Sask DLC Application for Tuition and Book Education Allowance Program

This application should be used to apply for the tuition and book education allowance program.

Please refer to Sask DLC Administrative Policy – 512 Tuition and Book Reimbursement for more information.
Note: Expenses are paid only upon approval and with the condition that the employee successfully completes the course, provides receipts and statements of marks.

Section 1: Personal Information – To be completed by the employee

First Name _____ **Last Name** _____

Division _____ **Campus Location** _____ **Employee Number** _____

Email _____ **Phone Number** _____ **Position Title** _____

$ _____ **Previous Reimbursement (if applicable)** _____ **Date** (for reimbursement) _____ **CUPE or Out of Scope** _____ **MCP Level (OOS Only)**

Name of Institution ***(e.g. University of Regina)*** _____

Program ***(e.g. Certificate, Degree)*** _____ **Area of Study** ***(e.g. Business, Social Work)*** _____

Date of Course(s) _____ **to** _____
(MM/DD/YYYY) **(MM/DD/YYYY)**

Course Title(s) _____

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Expenses

Tuition	_____
Books	_____
Examination Fee	_____
Travel	_____
Registration Related Fees	_____
Other	_____
Total Expenses	_____

Section 2: To be completed by employee's supervisor

Total Tuition/Books/Examination Expenses_____Please indicate if this is a: ◯ Taxable ◯ Non-Taxable benefit

Percentage of Support _____%

Total Amount Authorized _____

Recommended: ◯ Yes ◯ No

Section 3: Promissory Note – To be completed by employee and supervisor

The employee agrees to reimburse Sask DLC for the financial support provided herein if *a* or *b:*

(a) The employee does not successfully complete her/his course; or

(b) For any reason the employee ceases to be an employee of Sask DLC prior to successful completion of the course.

_____ _____

Employee's Signature **Date**

_____ _____

Supervisor Signature (or designate) **Date**