

**~ PROFESSIONAL DEVELOPMENT GRANT ~**  
*(Tuition Reimbursement)*  
**NSTU Article 60 Professional Development Fund**

**Name:** \_\_\_\_\_ **Professional #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **School/Site:** \_\_\_\_\_  
 \_\_\_\_\_ **Assignment/Position:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_ **Contract Status:** \_\_\_\_\_

**EXPENSE INFORMATION:**

Course Number	½ or 1 Credit	Institution	Start Date	Completion Date	Registration/ Tuition (receipts)	Textbooks/ Materials (receipts)
					\$	\$
					\$	\$
					\$	\$
					\$	\$
<b>SUBTOTAL</b>						
<b>TOTAL</b>						
<b>For office use only:</b>						
<b>Prorating (if applicable) (            %)</b>					<b>AMT. TO BE PAID</b>	

**This completed application must include:**

- An official receipts of payment from the University for the course(s). A statement of accounts will not be accepted.
- A receipt for textbooks/materials
- An official Transcript showing successful completion of the course(s).
- For non-credit courses, a statement of successful course completion, i.e. certificate.

**Information:**

1. Submit completed application to Tanya Forrest, Assistant to the Regional Executive Director, Yarmouth Board Office, fax 749-5660, no later than **May 15<sup>th</sup>** for reimbursement by the **2<sup>nd</sup> AP date in June; September 15<sup>th</sup>** for reimbursement by the **2<sup>nd</sup> AP date in October, January 15<sup>th</sup>** for reimbursement by the **2<sup>nd</sup> AP date in February** (AP denotes Account Payable). The maximum number of courses available to be reimbursed in a fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>) cannot exceed two (2) full or four (4) half-credit courses.
3. Effective May 2008, the maximum a teacher can claim is **\$1200.00 CDN** per half-credit course and **\$2000.00 CDN** per full-credit course, **subject to prorating.**
4. Please refer to the Guidelines for additional information.

\_\_\_\_\_  
 Teacher's Signature

\_\_\_\_\_  
 Date

**Date Received:** \_\_\_\_\_

**Revised 07/18**