



Approved Tuition Fee Bursary - Claim Form

1. Employee Identification:

Name: (please print)	School:
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2. General Guidelines:

- This form ***must be completed*** upon successful completion of the approved class(es) and sent directly to ADMINISTRATIVE SERVICES.
- A "Statement of Marks" issued by the University or other institution must be enclosed supporting the claim.
- Payment of the tuition fee bursary will be by direct deposit.
- Should the approved class not be taken, complete: employee name, school, reason for class not taken and employee signature; and return to ADMINISTRATIVE SERVICES.

Reason for Class Not Taken

3. Claim: (To be completed by the employee)

Approved Class(es): Name	Title	Session
Approved Amount of Bursary	Date Completed	Employee Signature