

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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<b>SECTION:</b>	400 – PERSONNEL & EMPLOYEE	<b>CODE:</b>	AP 428
	RELATIONS		
<b>PROCEDURE:</b>	<b>EDUCATIONAL TRAINING BURSARIES</b>		

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### **BACKGROUND**

The Division is committed to supporting the continued educational growth and development of its staff. The Division considers the provision of funds to help offset educational expenses of its teachers, administration, and support staff as an important means of providing that support.

### **PROCEDURES**

#### 1. Funding

- 1.1 To provide support for the educational training of its staff members the Division will provide an annual allocation to the Division's centralized budget specifically for educational bursaries. As well, the division provides a decentralized budget to each school which includes funds to support teacher professional learning.
- 1.2 In addition to centralized bursary support, teachers may submit a bursary assistance request to their school principal utilizing the school decentralized professional learning funds.

#### 2. Requests

- 2.1 Bursary assistance may be granted for credit or non-credit university courses, regional college classes, S.T.F. short courses or other appropriate courses or programs.
- 2.2 The Division may fully/partially approve requests for bursaries for registration/tuition costs if the training is directly related to the duties of the staff member.
- 2.3 All bursary requests are to be submitted to the Director for approval.
- 2.4 Staff should submit their requests at least one month prior to the commencement of the course.
- 2.5 Requests for bursaries are to be made only for classes that are of significant value to the staff member in his or her specific assignment.
- 2.6 For university classes, the division will pay from its Central Educational Bursary Fund up to \$200.00 per credit hour to a maximum of \$1000.00 per year per employee.
- 2.7 For regional college classes, short courses and other similar professional development opportunities which meet the above criteria, but have not received approval under the school-based professional development program, actual tuition/registration costs – may be paid to a maximum of \$200.00 per course.

### 3. Payment

- 3.1 Approved bursaries shall be paid once per school year in August. The amount each teacher receives shall be dependent upon the total applications approved, the priority of each and the eligible expenses submitted with each application – all subject to the criteria outlined above.
- 3.2 Bursary payment will only be made once proof of successful completion of the approved course and that registration/tuition was paid is received by the Division Office. Such proof is to be submitted within three (3) months of course completion.
- 3.3 Payment will only be made to staff still employed in the Division
- 3.4 The teacher shall undertake in writing to return to the employ of the School Board for at least one academic year immediately following the completion of the program and in the event of default, shall refund to the Board the entire amount of bursary provided.

### 4. Priorities

- 4.1 Priority for bursaries will be given to staff members enrolling in courses to meet specific needs of a school and/or the Division (religious education, administration, teacher accreditation courses, coaching clinics, courses related to new instructional approaches, etc.).
- 4.2 Courses taken for personal interest or to complete the requirements for a degree or salary class will have a low priority consideration.
- 4.3 Staff members who have been supported during a program of study will be ineligible for reapplication for bursary support from the centralized budget unless the program of study has been directed by the division.

### 5. Division Directed Requests

In instances where the Division requests a staff member to take additional training to meet a specific need of a school or the Division, the Division may cover additional training related expenses.

Reference: Sections 87, 108, 109, 175, 231, 233, 370 Education Act

Date Issued: November 21, 2007

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