



# EDUCATIONAL SUBSIDY PROGRAM APPLICATION FORM

**(Please Note:** This form only needs to be submitted once. Once you have received approval, the educational subsidy will be applied to all courses taken as a part of your academic program.)

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Years Employed with the Division: \_\_\_\_\_

Academic Program (i.e. M.Ed., etc.): \_\_\_\_\_

Institution: \_\_\_\_\_

Starting Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Relevance of Academic Program to Division/Professional Growth Plan: \_\_\_\_\_

### ACADEMIC PROGRAM PLAN

|    | Name of Course | Estimated Cost<br>(Tuition & Textbooks) | Expected Year of<br>Completion | For Office<br>Use Only<br>Course<br>Completed |
|----|----------------|---|--------------------------------|---|
| 1  |                |   |                                |   |
| 2  |                |   |                                |   |
| 3  |                |   |                                |   |
| 4  |                |   |                                |   |
| 5  |                |   |                                |   |
| 6  |                |   |                                |   |
| 7  |                |   |                                |   |
| 8  |                |   |                                |   |
| 9  |                |   |                                |   |
| 10 |                |   |                                |   |

Estimated Total Cost for Tuition Fees and Textbooks: \_\_\_\_\_

I wish to apply for benefits under the Educational Subsidy Program for certificated staff. I understand that the Board will pay 75 percent of costs incurred for tuition fees (not inclusive of student services, registration, transcript or other related fees) and textbooks for successfully completed Alberta-based courses pre-approved by the Superintendent of Schools or designate. For non-Alberta-based courses, the reimbursement will be 75 percent of the costs incurred for tuition fees and textbooks or 75 percent of the equivalent cost of a University of Alberta undergraduate or graduate course, whichever is least. Further, I understand that courses will be completed outside of instructional time (evening, summer, online, and weekends).

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

I have read and discussed this application with the teacher: \_\_\_\_\_  
Principal

**FOR OFFICE USE ONLY**

Application Approved: ( )    Application Not Approved (Letter of Explanation Attached): ( )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent

**NOTE: Deadline for Application: May 1\***

\*A second application date of December 1 may be considered if a balance of funds remains after the May 1 applications have been approved.