

Application for Tuition and Book Reimbursement

Please refer to Sask DLC's Tuition and Book Reimbursement Policy. *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 employee (please print)

First Name

Last Name

Department

Supervisor's Name

Employee No.

Work Address

Telephone

Position Title

\$ _____

Previous Reimbursement

Date

Employment Status

Classification Level

Name of Institution

Program Level
(Goal e.g. certificate, degree)

Program Discipline
(Area of Study e.g. data processing, social work)

Date of Course _____ to _____

(One course per form) (mm/dd/yyyy) (mm/dd/yyyy)

Course Title

Expenses

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

Section 2: Sask DLC Support – To be Completed by Department Head

Total Tuition/Books/Examination Expenses _____ Please indicate if this is a: Taxable Non Taxable benefit

Percentage of Support _____ %

Total Amount Authorized _____

Department Head's Signature (or designate) *(If recommended, need only sign below)*

Recommended: Yes No

Section 3: Promissory Note – To be Completed by Employee and Sask DLC

The employee agrees to reimburse the Province 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

Department Head's Signature (or designate)

Date

