



PROFESSIONAL GROWTH SUBSIDY FUND
 TUITION APPLICATION FORM T-1
 Effective September 1, 2009 to August 31, 2010



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. Are you applying for/receiving funding or honorarium from any other source? If so, please specify source and amount
 Source: _____ Amount: _____

(If your course was funded from another source, you must inform the PGS secretary within 1 month of course completion). Failure to do will result in forfeiture of all funding eligibility for 2 years.

6. 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.*

7. Please complete the following information:

COURSE	INSTITUTION	START	DURATION	TUITION

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

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

9. 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 Documents and Forms.

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

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED