



# Delta Teachers' Association

Professional Development Application

## Credit Course

110—4977 Trenant Street, Delta, BC V4K 2K5

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DTA	Date	Application
Use Only	Rec'd	Number

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

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

Home Address (if TTOC): \_\_\_\_\_

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

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

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

Course Begins: \_\_\_\_\_ Course 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.**

**POLICY - please read before submitting your application**

**FUNDING IS FOR ACTIVE MEMBERS ONLY**

1. Funding is for **TUITION ONLY**. Student fees, texts, travel expenses, and other extra fees are not reimbursable (as per Canada Revenue Agency regulations)
2. Submit completed/signed application **before** the course begins
3. You are eligible for **\$1500 per year**
4. When course is completed, send in **proof of completion** and **receipt of payment**
5. **T4A slips will be issued at the end of the year** (as per Canada Revenue Agency regulations)
6. Your social insurance number will be required for reimbursement and T4A
7. Funding year is July 1—June 30

**Please sign that you have read the above policy** \_\_\_\_\_

DTA FUNDS REQUESTED \$ \_\_\_\_\_

School PD Contact Signature \_\_\_\_\_

### DTA Office Use Only

**FUNDING NOT GRANTED OR MODIFIED**

**FUNDING APPROVED**

1. Application late
2. Maximum funding limit of \$1,500.00 has been reached
3. School/District funding should be used
4. Student fees, texts, etc. not included

Amount \$ \_\_\_\_\_

**DTA PD Chair's Signature:** \_\_\_\_\_

**Date of Denial:** \_\_\_\_\_

**Payment Information** Date \_\_\_\_\_ Cheque # \_\_\_\_\_ Amount \$ \_\_\_\_\_ SIN # \_\_\_\_\_