Logo, company name

Description automatically generated

**PROFESSIONAL IMPROVEMENT FUND**

COURSE CHANGE NOTIFICATION FORM

This form must be completed and forwarded at your earliest notification of a change of course under your PIF Grant.

Please complete all sections and forward by email to Superintendent, People Services with a copy to [pif@ataloc55.ab.ca](mailto:pif@ataloc55.ab.ca). Failure to complete and forward this form in advance of submission of your request for tuition receipt reimbursement may delay payment.

Final approval for any course changes resides with the Director, Human Resources.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **School/Department:** |  | **Employee ID:** |  |
| **Home Phone:** |  | | |
| **Teaching Assignment:** |  | | |
| **Institution where completing PIF Studies:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Original Course Name and Description** | **Original Course Number** | **New Course Name and Description** | **New Course Number** |
|  |  |  |  |
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**Please briefly explain the course change from your original PIF application and grant. Please advise if the course is considered an equivalent requisite under your program of studies. Please provide any additional information that may be necessary to inform the Director, Human Resources.**

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| --- | --- |
| DATE: |  |
| SIGNATURE: |  |

Submit this form via email to Director, HR and a copy to: [**pif@ataloc55.ab.ca**](mailto:pif@ataloc55.ab.ca)