

Section: PS 901-1

Application for Tuition and Book Education Allowance Program

Last revised: January 2014
Last reviewed: January 2014
Next review:

The form should be used to apply for the tuition and book allowance program.

Please refer to the [Learning and Development Policy PS901-1](#). 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)

Surname

Given Names

Ministry

Branch

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

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Expenses

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

Section 2: Ministry Support – To be Completed by Ministry

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

Percentage of Support _____ %

Total Amount Authorized _____

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

Recommended: Yes No

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

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 Executive Government prior to successful completion of the course

Employee's Signature

Date

Permanent Head's Signature (or designate)

Date

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Copy to Human Resource Service Team Copy to Employee Enter on MIDAS