**Course Application Form** (#3-346A-01)

**Employee Learning & Development – Fleming Tuition Subsidy**

This Course Application must be completed and approved in advance of registering for a course at Fleming, for which financial subsidy is being requested. Refer to [OP 3-346A Fleming Tuition Subsidy](https://department.flemingcollege.ca/policies-procedures/attachment/624/download) for eligibility rules.

Please submit this Course Application to your manager **at least 10 business days in advance** of the course start date to ensure there is enough time for registration. This form must be submitted at the beginning of each course, even if you are completing a full program.

**Employee Information**

|  |  |
| --- | --- |
| Employee Name |  |
| Employee ID |  |
| Employee Group  | Choose an item |
| Job Type | Choose an item |
| Job Title |  |
| Department / School |  |

**COURSE Information**

|  |  |
| --- | --- |
| Course Name |  |
| Course Number  |  |
| Course Start Date |  |
| Cost of Course as Listed |  |
| Type of Course[[1]](#footnote-1) | Choose an item |
| Reason to Take Course[[2]](#footnote-2)  | Choose an item |

If the course is for Professional Development, describe how you intend to use the learning back on the job.

|  |
| --- |
|  |

I **Click/tap to enter text** understand and accept the conditions of this Fleming Tuition Subsidy application as outlined in Operating Procedure [3-346A Fleming Tuition Subsidy](https://department.flemingcollege.ca/policies-procedures/attachment/624/download) and Policy [3-346 Employee Learning & Development](https://department.flemingcollege.ca/policies-procedures/attachment/623/download).

I **Click/tap to enter text** confirm that I will be taking this course outside of my regular working hours.

|  |  |
| --- | --- |
| **Employee Signature:**  | **Date:** Click/tap to enter date |

**manager approval**

Does this meet the criteria as a professional development course for this employee?

 Choose an item

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Click/tap to enter text |  | Click/tap to enter date |

Please send completed Course Application forms to PD@flemingcollege.ca.

**Human resources approval**

Is the employee eligible to participate in this program?

 Choose an item

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Click/tap to enter text |  | Click/tap to enter date |

Please send this form onto the Registrar’s Office.

**to be completed by The RegistraR’s Office**

Has the employee been enrolled in the course listed above?

 Choose an item

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Click/tap to enter text |  | Click/tap to enter date |

Please send this form onto payroll@flemingcollege.ca.

**To be completed by Payroll**

|  |  |
| --- | --- |
| Taxable Benefit Entered | Choose an item |

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Click/tap to enter text |  | Click/tap to enter date |

Please send this form onto Matthew.Barnes@flemingcollege.ca

**To be completed by finance**

To be completed ONLY if the course is for personal interest:

|  |  |
| --- | --- |
| Value of Taxable Benefit | $  |
| T2202 Completed | Choose an item |

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Click/tap to enter text |  | Click/tap to enter date |

1. Follow these links to learn more: [Continuing Education](https://flemingcollege.ca/continuing-education/courses) or [Post Secondary Studies](https://flemingcollege.ca/programs/a-z) [↑](#footnote-ref-1)
2. If the course is deemed to be professional development, employees will not receive a T2202 (tuition and enrolment certificate) for the course. If the course is for personal interest, it will be considered a taxable benefit and the employee will be required to pay statutory deductions on the value of the benefit. This will be reflected on a future paycheque and year end T4. The employee will receive a T2202 to claim the tax credit to offset this taxable benefit on their personal income tax return. [↑](#footnote-ref-2)