



## Tuition Refund Application for Members of the Mount Royal Faculty Association

Pursuant to **Article 18.3 of the Collective Agreement**, faculty may apply for reimbursement for successful completion of credit courses or for graduate studies tuition fees at a post-secondary institution other than Mount Royal. Applications are processed in the fall for the previous September 1 to August 31 period.

### Eligibility Requirements:

- You must have been an MRFA faculty member in the period for which you are requesting funding;
- Contract Faculty must have taught three or more courses in the period for which they are applying;
- Only courses **completed** between September 1 – August 31 will be funded; and
- Only Fees specifically listed as “Tuition fees” will be considered eligible.

The funds are divided into two pools:

- 1) **PhD or terminal degree work:** for reimbursing full time and limited term employees who successfully complete credit courses, or for program fees, towards the completion of a PhD, or terminal degree, in their discipline;
- 2) **Other:** for reimbursing full-time, limited-term, sessional, continuing, and fixed-term employees who successfully complete credit courses, or for graduate studies program fees, at any other post-secondary institution.

**Submission:** Submit applications to the MRFA Executive Assistant.

A complete application consists of:

1. This form completed and signed by both the applicant **and** the Chair.
2. Receipts from the post-secondary institution attended showing all fees being claimed. General fees such as student union dues and campus recreation fees **are not eligible** for reimbursement. Any costs associated with producing or distributing a thesis **are not eligible** for reimbursement.
3. In the case of credit courses or courses taken as part of graduate programs, **attach a transcript** showing successful course completion.
4. In the case of graduate studies program fees, **attach proof** of your status in the program.

**Incomplete applications missing any of the above four items will not be considered. Applications without a specific fee breakdown, if applicable, will not be considered.**

**Application deadline: the last working day in September.**



Name (Please Print): \_\_\_\_\_

Department: \_\_\_\_\_ Phone \_\_\_\_\_

Tenured or Tenurable       Limited Term       Contract Faculty

Post Secondary Institution Attended: \_\_\_\_\_

**Pool applying to:**

**Course or program tuition fees for PhD or terminal degree**  
(Full time or Limited Term faculty only)

**Name of Degree:** \_\_\_\_\_

**Other course or program fees**  
(Full time, Limited Term or Contract Faculty teaching 3 or more courses)

**Funding Received from other Sources:** \_\_\_\_\_  
(note the total amount of scholarships/bursaries/tuition reimbursements/  
professional development funds received from other sources for the same period)

Enter the total amount claimed below using the following formula:

**Total Cost    –    All graduate    –    Other Funds    =    Total Tuition Paid**  
**studies fees                        Received                        and being claimed**

**Or, add up tuition paid each term and subtract any other funds  
received to generate total amount claimed**

**Student union fees, recreation fees etc are not to be included in the total amount  
claimed.** If your list of fees does not indicate what portion is tuition, you must attach  
documentation showing how the over-all payment was distributed. Photocopies of  
relevant pages from the institution's catalogue or website may show what portion of the  
fee paid is relevant. A statement from their finance office would also be of assistance if  
the receipt is not clear about the specifics of what was paid. **Attach such items to this  
application, highlighting the relevant fees being claimed.**

**TOTAL TUITION CLAIMED:** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chair signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_