UNIVERSITY OF ALBERTA
FACULTY OF GRADUATE
STUDIES & RESEARCH

KILLAM CENTRE FOR ADVANCED STUDIES
2-29 TRIFFO HALL

Phone: 780.492.3499 Fax: 780.492.0692
https://www.ualberta.ca/graduate-studies/

Graduate Student Tuition Remission

Department Select Department	Department Financial Signing Authority
Department ID (6 digits)	Phone Number

To be completed by departments and returned to Staff Services at Enterprise Square prior to payroll deadlines set by Human Resource Services (see https://www.ualberta.ca/services/staff-service-centre/index.html).

Payments will be transferred to Financial Services and applied to student fee accounts at the end of the month in which the form is received.

- Please sort by students who are being paid from the same combo code and term, and use a separate form for each combo code and term.
- **All tuition remission payments will be coded from Account 500125.**

Student ID	Student Name (Last, First)	combo code	Amount of Payment (e.g., $1000.00)	Apply to student fee account for this term (e.g., Fall 2017, Spring 2018…)

AUTHORIZATION AND APPROVALS

Authorization and Approvals are in accordance with the University of Alberta Signing Authority Policy and Signing Authority and Approval procedures. Refer to UAlberta Policies and Procedures Online (UAPPOL) www.uappol.ualberta.ca.

Authorized by	Signature	Date (DD/MMM/YYYY)
Authorized by	Signature	Date (DD/MMM/YYYY)
Internal Control Approval	Signature	Date (DD/MMM/YYYY)
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Personal information on this form is collected under the authority of Section 33(c) of Alberta's ***Freedom of Information and Protection of Privacy Act*** for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 780-492-3499 or see http://www.ipo.ualberta.ca/.