



MRSA EDT GUIDELINES- BLUE FORM

Dependant/Spousal MRU Credit Course Bursary

Who is eligible to access the bursary?

- Dependants/spouses of currently employed regular, continuing term, conditionally funded term, limited term and replacement term full-time and part-time support staff employees

Please note:

- The definition of a Dependant is a legal dependant under the age of 25 years at the beginning of the year of full-time study.
- The definition of a Spouse is an individual to whom the employee is married or with whom the employee has been cohabitating for a period not less than one year.
- Dependants/spouses are subject to normal admission, selection and registration procedures, and may not pre-empt other students.
- The Dependants/spouses must:
 1. have registered as a full-time student in a minimum of 3 full courses (minimum 9 credits) at Mount Royal University, and
 2. attain a GPA of at least 2.0 in that semester.
- **Dependants/spouses of probationary employees do not qualify for bursary reimbursement.**

What is reimbursed?

- MRU full-time full course registration fees, including taxes (Collective Agreement Article 29.1)

What is not covered?

- Costs for texts, manuals and course materials
- Non-Credit and Academic Upgrading courses

When do I apply?

Deadlines

Fall Courses	November 30
Winter Courses	March 31

- There will be **no exceptions** to the deadlines on this form.

How do I apply?

- Complete a current version of the application, which is available outside the MRSA office (W301); or on the MRSA website; or in Human Resources. Outdated, incomplete or unsigned forms will be returned. **The most current application form will always be found on the MRSA website.**

Please note: The EDT Committee may contact you if clarification concerning the application is required.

What do I to do next?

- Submit completed application forms to the MRSA office or leave them in the drop box outside the MRSA offices (W301). **You will be notified if there is a problem with the application.**
- For the purpose of this bursary application, the applicant must sign an authorization (overleaf) for the Registrar's office to release to the MRSA EDT Committee the number of credits the applicant has taken in the semester and if the applicant has attained at least a 2.0 GPA.
- If the dependant/spouse is unable to fulfill the required commitment, please inform the MRSA office.

How much will I receive?

- Funding is based on the number of applicants and the number of credits each applicant is taking in a semester. This amount cannot be determined until after the deadline, all applications have been reviewed, and the Registrar's Office submits the necessary information to the EDT Committee.

Any situation not covered by these guidelines will be reviewed on a case by case basis.

Refer to the current Collective Agreement for details. For more information, or if you have questions, call the MRSA Office or email the EDT Committee at: edtMRSA@mtroyal.ca

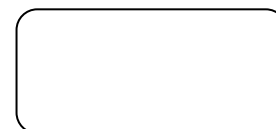
I, the MRSA member, have read and understand the above:

Signed: _____ Date: _____



MRSA EDT APPLICATION FORM- BLUE FORM

Dependant/Spousal MRU Credit Course Bursary



Date Stamp

- Please read guidelines (overleaf) and then complete this application.
- Fill in the information clearly.
- Incomplete applications will be returned.
- **Photocopy this application for your records and submit the original to the MRSA Office (W301).**

EMPLOYEE INFORMATION

Last Name:	
First Name:	
Your Department:	
Work Phone:	
Email:	
Employee ID #:	
Employee Start Date:	
Relation to Applicant:	Spouse
Dependant: (Check One) <input type="checkbox"/> Parent/Step Parent	
<input type="checkbox"/> Parental Guardian/Loco Parentis	

I hereby certify that I am a dues paying member of the Mount Royal Staff Association (MRSA) and have successfully completed my probationary period at Mount Royal University. *Please sign below.*

SIGNATURE OF EMPLOYEE: _____ **DATE:** _____

(SIGNATURE ALSO REQUIRED ON THE REVERSE)

DEPENDANT/SPOUSE INFORMATION

Last Name:	<p>I hereby certify that I am the dependant/spouse of the aforementioned employee of Mount Royal University. I authorize the MRU Registrar's Office to release the number of credits I have taken this semester and whether I have attained at least a 2.0 GPA to the MRSA EDT Committee for the purpose of this bursary. Furthermore, I allow the MRSA to retain a copy of this application with my Social Insurance Number and forward it to the Finance Department for purposes of reimbursement. <i>Please sign below.</i></p>
First Name:	
Address:	
Social Insurance Number:	
DOB (DD/MM/YYYY):	
MRU Student ID #:	
Semester:	
Program:	

SIGNATURE OF APPLICANT: _____ **DATE:** _____

For MRSA Office use:			
Checked By:		Approved By:	
Date:		Date:	