

STAFF REGISTRATION AND TUITION WAIVER

Those staff who are eligible for tuition waiver must complete a "Staff Registration and Tuition Waiver Request" form and submit it to Human Resources.

It is essential that staff follow the normal procedures for contacting Enrolment Services, Office of Registrarial Services, Level 3, University Centre, regarding their selection of courses.

If the "Staff Registration and Tuition Waiver Request" form is not submitted and approved by Human Resources you will not be officially registered for the term.

In addition to completing the "Staff Registration and Tuition Waiver Request" form, you also must add your courses using WebAdvisor or submit an "Undergraduate Course Request" form outlining the course(s) you wish to take. The "Undergraduate Course Request" form can be submitted during the official course selection periods or during the "Add" process at the beginning of each semester.