

FAX or EMAIL FORM AND ATTACHMENTS

Chignecto-Central Regional School Board

Professional Development Committee (NSTU)

CLAIM FOR PAYMENT – UNIVERSITY COURSES ONLY

Please refer to guidelines on back prior to completion.

Name: _____ School/Site: _____

Complete Home Mailing Address: _____

Contract Status: _____ Professional Number: _____

Home Phone # _____ Subjects Taught: _____

Work Phone # _____ E-mail address: _____

Course Claim Information:

Course Name/#	University	# of Credit Hours	Course Start Date (mm/yy)	Completion Date (mm/yy)	Tuition Cost

Please ensure that this application includes the following:

This form _____

Official Receipt _____

Verification of successful completion _____

(*Please Note: You should submit your claim form if your mark is late arriving from the University.
Submit your mark as soon as it is available.)

Prior approval is not required.

Signature of Applicant: _____ Date: _____

Reimbursement \$600.00 – per half credit – 3 Credit Hours
 \$1200.00 – per full credit – 6 Credit Hours } Pro-rated if necessary

Deadlines – claims must be received on or before October 15th *and May 15th.*

Please Note: As there is no taxable benefit to you as an employee in relation to your tuition fees, you are not able to claim the non-refundable tuition credit on your income tax return. The only amount you could claim would be any excess tuition fees that you have paid over the amount reimbursed by the Board. As well, you are not able to claim the education amount.

Return to: Professional Development Committee (NSTU)
Chignecto Family Office
84 Church Street, (PO Box 2500C), Springhill, NS B0M 1X0
Phone 597-4206;
Fax 597-4220 (Applicant is responsible for obtaining facsimile transaction report for future reference if necessary.)
rushtond@ccrsb.ca Revised August 2017 (Page 1 of 2)

FAX or EMAIL FORM AND ATTACHMENTS

Article 60.35, 60.36, 60.37, 60.38, 60.39 and 60.40

- 60.35 Subject to the established budget the Committee shall pay reasonable expenses for teachers who take courses for the purpose of upgrading their professional qualifications or improving their classroom effectiveness.
- 60.36 Each grant shall be at the rate established by the Committee.
- 60.37 Tuition/course registration and documentation verifying successful completion of a course(s) shall be submitted before reimbursement is made.
- 60.38 The Committee shall establish the deadline date for professional development grants and shall inform the teaching staff of these dates.
- 60.39 To qualify for a grant for a course the teacher must be under contract with the School Board as of the beginning and ending dates of the course.
- 60.40 A teacher on educational leave shall not be eligible for a Professional Development grant.

THIS FORM IS FOR UNIVERSITY COURSES ONLY

Maximum \$600.00/half (3 Credit Hours) } Pro-rated if necessary
 \$1200.00/full (6 Credit Hours)

Maximum Claim – 1 full course (6 Credit Hours) or two half - credit courses (3 credit hours each) per deadline period. Courses completed prior to the previous deadline are not eligible for reimbursement.

Deadlines – claims must be received on or before October 15th * and May 15th *.

***Fall & Winter Courses – Deadline May 15th.**
***Spring & Summer Courses – Deadline October 15th.**