



# Delta Teachers' Association

## Professional Development Application

### Credit Course

Form 5020CC

#110—4977 Trenant Street, Delta, BC V4K 2K5  
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|                 |                |        |
|-----------------|----------------|--------|
| DTA<br>Use Only | Date<br>Rec'd. | Number |
|-----------------|----------------|--------|

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Your School/Worksite: \_\_\_\_\_ Email: \_\_\_\_\_

C.R.A. Accredited University: \_\_\_\_\_ Location: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

**COURSE INFORMATION DOCUMENTS (from university) MUST ACCOMPANY YOUR APPLICATION. THESE DOCUMENTS MUST INCLUDE: Course number, course start and end date, location, course cost breakdown, and a brief description of the course.**

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| <p><b><u>POLICY</u></b> - please read before submitting your application</p> <ol style="list-style-type: none"> <li>1. Funding is for <b>TUITION ONLY</b>. Student fees, texts, travel expenses, and other extra fees are not reimbursable (as per Canada Revenue Agency regulations).</li> <li>2. Submit completed/signed application <b>before</b> the course begins</li> <li>3. You are eligible for <b>\$1000 per year</b></li> <li>4. When course is completed, send in <b>proof of completion</b> and <b>receipt of payment</b></li> <li>5. <b>T4A slips will be issued at the end of the year</b> (as per Canada Revenue Agency regulations)</li> <li>6. Your social insurance number will be required for reimbursement and T4A</li> <li>7. Funding year is July 1—June 30.</li> </ol> <p><i>Please sign that you have read the above policy</i> _____</p> | <p><b>FUNDING IS FOR ACTIVE MEMBERS ONLY</b></p> |
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DTA FUNDS REQUESTED \$ \_\_\_\_\_ School Pro-D contact signature \_\_\_\_\_

| DTA USE ONLY   |   |
|--|---|
| <p><b><u>FUNDING NOT GRANTED/MODIFIED</u></b></p> <ol style="list-style-type: none"> <li>1. Application late</li> <li>2. Maximum funding reached</li> <li>3. District funding should be used</li> <li>4. Student fees, texts, etc. not included</li> </ol> | <p><b><u>FUNDING APPROVED</u></b></p> <p>Amount \$ _____</p> <p>DTA PD Chair signature: _____</p> |

**For Accounting Purposes Only (DTA Use)**

Date: \_\_\_\_\_ Cheque # \_\_\_\_\_ Amount \$ \_\_\_\_\_

SIN # \_\_\_\_\_