**Logo, company name

Description automatically generated** ***Professional Growth Subsidy Fund***

***Tuition Application Form***

*Effective: September 1, 2023 – August 31, 2024*

**Tuition funding courses: $800.00**

**Guideline C-4**: Applications for a specific course may be submitted to either PIF or PGS but not both in the same traditional school calendar year. ***Note****: if you are applying for a conference/workshop please use the In Conference Funding Application found on* [*www.atalocal55.ca/funding*](http://www.atalocal55.ca/funding)*.* Please refer to Guideline C-17 for eligibility timelines on applying for conferences, workshops, or tuition.

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| 1. | NAME: | |  | | | | | I am a guest teacher: Yes  No: |
| 2. | SCHOOL NAME | |  | | | | | |
| 3. | Home Address (only if on leave) | | | |  | | | |
| 3a. | Cell phone number | | | | |  | | |
| 4. | Have you accessed the PIF fund within the school year? | | | | | | Yes  No | |
| 5. | This course is within your: | | | teaching assignment  extra-curricular/coaching  none of the above Rationale Required on separate paper | | | | |
| 6. | PLEASE read the following before phoning for information: | | | | | | | |
|  | a) | The guidelines for the Professional Growth Subsidy Fund should be posted in your staff room, are available from your CSR and are on the website (www.ataloc55.ab.ca) click the PGS tab. These guidelines answer most questions relating to eligibility, subsidy, terms of reimbursement, etc. | | | | | | |
|  | b) | You are eligible to access the PGS fund once per traditional school year for a virtual/in-city/in-province conference/workshop or tuition. If you are approved for an out-of-province conference/workshop you are ineligible to receive **any** PGS funding for the following traditional school calendar year. Details are in the guidelines. | | | | | | |
|  | c) | Applications must be received via email to [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca) no later than the 20th of the month preceding the commencement date of the course. Applications not received prior to the 20th of the month preceding your course will not be considered for funding. | | | | | | |
|  | d) | You will receive a written reply either granting or rejecting your request | | | | | | |
|  | e) | Funds will not be paid until the completion of the course, and until a detailed Tuition Receipt Submission Form accompanied by a detailed tuition fee receipt and proof course completion are submitted by email to [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca) . These forms/documents must be submitted within two (2) months of course completion to be considered.If there are extenuating circumstances, please email the committee at [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca). | | | | | | |

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| 7. | Please complete the following information: | | | | |
| Course | | Institution | Start Date | End Date | Tuition Amount |
|  | |  |  |  |  |

*(Course must be COMPLETED during the traditional school calendar year (September 1 – August 31)*

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| 9. | If you are applying for funds for courses other than accredited university courses, please provide a rationale on the value of this course and how it will benefit your professional development plan. |

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| 10. | Signature: |  | Date: |

Please note: \*Books, supplies and technology purchases, are not expenses covered under PGS Tuition Funding.\*

Return to PGS Committee via email: [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca)

For questions regarding funding call: 403 265-2678 or email [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca)

PGS reimbursement submission forms are available on the ATA Local 55 Web Site: www.atalocal55.ca/funding