

Instructions for submitting your Application for Graduate Tuition Fee Reimbursement

- Complete this form if you are a support staff employee and applying for graduate fee reimbursement.
- Submit this form prior to, or at the time of, registering for your program.
- To be eligible for graduate fee reimbursement, you must meet the eligibility requirements listed in [Governing Documents Staff, section 2.1.1](#).
- Make a copy of this form for your records.
- Please scan this form and email to: Lynn.Bohonos@umanitoba.ca prior to, or at the time of, registering for your program. You will receive a prompt reply as to your eligibility for reimbursement. Please retain a copy of that reply for your records.

Upon successful completion of your graduate program, please complete the following:

Scan the following documents and email to: Lynn.Bohonos@umanitoba.ca

- 1) Complete account summary for your program
- 2) Proof of successful completion of your program

For questions or more information, please contact

Lynn Bohonos



University
of Manitoba

TUITION FEE REIMBURSEMENT

UNIVERSITY OF MANITOBA GRADUATE COURSES FOR
SUPPORT STAFF

PART A. PERSONAL INFORMATION

Name: _____ Employee #: _____
Department: _____ Faculty / Unit: _____
UM Email Address: _____

PART B. PROGRAM INFORMATION

Name of Program: _____
Faculty / Department: _____
Program Start Date: _____
Anticipated End Date: _____

***** COURSES TAKEN DURING NORMAL WORKING HOURS*****
Ensure that you have approval from your one over for loss time

PART C. EMPLOYEE SIGNATURE

SIGNATURE _____ Date: _____

PART D. FOR COMPLETION BY LEARNING & ORGANIZATIONAL DEVELOPMENT

Date Received _____	Fiscal Year _____	Approved: Yes No							
<table border="1"> <tr><td>Passed probationary period:</td></tr> <tr><td>Full Time Continuing</td></tr> <tr><td>Minimum 1 year of service</td></tr> <tr><td>Added to Database</td></tr> </table>	Passed probationary period:	Full Time Continuing	Minimum 1 year of service	Added to Database	<table border="1"> <tr><td>Required Documentation</td></tr> <tr><td>Proof of Completion (Mark Statement)</td></tr> <tr><td>Proof of Payment (Account Summary)</td></tr> </table>	Required Documentation	Proof of Completion (Mark Statement)	Proof of Payment (Account Summary)	Graduate Fee: \$ _____
Passed probationary period:									
Full Time Continuing									
Minimum 1 year of service									
Added to Database									
Required Documentation									
Proof of Completion (Mark Statement)									
Proof of Payment (Account Summary)									
Signature: _____	Date: _____								
FOP to be charged: <u>110000 – 520701 – 1200</u>		TOTAL REIMBURSEMENT: \$ _____							