



Application for Educational Assistance

- Please check your employee group's collective agreement or policies to confirm eligibility.
- Save all pages and required attachments in one pdf file.
- Submit the completed form to Human Resources using [ASK HR](#).
- Inquiries may be made using [ASK HR](#) or by calling 519-661-2194 (extension 82194)

EMPLOYEE INFORMATION

Name	Western ID #	Student # (if Western student)
Faculty / Department	Telephone # (Office Extension or Cell Phone)	

COURSE INFORMATION

Course Title	Course #
Course Dates From _____ To _____	Amount Requested
This course is part of: <input type="checkbox"/> Undergraduate Program <input type="checkbox"/> Graduate Master's Degree Program <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Other _____	Educational Institution: <input type="checkbox"/> Western University <input type="checkbox"/> Brescia, King's or Huron College <input type="checkbox"/> Western Continuing Studies <input type="checkbox"/> Other _____

SERVICES NEEDED (Check one)	Required Attachments	Important Notes & Timelines
<input type="checkbox"/> Approval To inquire on eligibility for the Educational Assistance benefit	<ul style="list-style-type: none"> • Program / Course Description (syllabus, course content) 	<ul style="list-style-type: none"> • Eligibility review can take 1-2 weeks • Result will be sent by email
<input type="checkbox"/> Reimbursement To request reimbursement for a COMPLETED course	<ul style="list-style-type: none"> • Proof of payment (receipt or tuition account statement) • Grade report or certificate of attendance 	<ul style="list-style-type: none"> • Educational Assistance pays for tuition fees only • Applications received during the month are reviewed for reimbursement the following month • Reimbursements are included on the monthly pay
<input type="checkbox"/> Tuition Advance To request for advanced funding prior to taking a course Applies to Western Main Campus programs only	<ul style="list-style-type: none"> • Copy of tuition account statement • Tuition Advance Policy signed (page 2 of this form) 	<ul style="list-style-type: none"> • Educational Assistance pays for tuition fees only • Benefit amount will be posted on the tuition account after the payment due date • Late fees will not apply if application is received by HR prior to payment due date

- I have completed all the fields and included all required attachments.
- I have read and fully understood the terms and conditions of accepting Tuition Advance(s) printed on the reverse side of this application.

Employee Signature	Date
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Tuition Advance Policy

1. Financial support will be provided by means of a Tuition Advance for credit courses at Western, **ONLY** if an initial course has been successfully completed in accordance with the Educational Assistance Policy (except for UWOSA members as per Article 22.08 in UWOSA Collective Agreement) and a copy of the invoice for fees is included with the application.
2. UWOSA members who experience financial hardship as a result of the requirement to pay tuition in advance may make application for an advance for non-Western and non-credit courses.
3. You agree to provide evidence of successful completion of courses taken at Western or otherwise, to Human Resources as soon as this evidence is available.
4. If any course is dropped/withdrawn/failed, you should contact Human Resources to arrange repayment of the tuition advanced for the course. If your employment is terminated prior to completing the course, please [contact Human Resources using ASK HR](#) or call 519-661-2111 extension 85536) to arrange the return of your Tuition Advance.
Note: Cheque should be made payable to Western University and sent to Human Resources in SSB 4159.
5. You agree, as one of the conditions for receiving the Tuition Advance, that this agreement Constitutes your written authorization for the University to deduct any such outstanding monies through payroll deduction (maximum \$ 200 per month) and/or from any monies owing to you upon termination of your employment.
6. No further advances/reimbursements will be issued if there is any outstanding amount owing.

Employee Signature	Date
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