



PROFESSIONAL GROWTH SUBSIDY FUND
 TUITION APPLICATION FORM T-1
 Effective **September 1, 2011 to August 31, 2012**



Complete carefully as incomplete applications will be returned. Please print or type.

Successful out-of-province applicants will be ineligible to access any portion of the regular fund for 2 years from the date of the conference. Applicants who are approved for regular out-of-province funding must wait one full calendar year from the conference start date before accessing the Catholic Enrichment Fund for an out-of-province conference. Applicants who are approved for out-of-province conference from the Catholic Enrichment Fund must wait one full calendar year from the conference start date before accessing the regular fund for an out-of-province conference. However, applicants can access tuition, in-city/in-province conference from the Catholic Enrichment Fund.

1. NAME: _____

2. SCHOOL: _____

HOME ADDRESS/PHONE (if on leave): _____

HOME E-MAIL (if on leave): _____

3. I am applying for funding from: (choose one only). Regular Funding Catholicity Funding

4. This course is within your: teaching assignment extra-curricular/coaching
 none of the above — RATIONALE REQUIRED

5. PLEASE read the following BEFORE you phone for information:

- a) The guidelines for the Professional Growth Subsidy Fund should be posted in your staff room or be available from your C.S.R *and are on the website, address below*. These guidelines answer most questions relating to eligibility, subsidy, terms of reimbursement, etc.
- b) Applications must be received no later than the 20th of the month preceding the commencement date of the course. (e.g. If you are planning to attend a course starting in October, your application must be received by the 20th of September.) Applications not received by this date will not be considered.
- c) You will receive a written reply either granting or rejecting your request.
- d) Funds will not be paid until the completion of the course and until a tuition fee receipt and a course completion form are submitted to the Professional Growth Subsidy Secretary. These forms must be submitted within ONE month of course completion.

☺ *Did You Know? You can include receipts for required course materials (i.e. textbooks). But, you still must remain within your maximum of \$400.00.*

6. Please complete the following information:

COURSE	INSTITUTION	START	DURATION	TUITION

(COURSE MUST BE COMPLETED DURING SCHOOL YEAR (September 1 – August 31))

7. If you are applying for funds other than accredited university courses, attach a rationale outlining the potential professional development value of the course.

8. Your Signature: _____

Please return the completed application to:

Professional Growth Subsidy Fund
 ATA Local #55, Suite 214, 3016 – 5 Ave. N.E., Calgary, AB T2A 6K4 Phone: 403 265-2678

PGS forms are now available on the ATA Web Site: <http://www.ataloc55.ab.ca> under Professional Growth Subsidy.

Applications for Conferences/Workshops and Tuitions are accepted up to six (6) months in advance

Faxed or E-mailed Applications Will Not Be Accepted