

**APPLICATION FOR FUNDING - INDIVIDUAL CREDIT COURSE**

(Revised Sept 2017)

**Email Completed Form to office@d26.osstf.ca**

*Incomplete applications **will not** be processed. Please check*

Proof of payment & registration to the course is attached

Application form is signed and dated

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_ UC# \_\_\_\_\_

Worksite: \_\_\_\_\_ Worksite Fax: \_\_\_\_\_

**CREDIT COURSE INFORMATION Attach proof of registration and payment.**

Full Title: \_\_\_\_\_ Offered By (Institution): \_\_\_\_\_

Link to Course Descriptor: www. \_\_\_\_\_

Program Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**FUNDING REQUEST Registration Fees only may be requested for Credit Course funding.**

Registration Fees: ..... \$ \_\_\_\_\_ (A)

Other amounts approved by SPDFC this school year (if any) ..... \$ \_\_\_\_\_ (B)

Other sources of funding (ie. SOPDF) ..... \$ \_\_\_\_\_ (C)

Eligible Expense: ..... [A - (B+C)] \$ \_\_\_\_\_ (D)

Funding Request: ..... (\$650 or D, whichever is less) \$ \_\_\_\_\_

**EXPENSE CLAIM** Submitting this form along with proof of payment and registration constitutes an expense claim. *Expense claims for Credit Courses will be reviewed only if surplus funds remain after all other approved PD claims have been paid.*

**SPECIAL NOTES**

1. Teachers who have previously accessed the SPD Fund in a school year may apply for credit course funding however the maximum combined reimbursement in a school year cannot exceed \$650. In the event of a surplus after all credit course applications have been funded, the Committee may adjust this limit up to the actual cost of registration.
2. Teachers who are members of both the TBU and OTBU may combine funding from both the SPDF and SOPDF but total funding may not exceed actual registration costs.
3. Credit course funding will be considered only if surplus funds remain after all other eligible PD expense claims have been paid out.
4. Any remaining funds will be pro-rated and equally distributed among eligible Credit Course claims to the amount approved. In the event that there are insufficient surplus funds to cover claims, funding may be reduced or eliminated. **Teachers should not commit to expenses with an expectation of funding.**
5. Any reimbursement of Credit Course expenses must be deducted prior to using a Credit Course as an INCOME TAX deduction. If requested by CCRA, the Secondary Professional Development Fund Committee is obligated to provide information on individual reimbursement.

**If you have any questions, please contact OSSTF District 26 Office before signing.**

I have read and understand the special notes above: \_\_\_\_\_

signature

date

**Notification regarding this application will be sent by email**