

**HUMBER, OPSEU Locals 562 and 563  
EMPLOYEE SCHOLARSHIP FUND APPLICATION FORM - 2013**

***A. About You: (Please print clearly)***

Name: \_\_\_\_\_ Status: Faculty  Support Staff   
Dept./School: \_\_\_\_\_ Campus: \_\_\_\_\_  
Phone/Ext: \_\_\_\_\_ Email: \_\_\_\_\_

***B. About Your Program of Study:***

Name of Educational Institution:

\_\_\_\_\_

Name/Title of Degree Program: \_\_\_\_\_

\_\_\_\_\_

Name of Course (for use when seeking tuition reimbursement): \_\_\_\_\_

Start Date of Course/Degree: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Cost of Tuition per course: \$ \_\_\_\_\_ Total Cost of Tuition for Degree: \$ \_\_\_\_\_

**Please attach the following with this Application Form:**

- Calendar outline describing your degree  Course description(s) with learning outcomes  
 Proof of payment for the course above

***C. How This Course/Degree Benefits You & Humber:***

1. Why do you wish to take this course/degree?
  
  
  
  
  
  
  
  
  
  
2. How does this course/degree specifically align with the strategic directions of the College and your School/Department?
  
  
  
  
  
  
  
  
  
  
3. How will this course/degree enhance your ability to fulfill your professional responsibilities and developmental goals?

4. How will your taking this course/degree contribute and benefit to Humber's goal of enhancing student learning?

5. If there is a similar course/degree offered at Humber, please explain why you have applied to take this course at another institution.

6. Letter of Intent/Personal Statement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\* On request, this document is available in alternate formats

**D. Recommendation/Comments:**  
(Completed by Dean/Director of your School/Department)

Name of Dean/Director: \_\_\_\_\_

Department/School: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_ Date You Received Application: \_\_\_\_\_

Please check (✓) one:

I have reviewed this employee's request and **recommend** that s/he be considered for reimbursement.

I have reviewed this employee's request and **do not recommend** that s/he be considered for reimbursement.

Rationale/comment

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

**Please submit this application form, and supporting attachments to HR Services Room B304, to the attention of Deb McCarthy, VP HR. Please note that you must submit this application whether or not you recommend this employee for consideration. Thank you. SUBMISSION DEADLINE: May 15, 2013**

FOR ADMINISTRATIVE PURPOSES

Approvals:

\_\_\_\_\_  
Local Union President  
on behalf of CESC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Human Resources

\_\_\_\_\_  
Date

For more information, please visit: <http://hrs.humber.ca/learning/tuition.html>