



APPLICATION FOR COURSE FEES – SUPPORT STAFF

(For external courses and seminars)

Applications must be received at least one month prior to the course start date.

A. TO BE COMPLETED BY EMPLOYEE

Name: _____ School: _____
Area: _____ Job Title: _____

Benefits of Course, Conference or Seminar

Please describe the benefits of this course/conference/seminar and indicate the relevance to improving for you and Frontier School Division.

Course or Seminar Information (A copy of the course description must be attached.)

Course or Seminar Name: _____
Start Date: _____ End Date: _____
Program/Certificate Name: _____
Institution Name: _____
Institution Address: _____
City: _____ Province: _____
Code: _____ Phone #: _____

Employee Acknowledgement

I hereby request reimbursement through the Frontier School Division Course Fees Program and agree to all conditions of the Course Fees Policy (GKA). I understand that if my employment ceases with the Division or if I am unsuccessful in completing the course, I may be required to repay Frontier School Division for part/all course expenses. I authorize Frontier School Division to make deductions of this type from my pay cheque. I further acknowledge that I may claim the portion of tuition expenses for which I actually paid for Income Tax purposes.

Signature of Employee

Date

B. TO BE COMPLETED BY PRINCIPAL OR IMMEDIATE SUPERVISOR OF EMPLOYEE

This course is: Required Related to the job

Supervisor/Principal: Supports Request Does Not Support Request

Supervisor/Principal Comments:

Signature of Supervisor/Principal

Date

C. FINAL APPROVAL – AREA SUPERINTENDENT, SECRETARY-TREASURER OR CHIEF SUPERINTENDENT

Registration Costs to be Paid by Employer: _____ Yes _____ No

Signature

Date

**PLEASE FORWARD COMPLETED FORM TO THE
HUMAN RESOURCES DEPARTMENT, WINNIPEG OFFICE**

When the course is finished, please send in confirmation of successful completion of the course. The Division will reimburse the applicable amount in a one lump sum payment, unless the course has been paid for in advance by the Division.

Adopted September 1, 2009		
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