



CUPE TUITION SUPPORT

FORM 431-01

(Article 20.04, CUPE Collective Agreement; Administrative Procedure 431)

Employee Name:	
School/Department:	
Address:	

Course Name and Description	Tuition Amount
Total Claim	

I hereby certify that the amounts claimed have not been previously paid to me or on my behalf.

Signature

Date

The letter of approval must be attached in order to release payment.

Excerpts from Administrative Procedure 431:

- 2.4.1 the employee will be reimbursed for the approved course by:
 - i. submitting an expense claim for reimbursement (Form 431-1);
 - ii. attaching the original receipt for tuition;
 - iii. attaching a copy of the transcript/course completion certificate; and
 - iv. attaching a copy of the Letter of Approval from the Deputy Superintendent.

- 2.6.1 For the purposes of this article, tuition is defined as the course fee at a recognized post-secondary institution, and excludes:
 - i. Student Union Fees;
 - ii. Textbooks;
 - iii. Materials Fees;
 - iv. Technology Fees; and
 - v. any other fees or charges made by the post-secondary institution as part of registration in the course.