only be in effect while the applicant is in the employ of the University. The employee/applicant must be actively employed by Trent University at the start date of the course for the waiver to be valid. Eligible dependents will be subject to the policies and regulations as stated in the academic calendar.

EMPLOYEE/APPLICANT'S INFORMATION

Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Employee Number \_\_\_\_\_  
 Employee's E-mail \_\_\_\_\_

DEPENDENT'S INFORMATION

Name \_\_\_\_\_  
 Student Number \_\_\_\_\_  
 Date of Birth (if non-spouse dependent) \_\_\_\_\_  
 Relationship to Employee \_\_\_\_\_  
 OSAP Recipient     Yes     No

CREDIT COURSES – Registration Information

PROGRAM    Undergraduate    Graduate  
 YEAR \_\_\_\_\_:    Full-Time    Part-Time  
 TERM:    Sept-Apr    Sept-Dec    Jan-Apr    May-Aug    Sept to Aug (Graduate only)  
 No. of courses Requested \_\_\_\_\_  
 Course/Program Code(s) \_\_\_\_\_  
 Course/Program Name(s) \_\_\_\_\_  
 Credit Value(s) \_\_\_\_\_

APPLICANT (Employee) \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature to certify the information above is true)

HUMAN RESOURCES DEPARTMENT \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature to certify that the dependent is eligible for a tuition waiver benefit for the courses above)

**ONLY APPLICANTS NOT APPROVED WILL BE CONTACTED**

C.c. Personnel File

**POLICY RESPECTING WAIVER OF TUITION COURSE FEES**

**TRENT UNIVERSITY FACULTY ASSOCIATION**

(Article VIII.5 of TUFA Agreement)

Dependents (spouses and children) of members enrolled in the University shall, where they are not successful in receiving a Scholarship under Appendix B, have their normal academic fees waived for the duration of this Agreement. Admissions and progression standards for such students shall be those applicable to other students in the University.

**Definitions:**

Dependency shall be considered to apply to anyone living in the family relationship of husband and wife (including common-law) or parent and child.

Spouses: In any given academic year, tuition will be waived for one spouse only for each member of the bargaining unit.

Children: The applicable definition of children shall include adopted children, foster children, subject only to the condition that the children in question be twenty-five years of age or under.

**CANADIAN UNION OF PUBLIC EMPLOYEES:**

(Article 6.04 of CUPE Agreement)

.01 Spouses and children of bargaining unit members employed in the respective current session and (a) holding a Right of First Refusal, or (b) who have been employed for at least three (3) previous academic sessions, at least two (2) of which were Fall/Winter academic sessions, who are enrolled in courses at Trent University, shall have the equivalent of undergraduate academic fees waived for the duration of this Agreement for either undergraduate or graduate tuition. Ancillary fees are not waived. Admission and progression standards for such students shall be those applicable to other students:

.02 Definitions

(a) Spouses: In any given academic year, tuition will be waived for one spouse only for each member of the bargaining unit.

(b) Children: The applicable definition of children shall include adopted children, foster children, and married children, subject only to the condition that the children in question be twenty-five (25) years of age or under.