

HOW TO APPLY FOR AN EDUCATIONAL SCHOLARSHIP

VIA THE POST-SECONDARY DEGREES AND GRADUATE ASSISTANCE PROGRAM (GAP)

Tuition assistance is available to all full-time (admin, academic, support) employees seeking to advance their education through discipline-specific post-secondary degrees, Masters or Doctoral degrees at an accredited post-secondary institution. Funding under this program will be provided up to a maximum of four (4) years for each individual and up to an annual tuition amount of \$5,000 per year for courses taken within the current fiscal year .

Further details on the Education Scholarship - Post-Secondary Degrees and Graduate Assistance Program (GAP) can be found in the [Humber College Institute of Technology and Advanced Learning Professional Development Policy \(dated November 01, 2019\)](#).

STEP 1: Pay for Your Course

- Pay for the course that you would like to complete.
- Keep a copy of your payment receipt.



STEP 2: Complete the Tuition Reimbursement Form

- Download the [Graduate Assistance Reimbursement form \(GAP\) form](#) and save on your device where it is easily accessible.
- Go through the form and fill out all the required information on the form.
- Please ensure to sign the form and save the completed form.

Note: Please submit one reimbursement form for each completed course you are claiming for a tuition reimbursement.



Step 3: Complete the GAP Reimbursement Form(s) and Provide Any Required Supporting Documentation

- Attach a copy of the course description with learning outcomes.
- Attach a copy of the payment information for the course.
- Attach a copy of your transcript or other official documentation showing the passing grade you achieved for the completed course.



STEP 4: Submit Tuition Reimbursement Form

- Email your completed form(s) and documentation to oe@humber.ca.

STEP 5: Tuition Reimbursement

- If necessary someone from P&C will contact you to ensure all information submitted is accurate.
- A review will be completed of the form and documents submitted.
- Once approved you will be contacted and a reimbursement will be processed and the monies will be deposited into your account that is on file.

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

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