



EDUCATION COMMITTEE

CIVIC SERVICE UNION 52

11305 -95 Street
Edmonton, AB T5G 1L2
Phone: (780) 448-8900
Fax: (780) 479-7975
Toll Free: 1-888-578-4043
Email: info@csu52.org



FINANCIAL SUPPORT – COURSE REIMBURSEMENT APPLICATION

APPLICANT INFORMATION (please print clearly)

Full Name: _____
Home Address: _____

Postal Code: _____
Home Phone: _____
Are you currently a CSU 52 member?
 Yes No

Payroll Number: _____
Work Address: _____

Work Phone: _____
Work Fax: _____
Department: _____
Shop Steward: _____

EDUCATION INFORMATION (please print clearly)

Education Institution
Institute: _____
Address: _____

Course Information
Course: _____
Start Date: _____ End Date: _____
Description: _____

Cost: \$ _____

Credit Sought: _____
(Certificate, Diploma, etc.)
Relation to Career or Union Development:

Have you received previous reimbursement from other sources?
 Yes No
If yes, amount received: \$ _____
Please include:
(a) a copy of your registration receipt
(b) a copy of transcript or certificate (proof of completion)

NOTE: Maximum reimbursement per course for career development is \$50.00. Any labour related course will be reimbursed up to \$100.00. 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.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY	<input type="checkbox"/> Application approved by the Education Committee Committee Initials: _____ _____ _____ Date: _____ \$ _____	Cheque No: _____ Account No: _____ Approved for Payment by: _____ _____ Date: _____	OFFICE USE ONLY

Committee Updated: March 22/10
Executive Board Approved: April 13/10



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COURSE REIMBURSEMENT POLICIES

Policy Statement

That the Education Committee has adequate information on an application for a member seeking a partial reimbursement for a labour/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.
- e) One course reimbursement per applicant will be accepted each year. Pending review of committee funds, a second submission will be considered.
- f) A course reimbursement application must include the course transcript.
- g) An application must be submitted no later than 15 working days after receiving the official transcript or certificate from the educational institution or labour related facility.
- h) Only courses taken in the current fiscal year or completed by the first semester of the following year will be considered for reimbursement. ie: A course that started in October 2005 and completed in March 2006 will be considered applicable to the year 2006.

Course Fee Reimbursement Policy

- a) That the Education Committee approves the course(s) for eligible members.
- b) The member is eligible to receive more than one post-secondary course reimbursement in a program accreditation.
- c) For labour related courses, reimbursement is to be used towards courses/training/seminars offered by other Unions and other Union related educational facilities.

Procedures

- a) 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.
- b) A separate application form must be filled out for each course.
- c) To be eligible for a course reimbursement, the applicant must be a member of CSU 52.
- d) 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 member's home address and/or work address.
- e) **In no case will the amount of the course reimbursement exceed \$100.00 per course.**