



Classified Staff Educational Subsidy Application Form

Name: _____

Position: _____

Assigned Location: _____

Table with 4 columns: Course Name, Estimated Cost (Tuition only), Estimated Start Date, Estimated Completion Date. Rows 1, 2, 3.

On a separate page, please describe how the proposed course of study relates to your work

For any approved course of study, a subsidy will be paid following receipt of proof of successful completion of each course and presentation of documents relating to the cost of the course. The subsidy amount may be up to 75 % of tuition costs, and will be dependent on the number of applications received. The amount of subsidy provided to any individual during the course of one school year will not exceed 10% of the total available funds unless there are unexpended funds remaining at the end of the year.

Tuition, education, and textbook amounts:

To claim your tuition, education and textbook amounts you must have received the following forms from your educational institution. This form shows the number of months you were enrolled either on a part-time (Box B) or a full-time (Box C) basis:

- Form T2202, Tuition, Education, and Textbook Amounts Certificate

Note: You may also, receive an official tax receipt from your educational institution to reflect the amount of eligible tuition fees you have paid for a calendar year.

You cannot claim the education amount if you:

- Received a grant or were reimbursed for the cost of your courses from your employer. However, you can claim the education amount if you report the reimbursement as taxable income.

Tuition reimbursement reported as taxable income on T4A:

If you were paid or reimbursed education amounts from your employer, you will receive a T4A- other income slip, to report the reimbursement as taxable income. The T4A slip will include the total amount that you claimed and were reimbursed from your employer. This will allow you to report your Tuition, education, and textbook amount as a deduction.

Date

Signature of Applicant

Authorization for Subsidy:

\$

Amount Approved

Associate Superintendent – Human Resources