*Professional Growth Subsidy Fund*

*Course Completion Form T2/T3*

 **Effective: September 1, 2020 to August 31, 2021**

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

Note: Guideline C-4: Applications for a specific course may be submitted to either PIF or PGS see Guidelines for details.

T2: Tuition Fee Receipt Form

1. To Be Completed by The Applicant

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |   | School: |   |
|  |
| Home Address/Phone (if on leave) |   |
| Course Descriptor: |   |
| Course Dates: |   |
| Institution: |   |

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

(If your course was funded from another source, you must inform the PGS Administrative Asst. within 2 months of course completion).

2. The following is required for processing of reimbursement:

[ ]  Proof of completion (certificate or mark)

[ ]  Proof of payment

Receipts must be submitted within two (2) months of course completion date, or no funds will be reimbursed. If there are extenuating circumstances that preclude you from submitting on time, please contact the PGS Administrative Assistant to discuss.

\*Please note: Technology purchases will not be covered under PGS\*

T3: Course Completion Form

Amount to be completed by the **recipient** with copy of proof of completion, proof of payment (T2) and any material costs if applicable:

This is to certify that the above named has registered at this institution and has paid $

in Tuition Fees exclusive of general fees, student union fees etc.

Submit to:

Professional Growth Subsidy Fund - ATA Local #55

Via pony, mail or email:

#340. 6815 – 8th Street N.E., Calgary AB T2E 7H7

Phone: 403-265-2678 ★ Fax: 403-263-7830

pgs@ataloc55.ab.ca