

## 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 the **original receipt** must be provided for 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 two years.*

*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  
Fax: 780.476.3932 Phone: 780-476-7634  
janice.bowman@ecsd.net

**Approval will be e-mailed back to you.**

**\*\*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: \_\_\_\_\_

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

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