

~ 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)
					\$	\$
					\$	\$
					\$	\$
					\$	\$
SUBTOTAL						
TOTAL						
For office use only:						
Prorating (if applicable) (%)					AMT. TO BE PAID	

This completed application must include:

- An **official receipts of payment** from the University for the course(s) is required.
- An unofficial Transcript showing successful completion of the course(s) is acceptable.
- A receipt for textbooks/materials
- 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 15th** for reimbursement by the **2nd AP date in June; September 15th** for reimbursement by the **2nd AP date in October, January 15th** for reimbursement by the **2nd AP date in February** (AP denotes Account Payable). The maximum number of courses available to be reimbursed in a fiscal year (April 1st to March 31st) 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 11/2018