



# Delta Teachers' Association

## In-School Remedy Funding Application Form

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

Phone: 604-946-0391 Fax: 604-946-1629 Email: [brianna@deltateachers.org](mailto:brianna@deltateachers.org)

Date of application: \_\_\_\_\_

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

Email: \_\_\_\_\_

DTA Use Only	Date Rec'd	Application Number
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Applications must be received by the DTA office 14 days in advance of event with the exception of the PSA day in October - that can be sent up to 4 pm the day before.

School: \_\_\_\_\_

How does this activity enhance your professional practice? [BCTF PD Lens](#)

\_\_\_\_\_  
\_\_\_\_\_

### In-School Remedy Funding Allotment (follow on site process for authorization of funds and identify who will reimburse you):

In-school remedy funds available \$ \_\_\_\_\_ Authorized by (full name) \_\_\_\_\_

Name & email address of Admin Assistant \_\_\_\_\_

### Choose one of the following: (credit course or regular Pro-D)

**Regular Pro-D**  
Please include the conference/workshop information documents that include the cost, location, dates, and a brief description.

Conference/workshop title: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Conference Cost: \$ \_\_\_\_\_

TTOC Date Requested \_\_\_\_\_

Max of 1 @ \$413.00/day \$ \_\_\_\_\_

**Total amount requested: \$ \_\_\_\_\_**

\* **Credit Course** (Tuition only)  
Please include course information documents that include the course name, number, brief description and the course cost breakdown.

Course name: \_\_\_\_\_

Course number: \_\_\_\_\_

Location: \_\_\_\_\_

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

**Total amount requested: \$ \_\_\_\_\_**

*\* Reimbursement for Employer Remedy PD funding is not a taxable benefit, therefore a T4A will not be issued. However please note, if you are reimbursed for tuition fees and a tuition receipt is issued for tax purposes, these fees will not qualify for the tuition tax credit.*

### Travel and accommodation (member only), if required:

Ferry/Airfare/Train \$ \_\_\_\_\_

Bus/Taxi/Parking \$ \_\_\_\_\_

Hotel (including all taxes) \$ \_\_\_\_\_

Meals: B \_\_\_ @ \$20, L \_\_\_ @ \$25, D \_\_\_ @ \$40

Car pooling: Yes No Room sharing: Yes No

With whom: \_\_\_\_\_

Travel: Automobile (km) \_\_\_ @ \$0.70 \$ \_\_\_\_\_

Total meals: \$ \_\_\_\_\_ **Total amount requested: \$ \_\_\_\_\_**

Please **SIGN HERE** to confirm you have read, and understand the policies and procedures. (see reverse)

X \_\_\_\_\_

**FUNDING NOT GRANTED OR MODIFIED**  
Reason: 1 2 3 4 (see guidelines on page 2)

### DTA Office Use Only

\_\_\_\_\_  
\_\_\_\_\_

Registration \$ \_\_\_\_\_

Travel & Accommodation (Canada/US only) \$ \_\_\_\_\_

TTOC Days \_\_\_ @ \$413.00/day \$ \_\_\_\_\_

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

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

**Total Remedy Approval Amount** \$ \_\_\_\_\_



# Delta Teachers' Association

## In-School Remedy Funding Policies and Procedures

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

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Approvals and allocations are governed by the current DTA PD Policy and Guidelines as listed below. If you have any questions, please email [brianna@deltateachers.org](mailto:brianna@deltateachers.org) or call the DTA office at 604-946-0391.

- **Professional Development in-school remedy funds cannot be used for:**
  - Ministry-sponsored curriculum implementation programs
  - Text or manual purchases
  - Travel within Metro Vancouver
  - International Travel (other than USA)
  - Chaperoning
  - Administration-directed PD
  - District sponsored programs/events
  - Membership Fees (with the exception of PSA day on Oct 21st)
  - Resources
  - Curriculum development
  - Subscriptions
- All applications must be received **before your PD activity begins** (Regular PD **14 days** in advance), Credit Course as per current policy of up to **the day before**. We cannot backdate applications to include completed courses, workshops or conferences or for courses, workshops or conferences that have already begun before we have received this application.
- These deadlines are strictly adhered to with the exception of the PSA day only. PSA application will be accepted if received by the DTA by 4:00 pm the day prior to the PSA day. We do not advise paying for your conference/workshop before you have been approved.
- Credit Course funding is for **tuition costs only**, and is to be used to help fund a course where you will be receiving post-secondary credits from a [CRA accredited university](#).
- Travel and accommodation may be subsidized for conferences **outside Metro Vancouver but within Canada and the USA**. Car-pooling, room sharing is expected. Please **attach all travel documents such as hotel/flight info etc.**
- **Authorization for payment will be provided upon the presentation of receipts and or completion documents to the DTA after the date of the workshop, conference, or course.**
- **If required, a maximum of one TTOC day is allotted per application.**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Read over the DTA Policies above</li> <li><input type="checkbox"/> Sign the application form stating you have read over the policies</li> <li><input type="checkbox"/> Complete in-school remedy form and attach conference info showing date, cost, and location</li> <li><input type="checkbox"/> Email <a href="mailto:brianna@deltateachers.org">brianna@deltateachers.org</a> your form along with conference information (which includes date, cost and location) <b>14 days prior to the conference/workshop.</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Include your Travel &amp; Accommodation documents if applicable. <b>Please make sure you keep a copy of all documents for your records.</b></li> <li><input type="checkbox"/> For <b>credit courses</b>, email <a href="mailto:brianna@deltateachers.org">brianna@deltateachers.org</a> your form along with course information (course number and brief description, start and end date, cost breakdown – tuition and fees, university name and description) <b>before the course starts.</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Once you have received your signed and approved form back from the DTA, register and pay for conference/workshop/credit course.</li> <li><input type="checkbox"/> Book your TTOC , if required</li> <li><input type="checkbox"/> <b>After</b> you have attended, email your receipts to Brianna for reimbursement prior to the end of the school year.</li> </ul> <p><b>Questions?</b> Email: <a href="mailto:brianna@deltateachers.org">brianna@deltateachers.org</a> or call 604-946-0391</p>
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### **Reasons applications are not approved or approved for a modified amount:**

1. Form submitted after deadline.
2. Membership fees, supplies, and/or subscriptions are not covered.
3. Does not meet BCTF PD Lens standard.
4. Late application has been approved on a one time basis. Future late applications will not be approved.

**Appeals** for denied applications should be directed to the DTA Professional Development Committee in writing within 30 days of the date of denial. Refer to **DTA Constitution & Bylaws Article 12.04**