

EDUCATION BURSARY APPLICATION

FROM UNIFOR LOCAL 52A.01 POLICIES & PROCEDURES, POLICY #4:

That an Education Bursary be established and given to members under the following guidelines:

To qualify:

- *The applicant must have been a member of the local for over 12 months.*
- *Approval must be obtained from the Education Bursary Officer **prior** to commencement of course.*
- *Course should be career related.*
- *An applicant must give a full description of the course and describe the benefits to his/her career.*
- *After completion of course a copy of the **receipt** must be provided to receive your reimbursement.*
- *Due to the number of people who attend, District sponsored PD activities and the Alberta Special Education Conference will not be considered.*
- *The local shall pay to a maximum of \$300.00 per member every year until budgeted funds are used.*

The monies allocated to the Education Bursary will be determined through the yearly budget process.

In the event of a refusal for funding, an employee may appeal to the Executive.

INSTRUCTIONS:

Fill in PART A, send to Education Bursary Officer for approval:

Janice Bowman
St. Francis of Assisi School
Phone: 780-476-7634
LocalTreasurer@Unifor52A.com

Approval will be e-mailed back to you. We are NOT to use ECSD webmail for union business. Please send from your personal email address.

****When the course is complete, the approved application form and receipt is to be sent to the Education Bursary Officer.**

EDUCATION BURSARY APPLICATION

PART A: DATE: _____

APPLICANT'S NAME: _____

APPLICANT'S PERSONAL E-MAIL: _____

SCHOOL/SITE NAME: _____

Have you been a member of Unifor Local 52A (paying dues) for more than 12 months? yes no

COURSE NAME: _____

COURSE LOCATION: _____

COURSE DATE: _____ COURSE COST \$ _____

Has your school/site requested that you take this particular course? yes no

Amount your school/site is paying? \$ _____ If your school/site is not providing funding what is the reason given?
_____ (ANSWER MUST BE PROVIDED)

Are you receiving any other additional funding from other sources? yes no If YES, from whom and how much?
_____ \$ _____

Local 52A is to reimburse: the applicant OR the above school/site

BRIEF DESCRIPTION OF COURSE CONTENT AND HOW IT CAN BE USED IN YOUR WORKPLACE:

PART B:

AMOUNT APPROVED: \$ _____

DATE APPROVED: _____ SIGNATURE: _____

Janice Bowman
St. Francis of Assisi School

* * When you have **COMPLETED** the course **PLEASE RETURN WITH THE FOLLOWING** to receive your bursary

Copy of receipt AND Copy of proof of course completion
(if available)