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***PROFESSIONAL IMPROVEMENT FUND APPLICATION***

**GRANTING PERIOD FROM SEPTEMBER 1, 2024 to AUGUST 31, 2025 ONLY**

NB: ⚫ Application deadlines: Submit to the ATA Local 55 PIF Administrative Assistant [pif@ataloc55.ab.ca](mailto:pif@ataloc55.ab.ca) by:

Last Friday in September – or

Last Friday in January – or

Last Friday in April

Teachers may submit their application in any of these review periods for courses that fall within the granting period (September 1, 2024 through August 31, 2025)

⚫ Only eligible teachers may apply (those teachers who have been with the Division for three years and are on a continuous contract. See PIF Guidelines for more details).

**PLEASE read the following prior to phoning for information:**

* You may not receive PIF Funding and be on a SABBATICAL LEAVE at the same time
* You may not apply for PIF and PGS Tuition Funding within the same granting period.
* You may apply for PIF funding annually up to $10,000.00 CAD in any combination of tuition and leave funding.

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|  | a) | The guidelines for the Professional Improvement Fund are available from ATA Local 55 at [www.atalocal55.ca](http://www.atalocal55.ca) > Funding > PIF or via Human Resources on the [ASK](https://ask.cssd.ab.ca) portal. These guidelines answer most questions relating to eligibility, subsidy, terms of reimbursement, etc. For additional information contact ATA President at (403) 265-2678. |

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|  | b) | You will receive a written reply within thirty (30) days following the Committee Review meeting either granting or rejecting your request. |

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|  | c) | TUITION Funds will not be paid until *the Tuition Receipt Submission form and appropriate receipt(s)* **AND** the PIF Leave Report Submission Form (if leave day(s) were accessed) are submitted to the PIF Administrative Assistant at ATA Local 55. These forms must be submitted within sixty days of course completion. Course(s) must be completed within the granting period. [pif@ataloc55.ab.ca](mailto:pif@ataloc55.ab.ca) |

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| **Name:** |  | **Employee ID:** |  |
| **School/Department:** |  | **Principal/ Supervisor:** |  |
| **Home Phone:** |  | **Years with CCSD:** |  |
| **Email:** |  | | |
| **Teaching Assignment:** |  | | |

**I AM APPLYING TO PIF FOR:**  **A. TUITION  B. L EAVE**  **C. TUITION AND LEAVE**

1. **TUITION FEE GRANTS:**

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| **My main area of study is (e.g. Master’s of Education, Master’s of Counselling, completing my capstone project etc.)** | | | |
| **Program Course/Course ID#** | **Institution** | **Start & End Date(s)** | **Tuition $ in CAD/US** |
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| Technology Fees  (must be clearly itemized on Institution’s Statement of Account) |  |  |  |
| Graduate Study Fees  (must be clearly itemized on Institution’s Statement of Account) |  |  |  |
|  |  | **TOTAL TUITION REQUESTED**  **in CAD funds:** | $ |

**B. PIF LEAVE GRANTS (**You may request up to 1 day leave per course)**:**

Number of Leave days requested:       Estimated cost of Leave:

*Based on $235.03 per day*

**TOTAL OF TUITION GRANTS AND LEAVE GRANTS:**

**(Cannot exceed $10,000 CAD)**

**c. to be completed by all applicants:**

**FULL DESCRIPTION OF PROPOSED ACTIVITY AND DATES (PLEASE BE SPECIFIC).**

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**HOW WILL THESE proposed ACTIVITIES SUPPORT TEACHING AND LEARNING AND BE RESPONSIVE TO THE LEARNING NEEDS OF STUDENTS?**

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**how will this GRANT enhance your professional growth?**

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**HOW DO YOU SEE SHARING YOUR LEARNING GAINED THROUGH THIS PIF GRANT WITH OTHERS? (EG. PRESENTATIONS, MENTORSHIP, PROFESSIONAL DEVELOPMENT ETC.). PLEASE EXPLAIN FULLY.**

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Have you previously received a sabbatical leave?  Yes No

If yes, in which year?

Have you previously received a PIF Grant?  Yes No

If yes, in which year?

Will you receive any other funds for tuition?  Yes No

If yes, please specify:

As a courtesy, all applications requiring Leave Grants should be discussed with your Principal/Supervisor.

Yes, I have discussed this application with my Principal/Supervisor:  Yes No

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Signature of Applicant (can be typed) Date

Refer to "PIF GUIDELINES” for further information.

**Submit this application to**:

**Professional Improvement Fund**

**c/o PIF Administrative Assistant by:**

[pif@ataloc55.ab.ca](mailto:pif@ataloc55.ab.ca)