



Capilano University Faculty Association

John Wilson Award

Award Application Guidelines

The Capilano University Faculty Association (CFA) established this award to support faculty by encouraging dependant children of regular members to attend Capilano University. In the fall of 2016, the membership voted to extend eligibility to non-regular faculty who teach at least two sections in the year of their dependants' application. Retired members are also supported in their quest for life-long learning by attending Capilano's continuing studies programs.

Each academic term (fall/spring/summer), recipients of the John Wilson 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.

This award was previously named the CFA Award, but in 2015, upon John Wilson's retirement, was renamed in recognition of the many years John dedicated to the students and faculty of Capilano University. John initiated the process for this award and others including the annual endowment fund award, which is administered by the University via the Faculty Trust Fund. John was also extremely instrumental in negotiating the range and calibre of Cap U faculty benefits and an extensive pension plan that generously assists not only faculty members at Capilano but around the province.

Guidelines for Applicants Who are Dependants

- A dependant child is one who is eligible for coverage by a benefit plan.
- The CFA's John Wilson Award is only applicable for credit-courses.
- The award is open to full-time and part-time students.
- Application forms are available on the CFA website, <http://capilanofaculty.ca/downloadable-forms>. Additional information is available by e-mailing cfa@capilanou.ca or by calling local 4948.
- **Completed applications and a print-out of the account summary must be submitted to the CFA office in Fir 501e by the deadline noted on the application form.**
- 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's John Wilson Award is only applicable to tuition/fees for non-credit courses.
- The CFA's John Wilson 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: <http://capilanofaculty.ca/downloadable-forms>. Additional information is available by e-mailing cfa@capilanou.ca or by calling local 604-984-4948.
- Completed applications must be submitted to the CFA office, Fir 501e, by the deadline noted on the application form.
- 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.