**** ***Professional Growth Subsidy Fund***

 ***Tuition Application Form***

 *Effective: September 1, 2021 – August 31, 2022*

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

***Tuition funding for courses only: $500.00***

***Note: Guideline C-4: Applications for a specific course may be submitted to either PIF or PGS but not both within the same school calendar year.***  ***For a Conference/Workshop please use the PGS In City/Province or Out of Province application***

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| 1. | **NAME:** |   |
| 2. | **SCHOOL NAME** |   |
| 3. | **On Leave only: Home Address/Phone** |   |
| 4. | Have you accessed the PIF fund within the school year? | [ ]  Yes [ ]  No |
| 5. | This course is within your:  | [ ]  teaching assignment [ ]  extra-curricular/coaching[ ]  none of the above Rationale Required on separate paper |
| 6. | PLEASEread the following before phoning for information:  |
|  | a) | The guidelines for the Professional Growth Subsidy Fund should be posted in your staff room, are available from your CSR *and are on the website (www.ataloc55.ab.ca) click the PGS tab.* These guidelines answer most questions relating to eligibility, subsidy, terms of reimbursement, etc. |
|  | b) | You are eligible to access the PGS fund once per school year for a conference, workshop or tuition. |
|  | c) | Applications must be received by the PGS Administrative Assistant 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 prior to the 20th of the month preceding your course will not be considered for funding. |
|  | d) | You will receive a written reply either granting or rejecting your request  |
|  | e) | Funds will not be paid until the completion of the course, and until a tuition fee receipt and a course completion form T2/T3 are submitted to the Professional Growth Subsidy Administrative Assistant. These forms must be submitted within ***two (2) months*** of course completion or no funds will be reimbursed. If there are extenuating circumstances, please contact the PGS Administrative Assistant.  |

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| 7. | Please complete the following information: |
| Course | Institution | Start Date | End Date | Tuition Amount |
|   |   |   |   |   |

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

|  |  |
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| 9. | If you are applying for funds for courses other than accredited university courses, attach a rationale on a separate page outlining the potential professional development value of the course**. \*Please note: Technology purchases will not be covered under PGS.\*** |

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| 10. | Signature: |  | Date:  |

Return to PGS Admin. Asst. via email: pgs@ataloc55.ab.ca

Mail: *#340 - 6815 8th Street N.E., Calgary AB T2E 7H7*

*Pony: PGS – Local #55*

For questions regarding funding call: 403 265-2678 (to speak with the PGS Admin. Asst.)

PGS forms are available on the ATA Local 55 Web Site: [www.atalocal55.ab](http://www.atalocal55.ab)

***Note****: Guideline D-3: Applications for**Tuition subsidies**must be received by the 20th of the month prior to course start date. Application received after the course start date will not be considered.*