



FLEMING

COURSE APPLICATION FORM (#3-346A-01)

Employee Learning & Development – Fleming Tuition Subsidy

This application must be completed and approved in advance of registering for a course at Fleming, for which financial subsidy is requested.

Submission of this form does not guarantee approval. Only once all stakeholders indicate their approval will an employee be invited to enroll in the course. Employees are responsible for confirming eligibility rules are met prior to enrolling in the course. Refer to [OP 3-346A Fleming Tuition Subsidy](#) for a complete outline of employee and course eligibility rules.

EMPLOYEE REQUEST

Please complete and 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 Name	
Employee ID	
Employee Group	
Job Type	
Job Title	
Department / School	

Course Name	
Course Number	
Course Start Date	
Cost of Course as Listed	
Type of Course ¹	
Reason to Take Course ²	

¹ Follow these links to learn more: [Continuing Education](#) or [Post Secondary Studies](#)

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.

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

--

I understand and accept the conditions of this Fleming Tuition Subsidy application as outlined in Operating Procedure [3-346A Fleming Tuition Subsidy](#) and Policy [3-346 Employee Learning & Development](#). I confirm that I will be taking this course outside of my regular working hours.

Name	Signature	Date

Please send this form to your manager.

MANAGER APPROVAL

A manager's role in this process is to:

1. Confirm the employee will be completing the course on their own time so as not to interfere with their workload, and
2. Confirm whether the course is for personal interest or professional development. If the course is for professional development, it must be documented on the employee's Professional Development Plan.

Manager approval is required for the employee to enroll in the requested course. If you choose to decline the application, please connect with your employee to communicate your decision.

To be completed by the manager:

I approve my employee to complete the requested course on their own time.

This course is a professional development opportunity for my employee.

Name	Signature	Date

If approved, please send this form onto the pd@flemingcollege.ca.

HUMAN RESOURCES APPROVAL

HR's role in this process is to confirm the employee's eligibility to participate in the Fleming Tuition Subsidy program, and to cross-reference the Canada Revenue Agencies' list of "professional development" courses.

To be completed by Human Resources:

The employee meets the eligibility requirements to participate in this program.

This course is on the CRA's list of "professional development" courses.

Name	Signature	Date

If approved, please send this form onto the Registrar's Office.

TO BE COMPLETED BY THE REGISTRAR'S OFFICE

The RO's role in this process is to confirm the requested course meets eligibility requirements for the Fleming Tuition Subsidy program. If it does, the RO will work with the employee to secure course enrollment.

To be completed by the Registrar's Office:

The requested course meets the eligibility requirements for tuition subsidy.

If yes, the tuition subsidy has been applied in Evolve and the employee has been enrolled in the course.

The employee has been contacted to make their payment.

The actual cost of the course is:

Name	Signature	Date

If approved, please send this form onto payroll@flemingcollege.ca
and cc pd@flemingcollege.ca.

TO BE COMPLETED BY PAYROLL

Payroll's role in this process is to:

1. Confirm if the course is personal interest or professional development, and
2. If necessary, apply the taxable benefit amount to the employee's next pay.

To be completed by Payroll:

The taxable benefit has been entered into Evolve, and applicable fees will appear on the employee's next pay.

Name	Signature	Date

Please send this form to financesupport@flemingcollege.ca.

TO BE COMPLETED BY FINANCE

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

Value of Taxable Benefit	
T2202 Completed	

Name	Signature	Date