

HR03 Appendix A - Taxable Waiver Benefit Form

Please complete this Form if registering for courses eligible under policy HR03: Tuition Assistance – Algonquin College Courses, and meet the criteria as outlined in the policy. Please note that, in accordance with the Canada Revenue Agency Income Tax Act, the College is required to ensure that the unpaid portion of the tuition cost for the course is included in the employee’s income as a taxable benefit. The College’s Finance Department (Payroll) will deduct the applicable taxes from the employee’s pay upon receipt of notice from the Registrar’s Office of the course enrollment if the course is not eligible or the employee does not complete this form.

Please forward this completed Form to the **Finance Department (Payroll)** at payroll@algonquincollege.com or in person to the **Finance Department, C Building, 5th Floor**.

Employee Authorization	
Employee Name: (print)	Employee ID:
Course Code:	Term of Course:
Course Name:	Location of Course: (campus or online)
Employee status at Course start Date:	<input type="radio"/> Full Time <input type="radio"/> Part Time
Is this course part of a diploma/degree/certificate program for the employee: (if yes, please specify)	
Employee Signature:	

Manager Authorization	
Manager Name: (print)	Manager Job Title:
Department/Faculty:	
Supporting Rationale of how the course benefits Algonquin College:	
I agree that the course noted above is being taken for the maintenance of skills/qualifications or upgrading of skills/qualifications of the employee and completion of this course will benefit the College.	
Manager Signature:	
Date:	