



PROFESSIONAL DEVELOPMENT APPLICATION CREDIT COURSE

POLICIES—PLEASE REVIEW BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION

Eligibility: Funding is available to ACTIVE, DUES-PAYING DTA members only.

Covered Expenses: Funding applies exclusively to **TUITION (in accordance with CRA regulations)**. Student fees, textbooks, travel expenses, and other additional fees are **not** reimbursable.

Application Submission: Submit completed application by email to brianna@deltateachers.org or fax to 604-946-1629, along with supporting course information documents. These **must include: course number, start and end dates, location, a breakdown of course costs, and a brief course description**. Submissions **must** be done **before** the course begins.

Annual Funding Limit: As an active, dues-paying member, you are eligible for up to **\$1500 per year**.

Funding Year: The funding year runs from July 1—June 30

Proof of Completion: Upon completion of the course, submit **proof of completion** and **receipt of payment**.

T4A Slips: T4A slips will be issued and mailed by the end of February, in compliance with CRA regulations.

Social Insurance Number: The applicant's social insurance number is required for both reimbursement and T4A slips.

APPLICANT INFORMATION

Name: _____

School: _____

Email: _____

Date of Application: _____

Home Address (if TTOC): _____

COURSE INFORMATION

Course Name: _____

Course #: _____

Course Start Date: _____

Course End Date: _____

University: _____

Requested Funding Amount \$ _____

☐ I have **attached** the supporting documents for my course

(including: the course number, start and end dates, location, tuition cost breakdown, and a brief course description)

DTA OFFICE USE ONLY

Funding Status

☐ APPROVED ☐ MODIFIED ☐ DENIED

Approved Funding Amount \$ _____

Date: _____

PD Chair's Signature: _____

Reasons funding was denied or modified

1. Form was submitted after the deadline, and late approval has already been granted
2. Maximum funding limit of \$1,500.00 has been reached
3. School/District funding should be used
4. Student fees, textbooks, travel expenses not included
5. Late application has been approved as a one-time exception. Future late applications will not be approved

Payment Info: Date _____ Cheque # _____ Amount \$ _____ SIN _____