

To determine eligibility and administer tuition assistance under HR 407 Tuition Assistance for Dependent Children of Employees, the student and eligible employee must complete the applicable sections of this form.

Section 1: *The dependent child must complete the information below.*

Student Legal Name: Student ID:

Program of Study:

Year and Semester:

Permanent Mailing Address (where T4A to be mailed):

.....

Student SIN in Banner? NO YES

In signing below, I, the student, acknowledge that:

- a) The information above is true and correct.
- b) The requirements of *HR 407 Tuition Assistance for Dependent Children of Employees* policy and procedure apply.
- c) The tuition fee payment by the college is income to me and I will receive a T4A for the year in which the tuition is paid on my behalf.
- d) I confirm that my Social Insurance Number (SIN) has been submitted for the purpose of issuing T4A tax forms. See *Note 2* under “Section 1 Completion Notes” on the next page for assistance.
- e) I must pay my seat deposit to ensure registration in my program of study for each year of study.
- f) I must pay applicable fees (e.g., college and program ancillary fees, lab fees, administrative fees, application fees, textbooks and recommended supplies, etc.).
- g) I must meet the requirements of *ACAD 202 Post-secondary Program Progression and Graduation* to continue my education at the college.
- h) I must reapply for the tuition assistance program each academic year.
- i) Should my enrolment status change to part-time, I understand that I no longer qualify for the tuition assistance program, unless otherwise approved.

Student's Signature:

Date:

In accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*, I authorize Loyalist College to collect, use, and share my academic and financial information as necessary for the administration of the Tuition Assistance Program. This information may be shared with college departments involved in administering the program and may include information related to my enrolment, academic standing, program of study, and tuition and fee status.

Student's Signature:

Date:

*** Section 1 Completion Notes:**

*Note 1: After completing Section 1, the student must **save** the PDF and send the saved file to the employee. Please do not use any "Print to PDF" functionality, as doing so will nullify the remaining digital signature fields in the document.*

Note 2: For assistance with submitting your SIN through a secure page, please consult the attached instructions (Appendix A).

Section 2: The eligible employee must complete the information below.

Employee Name:

Relationship to Student:

In signing below, I acknowledge that:

- a) I have read *HR 407 Tuition Assistance for Dependent Children of Employees*.
- b) I am a full-time employee of Loyalist College.
- c) the above student is my dependent child as defined under *HR 407 Tuition Assistance for Dependent Children of Employees* policy.
- d) I am unable to access information regarding my dependent child's enrolment status, academic standing or other student information unless an *Authorization for Information Release Form* has been completed and submitted to Human Resources. The college will directly communicate with my dependent child regarding their continued eligibility for the tuition assistance program.

Employee's Signature:

Date:

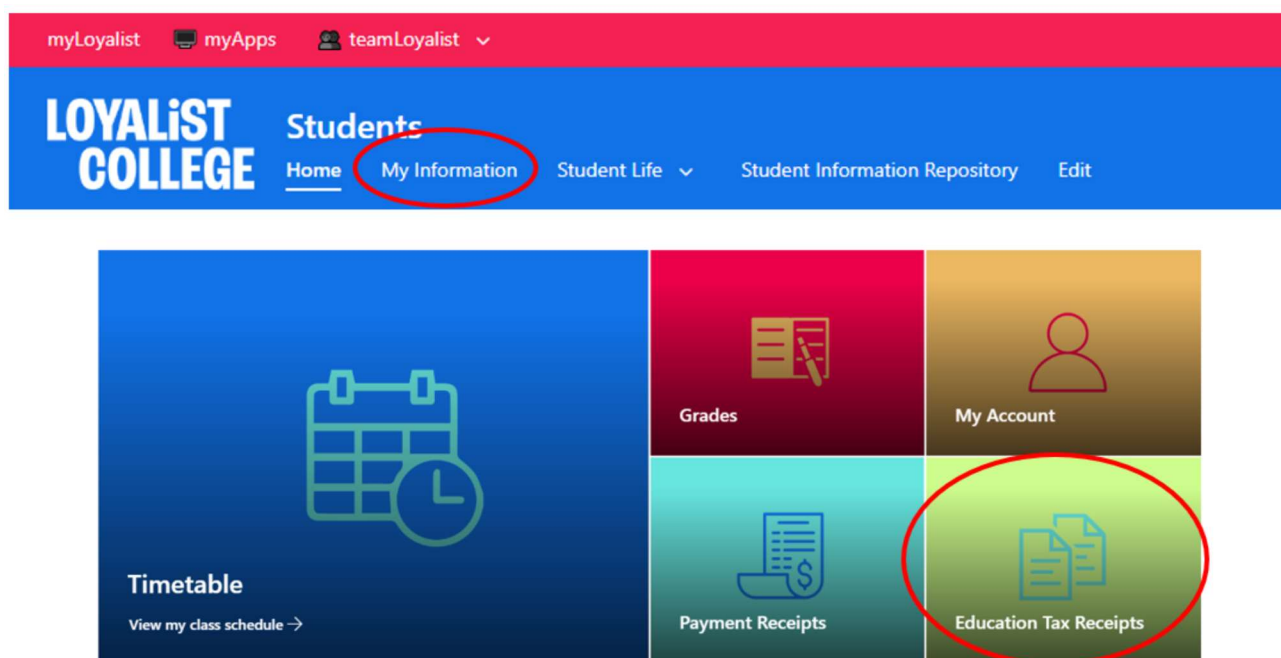
Submission:

Please submit the completed form to Human Resources at vp-hr-edl@loyalistcollege.com for review and approval.

Appendix A: Instruction on how to update your Social Insurance Number

The Canada Revenue Agency (CRA) requires post-secondary institutions to include each student's Social Insurance Number (SIN) on the Education Tax Forms (T2202 and T4A). More information is available on the [Government of Canada's website](#).

Loyalist College has created a secure page on the [myLoyalist](#) portal where students can provide their SIN and access tax details. To navigate to the page, log in to the myLoyalist portal, select **My Information** then the '**Education Tax Receipts**' icon.



If your SIN is not on file, you will be prompted to provide it. This page also provides links to your Education Tax Forms (T2202 and T4A).

The image shows a form for entering a Social Insurance Number (SIN). At the top, it says 'Please Enter the 9 digit SIN number below.' Below this is a row of three input boxes for the digits, followed by a 'Submit' button. Below the input fields is a box containing a graphic of a Social Insurance Number card. The card has the Canadian flag and the text 'Human Resources Development Canada' and 'Développement des ressources humaines Canada'. It also displays 'SOCIAL INSURANCE NUMBER' and 'NUMÉRO D'ASSURANCE SOCIALE'. The card shows the number '000 000 000' and a placeholder for the 'FIRST NAME, LAST NAME'.