

The original signed copy of this form must be forwarded to the PD Committee. **Faxes will not be accepted.**

## South Shore Regional NSTU Article 60 Professional Development Fund Expense Claim – Professional Development Grant

**Use one form per course taken.** A maximum of four half-credits may be claimed in one school year; and courses must be claimed according to the deadlines in the PD guidelines on the Regional Centre's website.

Name	Professional Number
Civic Address	
Primary Work Location	Contract Status: Permanent, Probationary, or Term. Long-Term Substitutes are not eligible.
Current Assignment	Email Address

### Course Information

Course Code	Course Name
Institution	Credits (1/2, 1, or None)
Start Date	End Date

### Expense Information

Tuition/Registration minus bursaries and/or grants	-	=	\$	
	Tuition			Bursary/grant
Books (not including shipping charges)			\$	
Student fees			\$	
Other allowable fees			\$	
<b>Total (\$1000 limit for 1/2 credit course / \$2000 limit for full credit course)</b>			<b>\$</b>	

This form must be accompanied by:

- A statement of payment for the course
- Receipts for all other claimed expenses
- Proof of successful completion of the course
  - For credit courses, a document from the institution showing the mark indicating successful completion of the course. (Official transcript is not necessary.)
  - For non-credit courses, a statement of successful course completion from the course provider. **(You are responsible to apply for and receive Committee approval for a non-credit course prior to the beginning of the course.)**

Applicant's Signature	Date
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### Approval

PD Co-Chair's Signature					Date		
Explanation	GL	Cost Center	Fund	FA	Vendor Number	Amount	Tx Cd
PD Course Grant	814500	68100520	1032	210058000			I4