

GUIDELINES

- BCGEU Employees with one (1) or more years of service seniority shall be entitled to take one (1) University credit course per semester plus one (1) additional credit course during the calendar year.
- Administration and Faculty employees are entitled to nine (9) credits per calendar year.

Name: _____ Dept.: _____

Employee ID #: _____ Phone Local: _____

Employee Group: (circle one) ADMIN BCGEU FACULTY

Semester: (circle one) SPRING SUMMER FALL YEAR: _____

Number of courses that you will be registering for: _____

I acknowledge that in the event I do not successfully complete this course(s), I will be required by the University to reimburse the total tuition fee. BCGEU employees, please refer to article 22.6 in the collective agreement for further information.

Employees' Signature

Date

EMPLOYEE

Please check one of the following:

- 1. This credit course is only offered by the University during my regular working hours and I am therefore requesting permission to make up time absent at no expense to the University.
- 2. My attendance at this credit course is outside of regularly scheduled working hours.

ADMINISTRATIVE SUPERVISOR

If No.1 above is checked, can authorization be granted which enables the employee to make up time at no expense to the University without disrupting operational or educational services?

Yes **No**

Supervisors' Signature

Date

Please submit this form to the Accounts Receivable department located on the Newton Campus prior to your registration date. Faxed copies are acceptable (local 2338). Receipt of this form will waive the registration deposit and prevent cancellation of registration. For Inquiries, please call Accounts Receivable at local 2057 or 2242.