



SEVEN OAKS
SCHOOL DIVISION
community begins here

BOARD/SOTA Professional Development Fund TUITION Application Form



Please complete **ONE** form for each course you are requesting tuition reimbursement for and **attach** to your online Tuition Leave Request via Employee Connect.

TUITION PRE-APPROVAL Request:

Complete this form prior to the start of your course and attach this document to your PD TUITION leave request in Employee **Connect**. ALL fields must be completed in order for your request to be considered. Incomplete requests will be denied.

Name: _____ School: _____

Degree Sought: _____

Post-Secondary Institution: _____

Course Name: _____

Course Start Date: _____ End Date: _____

Course Code: _____ 3 Credit Hour Course 6 Credit Hour Course

Course Tuition Amount: \$ _____

(Indicate the tuition amount **ONLY** – all other fees, i.e. student fees, tech fees, endowment fees, etc. are not supported by the Board/SOTA PD fund and will not be reimbursed. Tuition is reimbursed at 1/3 of the tuition amount.)

A course description/registration receipt from your post-secondary institution must also be attached.

TUITION FEES will be reimbursed as follows:

- Application to the fund (via Leave Requests) **MUST be made PRIOR to the START of the course.** The course must be from an accredited post-secondary institution (University, College) towards a graduate degree in education (PBDE/Masters/Ph.D.). **Courses outside of Faculties of Education will require prior approval.*
- Post-Secondary courses taken for credit will be considered in the same manner as all other PD activities. The only exception being that reimbursement will not occur until both a receipt and proof of successful completion along with the PD Expense form are submitted to Alison Hall at the School Board Office.
- Only ELIGIBLE tuition fees (**not** student fees or other associated fees) will be reimbursed at 1/3 of the tuition amount.
- Request for reimbursement must be submitted within the school year of completion.
- One 6 credit hour course will equal one In-Province PD activity **or** two 3 credit hour courses will equal one In-Province PD activity.
- **The first working day in June will also be the deadline for any courses taking place in July, August or September.**

Applying for Board/SOTA PD Tuition Reimbursement is a 2 step process similar to applying for In-Province Workshops or Out-of-Province Conferences. You must **apply first** and **if approved**, instructions and the forms necessary to facilitate your reimbursement will be emailed to you at that time.

How to apply:

- Requests must be made to the Board/SOTA PD Fund via Employee Connect Leaves using the leave code: **PDTUIT**. This should be done prior to the start of your course.
- In the estimated expenses please **include the cost of your tuition fee ONLY**. In the **“RATIONALE”** field please include if your course is a **3 HOUR or 6 HOUR credit course**, the name of the course and the post-secondary institution (University, College) from which you are taking it. This information is **MANDATORY** in order for the Board/SOTA PD Fund Committee to consider your request.
- In the **“Substitute/Casual Required”** field – please select **“sub not required-Absent PM ONLY”** – although this activity takes place outside the regular school day and sub coverage is not required, you will not be able to save and submit your request if you do not indicate a choice in this field.
- **“SAVE”** your Leave Request.
- Once saved you must attach this Tuition Pre-Approval Request Form.
- **Official course description must be attached.**