

NSCAD's Application for Tuition Rebate for Employees

Name: _____ Position: _____ Department: _____

Category:

In accordance with the tuition reduction policies of the Nova Scotia College of Art and Design, I hereby request reimbursement for tuition paid as follows: *(Please check appropriate category of Tuition Reduction)*

(1) _____ NSCAD Employee including: NSGEU members, non union staff, Unit II Technicians, Regular Full Time, Regular Pro-Rated Faculty, Librarians and Regular Part Time Faculty, as defined by the Collective Agreements.

(2) _____ Family Member who attends elementary or secondary school of NSCAD Employee:

Name of Dependent: _____ Relationship to Employee: _____

(3) _____ Family Member who does not attend elementary or secondary school of NSCAD Employee:

Name of Spouse or Dependent: _____

Relationship to Employee: _____

SIN of Spouse or Dependent: _____

Important Payroll Information regarding Tuition Rebates based on CRA guidelines:

- ❖ Tuition rebate for employee, and family member(s) who attend elementary or secondary school, is a taxable benefit and subject to Income Tax, CPP and EI
- ❖ Tuition rebate for employee, and family member(s) who attend elementary or secondary school, is included in Box 14 and Box 40 on the employee's T4.
- ❖ Tuition rebate for family members who do not attend elementary or secondary school is paid to the employee but is not taxable to the employee or reported on the employee's T4. Instead a T4A is provided to the Family Member (Spouse or Dependent) and if a family member meets certain criteria, he or she may be able to exclude the amount from income on his or her income tax and benefit return.

Course Information:

Name of Course _____
Course Start Date

Name of Course _____
Course Start Date

Tuition Fee Paid: (Do not include Student Union Fee or GST/HST) \$ _____

Amount of Benefit Requested (1/2 of Tuition Fee Paid from above): \$ _____

For reimbursement of balance of fees from Employee Professional Development Funds for Members of FUNSCAD staff please contact Keera Buchanan.

I have attached my receipt for tuition fees.

Signature of Employee _____ _____
Social Insurance No. Date

OFFICE USE: Acct Name: _____ GL# _____ Rebate: \$ _____

HR Approval: _____