



PROFESSIONAL DEVELOPMENT APPLICATION CREDIT COURSE

APPLICANT INFORMATION

Name: _____

Date of Application: _____

Worksite: _____

REIMBURSEMENT INFORMATION

If approved, how would you like to receive reimbursement?

☐ **E-transfer** – Provide your email address: _____

☐ **Cheque** – Provide worksite or mailing address if TTOC: _____

COURSE INFORMATION

Course Name: _____

Course #: _____

Course Start Date: _____

Course End Date: _____

Post-secondary Institution: _____

Total 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 Approved: _____

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 **\$1,700.00** 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

DTA OFFICE USE ONLY – Payment Info:

Date of Payment _____

Conf. or Chq # _____

Amount Paid \$ _____

SIN Provided ☐



POLICIES AND PROCEDURES—CREDIT COURSES

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 costs** in accordance with CRA regulations. Student fees, textbooks, travel expenses, supplies, and any other associated costs are not eligible for reimbursement.

Application Process

Completed applications must be submitted **before the course begins** by email to brianna@deltateachers.org or by fax to 604-946-1629.

Applications must include attached supporting course information, including:

- * Course number
- * Course start and end dates
- * Course location
- * Detailed breakdown of course costs
- * Brief course description

Annual Funding Limit

Eligible members may receive up to **\$1,700.00 per funding year**.

Funding Year

The funding year runs from **July 1 to June 30**.

Eligible Courses

Funding is intended to support courses offered through [CRA-accredited post secondary institutions](#) that provide post-secondary credit. Reminder that reimbursement is limited to **tuition costs only**.

Proof of Completion

Upon completion of the course, members must submit:

- * **Proof of course completion (passing grade)** and
- * **Receipt showing payment of tuition**

Reimbursement

Please indicate your preferred method of reimbursement on the application form. The DTA's preferred method is e-transfer; please provide your email address for this option. Cheques are also available upon request.

T4A Slips

In accordance with CRA requirements, T4A slips will be issued and mailed by the end of February each year.

Social Insurance Number (SIN)

The applicant's Social Insurance Number is required for both reimbursement and issuance of a T4A slip.