



# Application for Professional Development Reimbursement for Unifor Support Staff

## **READ THIS FIRST**

1. **Read all sections below completely**
2. Complete the application fully. Incomplete applications will be returned
3. Send your Application form, along with the required supporting documents, to [uniforlocal1990@hotmail.com](mailto:uniforlocal1990@hotmail.com) **for approval at least one month PRIOR to your activity start date**

## **Terms & Requirements**

The applicant is responsible for payment of all costs in full.

*Only direct costs* such as tuition, course fees (credit or non-credit), workshop fees, conference registration, etc., are eligible. All other related expenses such as meals, lodging, travel, gas/mileage, books, tapes etc., will NOT be considered.

Reimbursement is subject to approval of your application, proof of the successful completion/attendance, and funds available (PD funding budget is limited).

**Applications must be received at least one (1) month in advance of the start date.** Applications received after the activity has occurred WILL NOT be accepted.

**A description of the activity must be provided with the Application form** (attach a brochure, course outline, website printout, etc.)

The Professional Development activity must be directly related to your current job assignment or position.

The applicant will receive confirmation of the approval of their application via their District e-mail.

The applicant has **up to (2) two months from the completion date of the registered course** to submit their final documents for reimbursement. These documents must include proof of completion / attendance, and original receipts for fees paid, if not already provided. Only original receipts will be accepted.

## **Eligibility**

All Unifor members who have completed their probation period.

**UNIFOR Members** – You are also eligible to receive funding through the *District's Professional Development Fund*. For more information, please contact Human Resources – Professional Development.

**You must apply through the District's PD Fund FIRST. Once you have used your \$500 from the District, you can then apply with Unifor.**

Should additional assistance and/or information be required regarding the application process, please contact [uniforlocal1990@hotmail.com](mailto:uniforlocal1990@hotmail.com)

**Phone:** 403.681-9011

**Email:** [uniforlocal1990@hotmail.com](mailto:uniforlocal1990@hotmail.com)

## **Checklist Prior to Submission:**

- |   |   |
|---|---|
| <input type="checkbox"/> ALL sections of the form completed | <input type="checkbox"/> Signature of applicant and date  |
| <input type="checkbox"/> Supporting documentation attached  | <input type="checkbox"/> Sent one month prior to activity |