



**PROFESSIONAL IMPROVEMENT FUND**

TUITION RECEIPT SUBMISSION FORM

This form must be returned **within two (2) months** from the successful completion of the course(s), if leave was provided as part of your PIF grant please submit the PIF Leave Report Form.

\*The following documents are required with this form or no funds well be allotted

Required documents for PIF reimbursement must include:

* **Proof of payment in Canadian funds**: please provide a Credit card, bank transfer or Registrars receipt for all courses covered by the PIF fund
* **Transcripts including course description and passing grade(s)**: courses that do not show a passing grade will not be considered complete and will not be reimbursed.
* For certifications, a certificate of completion must to be included
* Itemized invoice or receipt is required

***Note:*** *fees covered by the PIF are limited to the tuition, technology fees and graduate study fees* ***only***

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| **Name:** |       |
| **School/Department:** |       | **Employee ID:** |       |
| **Home Phone:** |       |
| **Teaching Assignment:** |       |

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| --- | --- | --- | --- | --- |
| **Course Descriptor** | **Institution** | **Start Date:** | **End Date:** | **Tuition CDN $** |
|       |       |   |   |       |
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★Note: ***Fees not covered by the PIF fund include: books, student union, campus health, life insurance infrastructure, interest payments, loan payments, late fees, etc. Failure to provide***

 ***a breakdown of fees from the institution will impact the timeliness of your reimbursement***.★

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**How Did Your Tuition Funding Support Teaching and Learning?**

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| **This is to certify that I attended the Above-Named Course(s):**FROM: To:  |
| DATE: |   |
| SIGNATURE: |  |

Submit this form and original receipts to:

**Professional Improvement Fund**

**c/o PIF Administrative Assistant**

**via**

**Pony - ATA Local #55**

**or**

**Email:** **pif@ataloc55.ab.ca**