

# How to Submit a Tuition Fee Financial Support Request

**The deadline to submit the request are as follows:**

- Winter Semester- **January 31<sup>st</sup>**
- Spring/Summer Semester- **July 31<sup>st</sup>**
- Fall Semester- **September 30<sup>th</sup>**

For more information regarding the tuition fee financial support for spouses and dependents, please consult [Policy 22](#) or your collective bargain agreement, if applicable.

**Steps to submit a Tuition Fee Exemption Request:**

1. Once the student as signed up for classes, wait at least 48hrs before submitting the request
2. Go to <https://web47.uottawa.ca/en/tuition-waiver/>
3. Click on **Submit my request**.
4. Identify your name in the employee field.
5. Fill in the required fields (**Student first name, Student last name, Student number**).
6. Choose for whom the request is being made.
7. Choose the appropriate **semester**.
8. Click on **Submit**.
9. A confirmation email will be sent to your employee email address to acknowledge receipt of your request.
10. Once your request has been processed, you will receive an email to inform you whether the request has been accepted or declined.

**Points to be taken into consideration when submitting a Tuition Fee Financial Support request:**

- Request cannot be processed before the start of the semester
- Once the semester has started, processing time may take up to five working days
- The tuition fee financial support is only applied to the tuition portion of the university fees. Those who qualify are responsible for paying all other fees, such as incidental, ancillary, and administrative fees.
- Payment of all other fees must be received by the due date ([see the important academic dates and deadlines](#)) or a late fee will be applied. The Tuition Fee Financial Support Program does not cover late fees or interest associated with past due payments.
- Fees for medical and dental insurance plans are not automatically waived.
- APTPUO members requests will be processed less than 5 working days after the deadline (January 31<sup>st</sup>, July 31<sup>st</sup>, September 30<sup>th</sup>). This is because a fixed amount is allocated for all APTPUO members for each semester.
- For students who are taking classes at St-Paul University, please send an email to [reimbursement@uottawa.ca](mailto:reimbursement@uottawa.ca) to request the application form.
- The following EClass are admissible for the tuition fee financial support:
  - 1A, 1B, 1C, 1E, 1G, 1L, 1M, 1P, 1O
  - 2A, 2B, 2C, 2D, 2F, 2G, 2L, 2M, 2N, 2P, 2O, 2Q, 2E
  - 4A, 4B
  - 5E
  - Members of the Board of Governors
- If you do not know your EClass, log in to [Fast Leave Management](#) (Leave summary) to find out.

**If you have any questions regarding the Tuition Fee Financial Support Program, please send an e-mail to [reimbursement@uottawa.ca](mailto:reimbursement@uottawa.ca).**