

To be eligible for the Tuition Waiver, you must meet ***all of the following criteria:***

- a) taught at least two (2) full credit courses or equivalent in the bargaining unit during the previous thirty-six (36) months;
- b) taught at least one course during the twelve (12) month period immediately preceding the application for Tuition Waiver.

Section A – Applicable Course Information

Courses Taught	Term Date

Have you participated in this plan during the last 12 months?

Yes Please enter term benefit used: _____

No

I am applying for the following Term: _____

Section B – Contract Instructor Information

Name	Date of Birth (YY/MM/DD)	Employee Number	
Street Address	City	Province	Postal Code

Contract Instructor Verification

I hereby apply to participate in Carleton University's Contract Instructor Tuition Waiver Program, and I certify that the information provided is true in all material respects.

Signature of Contract Instructor

Date

Section D – Human Resources Eligibility Verification

I certify that the above-named contract instructor meets the criteria for the Contract Instructor Tuition Waiver.

Signature of Human Resources

Date

Complete form and submit to Carleton University Human Resources, 507 Pigiavik, 1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6, or via email to humanresources@carleton.ca.

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the *Freedom of Information and Protection of Privacy Act* (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. If you have any questions about the collection and use of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via University_Privacy_Office@carleton.ca. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.