

TUITION ASSISTANCE PROGRAM (TAP) - APPLICATION FORM



To print out and complete this form, please first download a PDF copy of the form. Once downloaded, open the form using a PDF viewer such as Adobe Acrobat. Go through the form and fill out all the required information, then save a copy of the PDF somewhere easily accessible. Print the completed form and attach all required documents before submitting to HR Services.

a. Personal Information		
Name:	Employee ID #:	
Division:	Department:	
Campus:	Job Title:	
E-mail:	Phone:	
b. Employment Status		
Group 1 - Full Time <input type="checkbox"/> Administration <input type="checkbox"/> Support Staff <input type="checkbox"/> Academic	Group 2 - Part Time <input type="checkbox"/> Administration <input type="checkbox"/> Regular Part Time Support <input type="checkbox"/> Academic <input type="checkbox"/> Partial Load (Under Contract)	
c. Course/Program Information		
Educational Institution:		
Course Name:	Start Date: (MM/DD/YY)	End Date: (MM/DD/YY)
Is this course/program contributing towards a Diploma, Degree, Doctoral Program, or Professional Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide the Name of the Program:	
	Estimated Date of Program Completion:	
Claim:	\$ _____	
Paid Date: _____ (MM/DD/YY)	Total Expense Amount (CDN\$):	Total Fund Claim Amount (CDN\$):
	TOTAL REIMBURSEMENT REQUESTED: \$ _____	
d. TAP Eligibility Requirements Employee Attestation (Check all that apply)		
<input type="checkbox"/> I confirm that I am not applying for a reimbursement for a course/program that is currently funded by another Humber program/award	<input type="checkbox"/> I am applying for reimbursement for a course/program taken within the current fiscal year (April 1st - March 31st)	
<input type="checkbox"/> I confirm that this course/program is an accredited program	Employee Signature _____	
d. TAP Eligibility Requirements Manager Attestation (Check all that apply)		
<input type="checkbox"/> I confirm that, as per the Professional Development Policy (dated - November 01, 2019), this application is eligible for professional development funding under the Tuition Assistance Program		
Dated: _____ (MM/DD/YY)	Signature: _____	
Name of Manager: _____ (Please Print)	Manager's Title: _____	
By signing above, we are stating that the information outlined above is accurate. We understand that a reimbursement is not guaranteed until all signatures have been obtained, and until official notice is received from the Organizational Effectiveness Department that a reimbursement is approved.		
e. Reimbursement Approval - For use by Organizational Effectiveness		
Supporting Documents Provided:	Employee is approved for a reimbursement as follows:	
<input type="checkbox"/> Course Outline	Group 1: FT (Admin, Support, Academic)	Group 2: PT (Admin, Academic, Partial Load Under Contract, Regular Part Time Support Staff)
<input type="checkbox"/> Proof of Payment	<input type="checkbox"/> \$1,000 or \$ _____	<input type="checkbox"/> \$500 or 50% \$ _____
<input type="checkbox"/> Proof of Successful Completion	With a balance of \$ _____	
<input type="checkbox"/> Accredited Program/Course	To be used with the _____ fiscal year	
Director OE Signature _____	Processed Date: _____ (MM/DD/YY)	

HOW TO APPLY FOR TUITION ASSISTANCE VIA THE TUITION ASSISTANCE PROGRAM (TAP)

Reimbursements made to employees under TAP are done **after successful completion of their program**. To qualify for TAP reimbursements **all programs must satisfy the criteria laid out in Section 5.7.2 of the Professional Development Policy**.



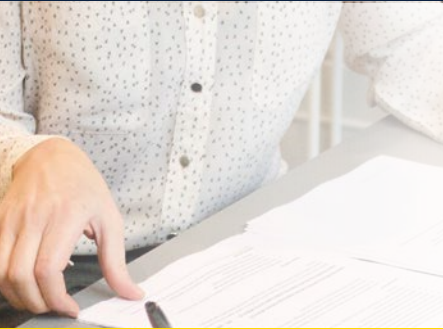
STEP 1: Complete Application

Upon successful completion of a program, the employee completes the **Tuition Assistance Application Form** located at <https://humber.ca/hroe/oe/resources/tap-form.pdf>.



STEP 2: Get Support

The employee forwards this form to their **manager for approval**.



STEP 3: Attach Documents

The employee completes the application by attaching the following documents:

Course outline (including dates)

Proof of payment for the program of study (web payment receipt, bank statement, payment receipt from the institution)

Note: the employee's name **must** be on the receipt for it to be considered valid.



STEP 4: Submit Application to the Organizational Effectiveness Department

The employee submits the completed application form to:

Tuition Assistance Program, Organizational Effectiveness Department

which is located on the 6th floor of the Humber Learning Resource Commons Building.

Completed applications can also be submitted on-line to the following e-mail address: **oe@humber.ca**.

STEP 5: Approval and Processing

Upon receipt of passing grade/mark, the Organization Effectiveness Department will review the employee's completed application and will:

- **Contact the employee** if the application submission is incomplete.
- **Approve the Application**.
- **Submit the payment request** to Accounts Payable in Finance Services for processing.



STEP 6: Payment Received

- After approximately **2-3 weeks**, the employee will receive a **direct deposit payment** into their bank account. **This payment is non-taxable**, so it appears as a separate deposit titled "Tuition."
- The employee **will be notified by email** that the TAP is approved and processed and when to expect payment.



If you have any further questions, please contact the HR Support Center

- **Call ext. 5001 from a Humber phone line or dial 416-675-5001**
- **Chat with us at humber.ca/hrchat**
- **Submit an e-form at humber.ca/hrinquiry**