



Education Bursary Application

That an Education Bursary be established and given to members under the following guidelines:

To qualify:

- a) The applicant must have been a member of the local for over 12 months.
- b) Approval must be obtained from the Professional Development Committee prior to commencement of course.
- c) Course must be career related.
- d) An applicant must give a full description of the course and describe the benefits to his/her career.
- e) After completion of course the original receipt must be provided for reimbursement.
- f) The local will provide funding up to a total \$10 000.00 (ten thousand) per year. Each member is eligible to receive \$300.00 (three hundred) every 12 months.

In the event of a refusal of funding, an employee may appeal to the Executive.

Instructions:

Fill in PART A, send it by pony to **Bonnie Landry @ St. Maria Goretti School** for approval.



EDUCATION BURSARY APPLICATION

School year _____

PART A:

APPLICANT'S NAME: _____

SCHOOL/SITE NAME: _____

Have you been a member of CEP (paying dues) for more than 12 months?

COURSE NAME: _____

COURSE LOCATION: _____

COURSE DATE: _____ COURSE COST \$ _____

Has your school requested that you take this particular course? _____

Amount your school/site is paying? \$ _____ If your school/site is not providing funding what is the reason given? _____

Are you receiving any other additional funding from other sources? Yes No

Whom and how much? _____

BRIEF DESCRIPTION OF COURSE CONTENT AND HOW IT CAN BE USED IN THE ADVANCEMENT OF YOUR CAREER:

**** PLEASE RETURN WITH THE FOLLOWING TO RECEIVE YOUR BURSARY:**

Original receipt AND Copy of proof of course completion

Upon completion of the course you must submit within 60 days

PART B: COMMITTEE USE ONLY

AMOUNT APPROVED: \$ _____

DATE APPROVED: _____ SIGNATURE: _____

PART C:

CEP is to reimburse: the applicant OR the above school/site

You are still able to access \$ _____ worth of education bursary funds for the above school year

You will be eligible for a bursary again after: _____