# KING'S
## UNIVERSITY COLLEGE
### at *The University of Western Ontario*

# TUITION BENEFIT APPLICATION
## Send to:  Accounts Payable, Room W138

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## FACULTY OR STAFF INFORMATION

| | |
|---|---|
| Name: | Date: |
| Length of Service in  Years: | |

## STUDENT INFORMATION

| | |
|---|---|
| Name: | Relationship to Employee: |
| Student Number: | Social Insurance Number: |
| Date of Birth: | |
| Street Address: | |
| City: | Postal Code: |

Please check one:  Institution Attending

☐　King's University College　　　　☐　Other　_____

☐　Full Time　　☐　Part Time　　Non-Credit Course(s) [　]　Credit Course(s) [　]

Previous Requests for Tuition Benefit　_____　# Year(s)  for this student

Note:  Only employees are eligible to take non-credit course(s).

## In order to claim your Tuition Benefit you must include the following documentation:

1. **A break down of your tuition payment including the tuition as well as any compulsory fees.  Please note that tuition benefit does not include reimbursement for compulsory fees.**
2. **A receipt or statement from the Institution showing that a payment has been made and received.**

I certify that the information contained above is complete and accurate.  In providing this information I agree to its use by the College for the purpose of complying with the Income Tax Act and in the administration of the Tuition Benefit program.

_____　　　_____
Employee of King's University College　　　　　　　　　　Student

## FOR OFFICE USE ONLY

| | |
|---|---|
| T4A Required:　☐ Yes　☐ No | Amount of Tuition: |
| Posted to Account #: | Relationship Verified by Payroll: |