

## CUPE TUITION SUPPORT

(Article 20.04, CUPE Collective Agreement; Administrative Procedure 431)

Employee Name:		
School/Department:		
Address:		
Course Name and Description		Tuition Amount
Total Claim		

I hereby certify that the amounts claimed have not been previously paid to me or on my behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The letter of approval must be attached in order to release payment.**

Excerpts from Administrative Procedure 431:

2.4.1

the employee will be reimbursed for the approved course by:

- i. submitting an expense claim for reimbursement (Form 431-1);
- ii. attaching the original receipt for tuition; iii. attaching a copy of the transcript/course completion certificate; and iv. attaching a copy of the Letter of Approval from the Deputy Superintendent.

2.6.1 For the purposes of this article, tuition is defined as the course fee at a

recognized post-secondary institution, and excludes: i. Student Union Fees; ii. Textbooks; iii. Materials Fees; iv. Technology Fees; and

- v. any other fees or charges made by the post-secondary institution as part of registration in the course.