

Please complete this form electronically* or by hand and submit to Organizational Development via:
Email to Candice.weber@grhosp.on.ca, interoffice mail, drop-off to room K417-1, or FAX to 519-749- 4313

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

For requirements and eligibility criteria, please refer to the checklist below, the TAP pamphlet and/or the TAP Policy on Lotus Link (Human Resources > Organizational Development > Tuition Assistance Program)

Employee Information	
Name:	Home Phone Number:
Employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	Date of Hire:
Service/Program:	Department/Unit:
Position Title:	Department Extension:
Academic Program Information	
Academic Institution:	Academic Program:
<input type="checkbox"/> One-Time Course <input type="checkbox"/> Certification <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Other, please specify:	

List all courses that you are applying for during the current fiscal year (April 1st – March 31st)				
Course Title	Start Date	End Date	Tuition Cost	Course Hours
Total Tuition:				

Informational Paragraph - Type in the space provided or attach a separate document to explain how this program/course will contribute to your professional development and/or be useful for future opportunities at GRH.

I have read and completed all of the requirements listed below and I have included a brief paragraph explaining how this program/course will contribute to my professional development and/or be useful for future opportunities at GRH.

Applicant Signature (or manager emails application): _____ **Date:** _____

To be completed by the applicant's manager before submission of application

- I have discussed this program with the employee and support his/her educational endeavours ; OR
- I do not support these educational endeavours because:

Manager Signature (or send application via email): _____ **Date:** _____

***An email from the applicant's manager will be accepted in place of the hand-written signatures**

TAP APPLICATION CHECKLIST

- You are applying for funding prior to the start of the course
- This is your only application in the current fiscal year (April 1st to March 31st)
- All of the courses that you will be taking during the current fiscal year are included on your application
- Your course is a minimum of 30 hours or is part of a certificate program (where exact course hours aren't stated, you have provided an estimation of the total hours based on information from the institution)
- Your course is offered by a high school, an accredited university, community college or other comparable institution
- Your manager has signed your application or indicated their approval via email
- You have included a brief paragraph of how this program/course will contribute to your professional development and/or be useful for future opportunities at GRH.
- All fields of your application form are complete; the course title(s), start and end dates, tuition costs and contact information

AVAILABLE FUNDING

- Due to limited funds may not be feasible. Funding will be allocated on a first-come, first-served basis.
- Funding is for direct tuition expenses only. The following are not covered: textbooks/materials; activity fees; examinations; laboratory fees; equipment.
- For regular full-time employees, tuition assistance will be 100% of the tuition up to \$1,000.00 per individual applicant per fiscal year.
- For regular part-time employees, tuition assistance will be 60% of the tuition up to \$600.00 per individual applicant per fiscal year.
- One application/monetary award per applicant per fiscal year (April 1st - Mar 31st) is allowed. Include on your application all courses that begin during this timeframe.

Please refer to the TAP brochure and/or policy for further information:

Lotus Link > Human Resources > Organizational Development > Tuition Assistance Program

Hard copies are available outside of room K417-1

Should you require assistance or have any questions, please don't hesitate to contact Candice Weber at Candice.weber@grhosp.on.ca or ext 3799.