Tuition Fee Financial Support Program Request
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For more information

Human Resources
550 Cumberland St.
Room 019
K1N 6N5
Tel.: 613-562-5832
Fax.: 613-562-5206
infohr@uOttawa.ca

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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).

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).

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](https://web47.uottawa.ca/en/tuition-waiver/auth).

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2. [https://www.uottawa.ca/university-fees/tuition-fees](https://www.uottawa.ca/university-fees/tuition-fees)
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.

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.

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3. https://web47.uottawa.ca/en/tuition-waiver/auth
Logging into the system

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

2. Type your InfoWeb password.

3. Click Login.
Submitting a tuition fee financial support request

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

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.
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.