



APPLICATION FOR GRANT FROM THE STAFF EDUCATION/TRAINING FUND

Employee: _____ Local: _____ Campus: _____

Job Title: _____ Department: _____

Course title, number and description: _____

Date course begins: _____ Date course ends: _____

Course schedule: (days/hours) _____

Sponsoring Institution/Agency: _____

Address: _____

Estimated Costs:

Registration fee: _____ Travel: _____

Tuition fee: _____ Other: _____

Cost of Textbooks: _____

Is the course for an improvement in skills and qualifications with respect to your present position?
___ No ___ Yes Explain: _____

Are you taking this course as part of a diploma/degree program? ___ No ___ Yes
If the answer is yes, answer the following:

Have you taken this course previously? ___ No ___ Yes

Have you taken courses previously in this program? ___ No ___ Yes

Indicate diploma/degree for which you are a candidate: _____

Major field of study: _____ Completion Date: _____

Are you receiving any contributions towards the cost of the course from any other department/committee/agency? ___ No ___ Yes If yes, explain and give the name and address of contributor and amount contributed.

I have read and I understand Article 21 of the current Collective Agreement which outlines the terms and conditions under which I accept any assistance that is granted.

Date: _____ Employee's Signature: _____

Supervisor's Comments

1. Do you think this activity will assist the employee to improve his/her skills and qualifications for present or foreseeable jobs within the College?

___ No ___ Yes Please explain: _____

2. If the activity occurs during an employee's normal work schedule, will a replacement be necessary? ___ No ___ Yes If yes, estimated cost of replacement:

\$ _____ Supervisor's signature: _____

COMMITTEE USE ONLY: Expense Account Amount

APPROVED: _____ for Education/Training Fund

DENIED: _____

DATE: _____

FISCAL YEAR: _____

Comments: _____

Submit all 4 copies to the Education/Training Fund Committee by the appropriate dates. After approval, copies will be distributed as follows:

WHITE:Accounting, YELLOW:Ed/Training Committee, PINK:Supervisor, GOLDENROD:Applicant