



EDUCATION COMMITTEE

TO: Chair, Education Committee
Civic Service Union 52 11305 – 95 Street, Edmonton, Alberta T5G 1L2
Phone: (780) 448-8900 Fax: (780) 479-7975 Toll Free: (780) 1-888-578-4043



APPLICATION FOR COURSE REIMBURSEMENT

Surname: _____ First Name: _____

Payroll Number: _____ Work Number: _____ Fax Number: _____

Department: _____ Work Location: _____

Home Address: _____ Postal Code: _____

Home Number: _____ Shop Steward Name: _____

I am currently a CSU 52 member: Yes No

Course Name: _____

Education Institute: _____ Course Cost: \$ _____

Course Start Date: _____ Course End Date: _____

Course Description: _____

Credit Sought (Certificate, Diploma, etc): _____

Relation to Career Development or Union: _____

Reimbursement Received from Other Sources? Yes/No If Yes, amount received: \$ _____

- a) Please include a copy of your registration receipt.
- b) Please include a copy of your transcript or certificate as proof of completion.

Signature of Applicant Date: _____

Note: Maximum reimbursement per course is \$50.00.

The Committee reserves the right to deny any incomplete or falsified applications. The decision of the Committee is final and binding and subject to the Committee's own criteria and guidelines.

CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

I agree that the Civic Service Union 52 may collect, use and disclose personal information insofar as such information relates to the obtaining, managing and maintaining of my employment within the contractual unit represented by CSU 52 and insofar as it relates to the administration of the collective agreement, to collective bargaining and to the administration of CSU 52.

Date _____, 20____ Signature _____

Office Use Only

Committee Approval: _____

Cheque No: _____

Date: _____

Approved for Payment by: _____

Account No: _____

EDUCATION COMMITTEE

COURSE REIMBURSEMENT POLICIES

Policy Statement

That the Education Committee has adequate information on an application for a member seeking a partial reimbursement for a labor/union or professional development related course.

Procedures

The following information is desired:

- a) Source of funding, specifically does the applicant receive funds from another institution, i.e. the employer.
- b) Partial reimbursement can be used for the course or any other expenses related to the course, i.e. textbooks.
- c) No reimbursement will be approved if the employer funds 100% of the course for the applicant.
- d) No reimbursement will be approved until the course is completed and all the appropriate documentation is received.

Policy: Course Fee Reimbursement

That the Education Committee approve the courses for eligible members. The member is eligible to receive more than one post-secondary course reimbursement in a program creditation. The reimbursement is to be used towards the expenses of a course from any approved accredited institution.

Procedures:

1. The member applying for the course reimbursement shall complete the most current application form and return it to the Union office or any committee member.
2. A separate application form must be filled out for each course.
3. To be eligible for a course reimbursement the applicant must be a member of CSU 52.
4. The cheque for an approved course reimbursement will be sent only after the course has been completed and all the necessary information has been received. Cheques will be sent to the members' home addresses and/or work address.
- 5. In no case will the amount of the course reimbursement exceed \$50.00 per course.**