

**HELPFUL HINTS & INFORMATION REGARDING TUITION WAIVER APPLICATIONS**

Please refer to the following for information regarding your application for a Tuition Waiver:

1. All applications must be submitted to Human Resources via email to [hr@unbc.ca](mailto:hr@unbc.ca) **before** the start of the semester.
2. **DO NOT WAIT** for the Add / Drop date to send in your tuition waiver application.
3. Incomplete applications will delay the approval and processing of your request.
4. Please ensure that both the employee and the student have signed as required.
5. Applicants are welcome to apply even if they are on the waitlist for a class.
6. The section that asks for the Year, refers to the calendar year (ie. 2024)
7. Employees, please indicate how you will make up for time off and your supervisor's signature for approval if the course is during your workday.
8. Tuition Waiver forms are available on the following link by scrolling down to the bottom of the page <http://www.unbc.ca/human-resources/pay-information-forms>
9. Please review your Employee Group Agreement for specific information regarding tuition waivers. <http://www.unbc.ca/human-resources/employee-agreements-handbooks>

Please do not hesitate to contact the Human Resources department at [hr@unbc.ca](mailto:hr@unbc.ca) if you have any questions or require assistance regarding your tuition waiver form.

Thank you,

**University of Northern British Columbia**  
Human Resources Department  
3333 University Way  
Prince George, British Columbia | V2N 4Z9  
PH (250) 960-5521 | FX (250) 960-5695

Online: [www.unbc.ca/hr](http://www.unbc.ca/hr)