

Tuition Fee Financial Support Program Request

Human Resources

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Submitting a tuition fee financial support request

Before submitting a request


Certain categories of persons (for example, members of the teaching and support staff, members of the Board of Governors, retirees, etc.) are eligible for tuition fee support for themselves, their spouse or their dependants, as part of their benefits ([Policy 22](#)¹).

If you are not eligible, you will not see the Tuition Fee Financial Support Request option when you log into the system.

You must declare your spouse and dependants to Human Resources for them to be eligible for support.

The person you are making a request for must also be registered in the student information system for the session in question. If the person has just registered for a session, it takes 48 hours before the student information system can confirm the registration.

Recipients of financial support must pay incidental fees (levies for student associations, Health Services, Sports Services, the University Centre, etc.), auditing fees, CO-OP placement fees, professional development fees and fees for unsubsidized courses such as professional development courses.

 **Note:** Submit one request for financial support per student per session. The system automatically adjusts the amounts awarded when a student registers for other courses or cancels one or more for the same session.

For the 2016-2017 academic year only, the University will bill separately for the fall and winter sessions (see [Tuition fees billing schedule](#)²).

Accessing the system to submit a request

You can make a Tuition Fee Financial Support Program request in one of three ways:

1. Copy this address in your browser's address bar : <https://web47.uottawa.ca/en/tuition-waiver/auth>³.

1. <http://www.uottawa.ca/administration-and-governance/policy-22-tuition-fee-financial-support-spouses-and-dependents-university-ottawa-staff-members>

2. <https://www.uottawa.ca/university-fees/tuition-fees>

<https://web47.uottawa.ca/en/tuition-waiver/auth>

2. Access [My Info](#)⁴ on the Human Resources website. After you confirm your employee group, click Extras and Tuition fee support. Click Tuition Fee Financial Support request, in the last paragraph.

My Info Association of Professors of the University of Ottawa

What should you do if...? Leaves Insurance benefits and employee assistance Pension plan Awards and recognition **Extras**

Extras

Just at the University

- Summer Hours
- VirtUO employee portal
- Libraries and electronic resources
- Email, wireless and other information technology services
- Courses in English or French as a second language
- **Tuition fee support**

A City within a City

A university is a city within a city. It includes several campuses and services:

- Health clinics and services
- Human resources team
- Food services
- Bookstore

3. Log into VirtuO. Click the Applications tab and find Tuition Fee Financial Support Request from the list of applications. VirtuO is accessible from the Employees page of the University Website.


3. <https://web47.uottawa.ca/en/tuition-waiver/auth>

4. <http://www.uottawa.ca/human-resources/my-info>



Logging into the system

1. Type your InfoWeb user ID (a capital E followed by the followed by the last six digits of your employee number, omitting leading zeros).
2. Type your InfoWeb password.
3. Click Login.

 uOttawa **Shibboleth Login**

Connect easily and securely to a variety of services with one simple login.

User ID

E72605

Students: use your student number.
Employees: use a capital E, followed by the last digits of your employee number, omitting leading zeros.

Password

Your *uoZone/InfoWeb* password in capital letters.

Login

Submitting a tuition fee financial support request

1. Click Submit my request.

Request form

Complete the following form to request tuition fee financial support. Submit one request per student per session.. If you, your spouse or dependents plan on taking additional courses in the future, you will need to fill out a new request at that time.

[Submit my request](#)

Once you log in, the Tuition Fee Financial Support Program request form will open.

Tuition Fee Financial Support Program request form

Lynne Bouchard

Student first name * **Student last name ***

Student number *

Application for

Myself Spouse / Partner Dependent

Session

Spring/Summer 2016 (deadline July 31) Fall 2016 (deadline September 31)


[Submit](#)

2. Type the student's first name as it appears in the student's file.

3. Type the student's last name as it appears in the student's file.
4. Type the student number.
5. Click the person you are requesting financial support for:
 - Myself
 - Spouse / Partner
 - Dependent
6. Click the desired session.
The system makes sure that the student is registered for this session.
7. Click Submit.
The system sends an email to the employee who has made the request to confirm that the request has been submitted.

Following the status of your request

You can check on your request status by logging into the request system again. Just follow the steps in "**Logging into the system.**" Once you log in, you will see your request status and an explanation in a section at the bottom of your screen. .

Previous requests				
Student Name	Session	Submitted	Updated	Status
 Amanda	2016 Printemps/Été	2016-07-18	2016-07-18	Refused

Lynne Bouchard,

We regret to inform you that your request for tuition fee financial support for Printemps/Été 2016 session has been denied for the following reason:

The employee was not working at the University on the start date

If you have any questions, please send an email to HR Benefits or call 613-562-5832.

