



Tuition Refund Application for Members of the Mount Royal Faculty Association

Pursuant to **Article 18.2 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” or "Program" fees will be considered eligible. Recreations memberships and other ancillary fees will not be refunded.

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 at office@mrfa.net.

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 _____

Full-Time 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)

Student union fees and 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/program fees, 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 breakdown of fees to this application, highlight the relevant fees being claimed, and list them below. *If applicable, note currency conversion rate here:

Fall Tuition:	Fall Program Fees	Fall Lab Fees:
Winter Tuition:	Winter Program Fees:	Winter Lab Fees:
Spring Tuition:	Spring Program Fees:	Spring Lab Fees:
Summer Tuition:	Summer Program Fees:	Summer Lab Fees:

Total Tuition Refund Claim:

Applicant signature: _____ **Date:** _____

Chair signature: _____ **Date:** _____