



## IUOE Employees

# Employee Tuition Scholarship Application Form

Eligible employees, their spouses, and their eligible dependents, may apply for a tuition scholarship. The applicant and the employee must meet the eligibility requirements on the first day of classes for the term in which the applicant is applying.

Each year, reimbursements will be processed in June for Fall/Winter courses and September for Spring/Summer courses. Scholarship values will be posted directly to the student account and refund cheques will be issued and mailed to the student.

**\*Annual submission deadlines are: June 1<sup>st</sup> for the previous Fall/Winter courses; October 1<sup>st</sup> for the previous Spring/Summer courses.**

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### **Benefit Eligibility**

An eligible employee shall be defined as someone who is:

- A full-time continuing employee; or
- A part-time continuing employee whose hours of work are fixed at 50% or more of the standard work week.

An eligible spouse is a spouse or common-law spouse as declared by an eligible employee for other University benefit purposes.

An eligible dependent shall be a natural child, legally adopted child, stepchild, or a child of a common-law spouse provided such a child is living with you, and is:

- Unmarried and under the age of 21 and dependent on employee for support; or
  - Unmarried and under the age of 25 and a full-time\* student of The University of Winnipeg.
- The age restrictions do not apply to a physically or mentally incapacitated child.

### **Academic Eligibility**

Have achieved a grade of 2.00 (C) or better

Completed credit courses at The University of Winnipeg towards a first undergraduate degree. A University of Winnipeg Bachelor of Education degree shall be considered as a first undergraduate degree.

Have not exceeded the minimum number of credit hours required to complete a degree:

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| - General Degree (3 Year)              | 90 credit hours  |
| - Honours or 4 Year Degree             | 120 credit hours |
| - Bachelor of Education (after degree) | 60 credit hours  |
| - Bachelor of Education (integrated)   | 150 credit hours |

Eligible employees having an undergraduate degree or having already completed the minimum number of undergraduate courses required to complete an undergraduate degree according to Senate regulations shall be eligible for Tuition Scholarship benefits for credit courses taken outside of their scheduled hours of work (except as part of modified work week arrangements) provided they register during the course add/drop period.

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**Please review the Awards and Financial Aid website for additional information on application deadlines and reimbursement values.**

