



# 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 [pdadmin@uniforlocal1990.com](mailto:pdadmin@uniforlocal1990.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: [pdadmin@uniforlocal1990.com](mailto:pdadmin@uniforlocal1990.com)

## **Checklist Prior to Submission:**

- ALL sections of the form completed**
- Supporting documentation attached**
  - Signature of applicant and date**
  - Sent one month prior to activity**