

**SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)  
GRANT-IN-AID APPLICATION FORM**

- (1) In order to qualify for a summer school grant-in-aid, this application must be submitted to the Superintendent/Designate **on or before June 10th** in any given year. At other times of the year, applications related to non-credit courses must be submitted within a week of commencement of each course.
- (2) Please submit this application form to the Superintendent/Designate at the School Board Office.
- (3) When an approved course is successfully completed, submit your copy of the application with mark statement (or photocopy), or statement of attendance if non-credit course, to the Superintendent/designate. Payment will usually be made on your next month end cheque.

Date: \_\_\_\_\_ School: \_\_\_\_\_  
 Teacher: \_\_\_\_\_ Employee # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Present Certificate: \_\_\_\_\_ TQS Category: \_\_\_\_\_

**Approval of course(s) is required for grant-in-aid:**

<u>Course Number and Title</u>	<u>Credits/Units (UBC Equivalency)</u>	<u>Registration Fee</u>
_____	_____	_____
_____	_____	_____

University/Institution: \_\_\_\_\_

Dates of course(s) is/are: \_\_\_\_\_ Course(s) is/are taken for:  Credit  
 Non-Credit

Purpose for enrolling in above-named course(s) (or other comment): \_\_\_\_\_

**Note:** -Course fee receipt should be retained for Income Tax purposes. (SEE REVERSE SIDE FOR DETAILS)  
 -Maximum grant for Credit is \$575.00 per year.  
 -Maximum grant for non-credit is \$330.00 per year.

<b><u>SCHOOL BOARD OFFICE USE ONLY:</u></b>		School Year: _____
<b><u>PART 1:</u></b>	The above application has been reviewed, and the course(s) is/are:	
<input type="checkbox"/>	Approved	Amount: _____
<input type="checkbox"/>	Not Approved	Reason: _____
Date: _____	Superintendent/Designate: _____	
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<b><u>PART 2:</u></b>	Your statement has been received, and payment of Grant(s)-In-Aid in the amount of	
\$ _____	is approved	
<input type="checkbox"/>	immediately	
<input type="checkbox"/>	on return to this district in September	
<input type="checkbox"/>	upon receiving a temporary or continuing contract in the district	
Date: _____	Superintendent/Designate: _____	

## ARTICLE F21 - PROFESSIONAL IMPROVEMENT

- F21.1 The sum of \$57.50 per credit (U.B.C. equivalency) up to a maximum of \$575.00 per year will be paid towards expenses of all teachers successfully completing their approved credit courses and who remain in the employ of the Board.
- F21.2 Registration fees and a per diem allowance of \$22.00 will be paid to those teachers taking approved non-credit courses to a maximum of \$330.00 per year.
- F21.3 Teachers on a long term leave of absence are eligible for funding under the terms of this clause subject to returning to employment in this school district. Payment shall be made during the first month of return to teaching employment.
- F21.4 The onus of having courses approved will be upon the teacher concerned. Final approval shall be granted by the Superintendent of Schools or designate.
- F21.5 Teachers Teaching-on-call on each year's approved substitute teacher list shall be eligible to apply for professional improvement expenses under this clause. Application approval by the Superintendent or designate will make the TTOC eligible for reimbursement should he/she at some time in the future be assigned either a temporary or a continuing appointment in the district.
- F21.6 Application forms, titled Grant-in-Aid Application Forms, may be obtained through the School Board Office or School Principals. Grant-in-aid requests for summer school courses must be submitted to the Board Office **before June 10th**. At other times of the year, applications related to non-credit courses must be submitted within a week of commencement of each course.