



Capilano University Faculty Association (CFA) Award Award Application Guidelines

The Capilano University Faculty Association (CFA) established this award to support faculty by encouraging dependent children of regular members to attend Capilano University. Retired members are also supported in their quest for life-long learning by attending Capilano's continuing education programs.

Each academic term (fall/spring/summer), recipients of the CFA award will be reimbursed a percentage of the **standard, domestic per credit tuition fee**. The actual amount of each award will depend on the number of applications received and funds available.

Guidelines for Applicants who are Dependents

- A dependent child is one who is eligible for coverage by the employee's university benefit plan
- The CFA award is only applicable for credit-courses
- Open to full-time and part-time students
- Application forms are available on the CFA website at <http://capilanofaculty.ca/downloadable-forms> or Capilano's Financial Aid and Awards website at www.capilanou.ca/financial-aid. Additional information is available by e-mailing cfa@capilanou.ca or by calling local 4948
- **Completed applications must include a print-out of your account summary and must be submitted by the deadline noted on the application form to the CFA Office in Fir 501e.**
- Applicants must sign the declaration contained in the application form
- CFA awards are applied to the recipient's student account at the university. If this creates a credit balance, a cheque will be mailed to the address on file with the university

Guidelines for Applicants who are Retirees

- The CFA award is only applicable to tuition for non-credit courses
- The CFA award does not cover costs of books, travel for field trips, excursions, tours, study tours or for supplies required
- Application forms are available on the CFA website at <http://capilanofaculty.ca/downloadable-forms> or Capilano's Financial Aid and Awards website at www.capilanou.ca/financial-aid. Additional information is available by e-mailing cfa@capilanou.ca or by calling local 4948
- **Completed applications must be submitted by the deadline noted on the application form to the CFA Office in Fir 501e.**
- Retirees must provide a copy of their receipt for fees
- Applicants must sign the declaration contained in the application form
- CFA awards are applied to the recipient's account at the university if applicable. If this creates a credit balance, a cheque will be mailed to the address on file with the university