



## **Tuition Credit Program for Spouses and Dependents Administrative (NSGEU) and Professional Staff**

This form is for eligible spouses and dependents of StFX Administrative (NSGEU) and Professional Staff to apply for the StFX Tuition Credit program. In general, fifty (50) percent of the cost of tuition (less the Nova Scotia Bursary) 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 Collective Agreement (NSGEU) or the Tuition Credit for Spouses and Dependents Policy (Professional Staff).

For the purposes of this program:

- Eligible employees are those with regular, full-time appointments (including Sessional appointments) at the University as well as those regular, full-time employees who are on Long Term Disability.
- Spouse is defined as the employee's spouse, common-law spouse or domestic partner and includes both same-sex and opposite-sex partnerships.
- Dependent is defined as the child of an employee who is less than twenty-six (26) years of age and is dependent on the employee for support. This includes the employee's biological children, persons the employee is adopting and/or has adopted, stepchildren of the employee and persons for whom the employee is the legal guardian.

### **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 full-time as defined by the Nova Scotia Student Assistance Program. Currently, 60% of a full course load or 40% for students with a disability.
3. Students must maintain academic standing as defined in Section 3.11.d of the Academic Calendar.
4. Tuition credits are only available up to the minimum number of credits required for the student's degree program (normally 120 credit hours for a four-year degree).
5. 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](mailto: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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Administrative (NSGEU) and Professional Staff**

**A. Employee Information**

<b>Last Name</b>	<b>First Name</b>	<b>Employee Number</b>
<b>University Department</b>		<b>University Email</b>

**B. Student Information**

<b>Last Name</b>	<b>First Name</b>	<b>Student Number</b>	
<b>Home Address</b>			<b>Email Address</b>
<b>Date of Birth</b>	<b>Spouse</b>	<b>Dependent</b>	<b>Semester</b>

**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, subject to the Policy, be added to my student financial account and becomes my responsibility to pay.
3. I have read and understood the Collective Agreement (NSGEU) or Policy (Professional Staff) 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 will 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