**Professional Growth Subsidy - FAQ**

**Q: Who Qualifies for Funding**  
A: Financial support can only be offered when the teacher is under contract at the date of the conference/workshop or course completion.

**Q: How does the fund work?**  
**A:** A total of **$600,000** plus 400 sub days is distributed over 4 segments:  
Segment 1 –  from September to November  
Segment 2 –  from December to March  
Segment 3 –  April to June  
Segment 4 –  July to August inclusive

**Q: What is the maximum amount I can receive?**  
**A:**  Teachers under contract are entitled to the following maximum amounts:  
Tuition allowance **$500**  
In City **$500**  
In Province **$700**  
Out of Province **$1800**  
Guest Teacher**$500**

**Q: How many Sub Days am I allowed?  
​ A:** Up to 2 guest teacher (sub) days as required. One of these days may be used for travel if the conference location is over 150 km from the city of Calgary (based on the distance in the ‘Kilometrage Chart’ published by the Alberta Teachers Association).

**Q: If I am on a leave can I use the PGS fund?**  
**A:** Active members on leave who have paid the appropriate membership fees, may be funded to a maximum of **$400.00**.  
  
​**Q: If I have used out-of-province funding, when can I access the fund again?**  
**A:** Teachers under contract are entitled funding two years from the date of the out of province conference   
**If you have not accessed out of province funding,** teachers under contract are entitled to in-city, in-province and tuition funding – one application per school year starting September 1st and ending August 31st.

**Tuition Answers:**

1. 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.**
2. You will receive a written reply either granting or rejecting your request.
3. ​**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 Administrative Assistant. These forms must be submitted within **ONE** month of course completion.
4. **You must submit an application for funding approval BEFORE attending a course.**    
   If you have been approved, once the course is completed, you have one month to send in your receipts with the receipt submission form and course completion forms for reimbursement.
5. If your course was funded from another source, you must inform the PGS administrative assistant within 1 month of course completion. Failure to do so will result in forfeiture of all funding eligibility for 2 years.
6. **Did You Know?**  
   You can include receipts for required course materials (i.e. textbooks). You still must remain within your maximum of $500.