



SUBSIDY OF INDIVIDUAL COURSES

CUPE LOCAL 3155

INTERNATIONAL LANGUAGE INSTRUCTORS

Applications are now being accepted for pre-approval for reimbursement purposes of courses to be taken from **July 2010 to June 2011**. There will be no other opportunity for pre-approval of courses during this period.

The Board will pay the cost of *pre-approved courses*. Any funds granted to an instructor for such purpose shall be in accordance with the following:

CRITERIA FOR ACCEPTANCE

- An applicant shall have a minimum of 5 (five) years experience with the Board;
- Selection shall be made by a committee comprised of equal numbers of employees and the Board's administrative officials but not more than three (3) of each;
- The applicant must forward supporting documentation, and complete the **Course Reimbursement Application Form**;
- If the funds available are insufficient, the committee may apportion the available funds among the applicants.

Applications are to be submitted in writing to **Diane Earle, Officer, Human Resources Department, no later than June 1, 2010**. Applications should include information about the enrolled program including course(s), title, location, date course(s) begin, individual course fee, and the relevance to the applicant's current position.