



GUIDELINES

- BCGEU Employees with one (1) or more years of service seniority shall be 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.

Name: _____ Dept.: _____

Employee ID #: _____ Phone Local: _____

Employee Group: (check one) ADMIN BCGEU FACULTY

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

Number of courses that you will be registering for: _____ Total Credits: _____

I acknowledge 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.

Employees' Signature

Date (dd/mm/yyyy)

EMPLOYEE

Please check one of the following:

1. 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.
2. My attendance at this credit course is outside of regularly scheduled working hours.

ADMINISTRATIVE SUPERVISOR

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/mm/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 submit this form to Accounts Receivable prior to your registration date either by email to Accounts.Receivable@kpu.ca or fax 2338. Receipt of this form will waive the registration deposit and prevent cancellation of registration. For inquiries, please email Accounts.Receivable@kpu.ca

Once you have completed the course, you are required to provide proof of completion to the Administrator responsible.