



Fall/Winter Tuition Credit Program for Spouses and Dependents Facilities Management (Unifor) and Safety and Security (CUPE)

This form is for eligible spouses and dependents of StFX employees represented by Unifor or CUPE to apply for the StFX Tuition Credit program. In general, fifty (50) percent of the cost of tuition (less the Nova Scotia Bursary) for Fall/Winter courses is waived for all spouses and dependents eligible under this program. All other fees and textbooks remain the responsibility of the spouse/dependent. Eligibility is determined by the relevant provisions of the employee's Collective Agreement (Unifor – Article 29, CUPE – Article 22.02).

For the purposes of this program:

- For Unifor:
 - Eligible employees are permanent full-time employees who are normally scheduled to work eight (8) hours per day, five (5) days per week either all year or on a Seasonal basis who have completed their probationary period. Employees must have served for three (3) consecutive years prior to their spouse/dependent being eligible.
 - Spouse is defined as:
 - Either men or women who are married to each other.
 - Either men or women who are married to each other by a marriage that is voidable, but which has not been annulled by a declaration of annuity.
 - Either men or women who have gone through a form of marriage with each other, in good faith, that is void and are cohabiting, or if they cease to cohabit, have cohabited in the twelve-month period immediately preceding the date of entitlement; or,
 - Two people who, not being married to each other and neither being married to another person, who have cohabited in a conjugal relationship for a period of at least one year.
 - Dependent is defined as the dependent child of an employee.
- For CUPE:
 - Eligible employees are Regular or Term employees.
 - Spouse is defined as a person married to another person and includes a person living with another person in a conjugal relationship for a minimum of one year.
- For all groups, dependent is defined as the dependent child of an employee.

Procedures

1. This is not a course selection form. All other procedures regarding registration apply. Additionally, if you have not been formally accepted for admission, you must apply and be admitted prior to submitting this form. Your request cannot be fully processed until you have been accepted for study in a program.
2. Students must be registered at the University in their first undergraduate degree or diploma program. For the purposes of this program, the Bachelor of Education is not eligible. The tuition credit only applies to full-time studies in Fall/Winter.
3. The tuition credit will be applied directly to the student's financial account. A T4A slip will be issued to the student indicating the value of the tuition benefit provided.

Please submit this form to People and Culture at hr@stfx.ca. The deadline to submit this form is August 31 (Fall/Winter terms), April 30 (Spring term) and June 30 (Summer term).



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Facilities Management (Unifor) and Safety and Security (CUPE)**

A. Employee Information

Last Name	First Name	Employee Number
University Department		University Email

B. Student Information

Last Name	First Name	Student Number	
Home Address		Email Address	
Date of Birth	Spouse	Dependent	Semester

C. Student Acknowledgement

By signing below, I acknowledge that:

1. I am required to inform Human Resources of any change in my status as a spouse/dependent. Such changes may affect my eligibility for this tuition credit.
2. If for any reason, the employee cancels their agreement to provide this benefit or becomes ineligible for this benefit, the outstanding tuition may be added to my student financial account and becomes my responsibility to pay.
3. I have read and understood the relevant articles of the Collective Agreement and the above procedures.

Student _____
Date

D. Employee Acknowledgement

By signing below, I acknowledge that the information in this application is true and correct to the best of my knowledge. If, for any reason, I cancel participation in this benefit or otherwise become ineligible for this benefit, a charge may result on the student's financial account and becomes the sole responsibility of the student to settle.

Employee _____
Date

E. People and Culture Approval

People and Culture _____
Date