| Submit your application to the PD Committee in person to Regional Office, by email (nstupdcomm@ssrce.ca). |
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**South Shore Regional NSTU Article 60 Professional Development Fund Application for Course Consideration**

• This application refers to only non-credit courses. If you are going to take a course being offered at an accredited university, then you do not need to complete this application.

• You are responsible to apply for and receive Committee approval for any non-credit course *prior* to the beginning of the course.

• **This application must be accompanied by a full course description as provided by the institution.**

| Name  | Vendor Number |
| --- | --- |
| Civic Address |
| Primary Work Location  | **Contract Status:** Permanent, Probationary, or Term |
| Current Assignment  | Work Related Email Address |

| **Course Information** |
| --- |
| **Course Name** |
| **Institution**  | **Total hours to complete course** |
| **Start Date**  | **End Date** |

| **Anticipated Expenses** |
| --- |
| Tuition/Registration minus bursaries and/or grants  | $ |
| Books (not including shipping charges)  | $ |
| Student fees  | $ |
| Other allowable fees (transaction fees/late fees are not claimable)  | $ |
| **Total**  | $ |

| **Applicant’s Signature**  | **Date** |
| --- | --- |

| ***Approval*** |
| --- |

| **PD Co-Chair’s Signature**  | **Date** |
| --- | --- |

 **OFFICE ONLY**

| ❑ Processed ❑ Received ❑ Held |
| --- |

Valid from August 1, 2025 – July 31, 2026