

Name: _____ First Name: _____ Personnel No.: _____ Laid off Employee

Org. Unit: _____ Mail Code: _____ Technet & Ext: _____ Fax: _____

Home Address: _____
Street City Province Postal Code

2. Courses & Study Program

in all questions of section 2 accurately. Your answers are critical to update your career profile.

| Course Title & No. | Total Number of Course Hours | Class Start Date | If Eligible Total Eligible Paid Time Off Hours |
|--------------------|------------------------------|------------------|---|
| 1) _____ | _____ | _____ | _____ |
| 2) _____ | _____ | _____ | _____ |

Total Fees: _____ Training Account No.: 502065 SAP Cost Centre: _____

School: _____

Address: _____
Street City Province Postal Code

Plan of Study

University Level: Certificate Bachelor Diploma Master Doctorate

Collegial Level: Quebec Outside Quebec Other

Professional DEC in Technology College Diploma in Technology Professional Designation

Professional DEC Non-Technology College Diploma Non-Technology Individual Course

General DEC College Certificate Other

AEC - Attestation of Collegial Studies

Field of Study _____ Expected Graduation Date _____

3. Compulsory Book Reimbursement & Other Fees

| Course name for which these books are required | Book Fees |
|--|-----------|
| _____ | _____ |
| _____ | _____ |

Admission Fee: _____ Other Fees: _____ These Fees are Related to: _____

4. Consent to Grade Reporting & Payroll Deduction Authorization

I agree to forward a copy of my grade report to P&WC Leadership Centre at the end of the academic semester. I have read, understand and accept the conditions stated on the reverse of this form, and in the "Educational Assistance" policy. Should I fail the course, withdraw from the course or terminate from P&WC for any reason other than layoff, I will reimburse P&WC for an amount equal to tuition and compulsory administration fees that P&WC have met on my behalf. I will reimburse either by issuing a cheque payable to P&WC or through payroll deduction. If I fail the course, withdraw from the course or terminate from P&WC for any reason other than layoff, I understand that I will not be reimbursed for tuition, compulsory administration fees & books that I have paid from my own pocket.

Employee Signature: _____ Date: _____

5. Organizational Unit Authorization

Supervisor's Authorization (Print & Sign) _____ Date: _____

6. Human Resources Authorization & Payment Mode

| Payment Mode | Human Resources (Initials) | |
|----------------------------|----------------------------|--|
| A <input type="checkbox"/> | _____ | P&WC authorizes the above identified employee to follow the above indicated courses. P&WC will pay for tuition and compulsory administration fees directly to the school, at the beginning of the academic semester, as per the invoice sent by the school to P&WC Leadership Center. The employee will pay for compulsory books which will be reimbursed by P&WC at the end of each course, upon proof of successful results. |
| B <input type="checkbox"/> | _____ | P&WC authorizes the above identified employee to follow the above indicated courses. The employee will pay for tuition and compulsory administration fees which will be reimbursed by P&WC at the beginning of the academic semester. The employee will pay for compulsory books, which will be reimbursed by P&WC at the end of each course, upon proof of successful results. |
| <input type="checkbox"/> | _____ | P&WC authorizes the above identified employee to follow the above indicated courses. The employee will pay for tuition, compulsory administration fees and compulsory books which will be reimbursed by P&WC at the end of each course, upon proof of successful results. |
| D <input type="checkbox"/> | _____ | P&WC authorizes the above identified former employee to follow the above indicated courses. The former employee will pay for tuition, compulsory administration fees and compulsory books which will be reimbursed by P&WC at the beginning of the academic semester. |
| E <input type="checkbox"/> | _____ | This course is not eligible as per the Educational Assistance policy (MMP036). P&WC will not cover any fees related to this course. |

Human Resources Authorization/Refusal