



# Course Reimbursement Application Form

**CUPE 1328, CUPE 1280, CUPE 3155 and Non-Union/Non-Academic Employees**

**ALL AREAS OF THIS FORM MUST BE COMPLETED IN ORDER TO BE CONSIDERED FOR COURSE REIMBURSEMENT**

Applications are now being accepted for pre-approval for reimbursement purposes of courses to be taken from **June 2012 to July 2013**. There will be no other opportunity for pre-approval of courses during this period. **Please submit only the courses you will be taking during this time period.**

Name of Applicant: \_\_\_\_\_ (please print)

Position and Location: \_\_\_\_\_

Date of Employment with the Board: \_\_\_\_\_

Employee/Union Group: \_\_\_\_\_

Are you working towards an accredited:  University Degree  College Certificate/Diploma

What is the degree/certificate/diploma you are working towards: \_\_\_\_\_

Course Title and Description	College/University	Course Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved Course reimbursement will be calculated based on the following criteria:

- \$300.00 or less will be reimbursed 100%;
- Between \$300.00 and \$600.00 will be reimbursed in the amount of \$300.00;
- \$600.00 and above will be reimbursed at 50% to a maximum of \$1,000.

**Please note - We may need to apportion funds among the applicants due to funding availability.**

\_\_\_\_\_  
**Signature of Applicant**

Please ensure that this application is submitted to:

**Diane Earle, Officer, Human Resources, no later than June 1, 2012**