



## EMPLOYEE APPLICATION FOR UNIVERSITY STUDY BENEFITS

### ELIGIBILITY

- **BCGEU employees** with one (1) or more years of service seniority are entitled to take one (1) University credit course per semester plus one (1) additional University credit course during the calendar year.
- **Administration** and **Faculty** employees are entitled to nine (9) credits per calendar year.

### EMPLOYEE

Name:  Dept.:

Employee ID #:  Phone Local:

Employee Group: (check one) ☐ ADMIN ☐ BCGEU ☐ FACULTY

Semester: (check one) ☐ SPRING ☐ SUMMER ☐ FALL YEAR

Number of courses that I am registering for:  Total Credits:

Please check one of the following:

- ☐ This credit course is only offered by the University during my regular working hours and I am therefore requesting permission to make up time absent at no expense to the University.
- ☐ My attendance at this credit course is outside of regularly scheduled working hours.

*I acknowledge that I am eligible to receive University Study Benefits and that in the event I do not successfully complete this course(s), I will be required by the University to reimburse the total tuition fee. BCGEU employees, please refer to article 22.6 in the collective agreement for further information.*

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

Date (dd-mmm-yyyy)

### ADMINISTRATIVE SUPERVISOR

I acknowledge that I have reviewed the eligibility criteria with the employee and that they qualify to receive University Study Benefits.

If No.1 above is checked, can authorization be granted which enables the employee to make up time at no expense to the University without disrupting operational or educational services?

☐ Yes

☐ No

\_\_\_\_\_  
Supervisors' Signature

Date (dd-mmm-yyyy)

Employees must be registered as a KPU student and meet all admission requirements in order to make use of University Study Benefits. Before submitting this form, please confirm with the registrar's office that you are eligible to enroll in the course you are applying for.

Please email this completed form to [Accounts.Receivable@kpu.ca](mailto:Accounts.Receivable@kpu.ca) prior to your registration date. Receipt of this form will waive the registration deposit and prevent cancellation of registration. Once you have completed the course, you are required to provide proof of completion to the Administrator responsible.