 Tel: 705-675-1151 ext. 3046 Fax: 705-675-4867
 Email: finance@laurentian.ca

 **Financial Services
APPLICATION FORM - TUITION FEE EXEMPTION**

**Please return completed form to the FINANCIAL SERVICES OFFICE (L-1012), R.D. Parker Building.**

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| THIS SECTION TO BE COMPLETED BY **STUDENT (INCLUDING EMPLOYEES TAKING COURSES):**NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE OF BIRTH : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SOCIAL INSURANCE NUMBER : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STUDENT NUMBER : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SESSION : SEPT-APR \_\_ MAY-AUG \_\_ *to be submitted prior to start of term*. \*One exemption form is required for the Fall/Winter (AW) academic year. A separate exemption form is required for the Spring/Summer (AS) session.FULL-TIME STUDENT (Registered in 18 credits or more credits between September and April) - Specify programme and year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PART-TIME STUDENT (Specify course-s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THIS SECTION TO BE COMPLETED BY **EMPLOYEE** :NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMPLOYEE I.D. # : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DEPARTMENT : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EXTENSION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STUDENT’S RELATIONSHIP TO EMPLOYEE: \_\_\_\_\_\_ SELF \_\_\_\_\_\_ SPOUSE/COMMON-LAW (Common-Law Definition:  As per Revenue Canada, living with partner for at least 12 consecutive months in a relationship like a marriage) \_\_\_\_\_\_ SON/ STEP-SON \_\_\_\_\_\_ DAUGHTER / STEP-DAUGHTEREMPLOYEE’S GROUP: LUAPSA \_\_ LUFA \_\_ LUSU \_\_ OTHERS \_\_ SIGNATURE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ACKNOWLEDGEMENT :**  The following undertaking must be signed upon submission of the request.  I acknowledge that this application for tuition fee exemption is subject to verification, and should it be subsequently determined that I am not eligible for the tuition fee exemption, agree to make immediate payment of tuition fees as required by University policy or a late administration fee will be added.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**STUDENT’S SIGNATURE** **DATE****\*Students are responsible for all incidental/ancillary fees for which payment is due upon submission of exemption form, prior to the start of the session (a late administration fee is applicable after the start of a session). If a student receives a failing grade he/she must pay for an equivalent number of credits upon registering in subsequent course(s).** Refer to policy for full details with respect to Tuition and Exemption for Staff Members and Dependents. View our policy on the LUnet under Quick Links\_Policies. |
| Forms may be obtained in Financial Services (L-1012, 10th Floor, R.D. Parker Building) or in the Student Fees Office (1st Floor, R.D. Parker Building) or on LUnet (under Financial Services\_Documents\_Forms).  Revised March 2018 |