**HRMS Tuition Waiver Request for Non-Credit Courses**

**October 16 to November 15**

**\*After November 15, please submit Tuition Waiver Requests through Salesforce\***

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| **Applicant Information** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UBC Employee ID | Last Name | | First Name | |
|  |  | |  | |
| Email | | | Mailing Address | |
|  | | |  | |
| City | | Province | Postal Code | Country |
|  | |  |  |  |
| Phone | | Extension |
|  | |  |

|  |  |  |
| --- | --- | --- |
| **Course Information** | | |
| Course Number | Course Start Date | Course Name |
|  |  |  |
| Course Fee | Dollars Claimed | First Time Applying for Waiver? (Y/N) |
|  |  |  |
| Signature | | Request Date |
|  | |  |

**Please email completed form to:**

|  |  |  |
| --- | --- | --- |
| Surname Beginning with A - L | **Dirceu Campos** | *dirceu.campos@ubc.ca* |
| Surname Beginning with M - Z | **Wentworth Iwasiuk** | *wiwasiuk@finance.ubc.ca* |