

PETL COURSE FUNDING APPLICATION FORM (2024-2025)

All Guidelines must be met for funding to be approved.

Application Process:

1. **Read** and **Follow** the **Full Guidelines** (found here - <https://etfopeel.com/pl-funding/petl-course-funding/>)
2. **Complete** this Application Form in its entirety.
3. **Save** your Application Form as a PDF file with the filename protocol "Name - PETL Course Application".
4. **Email** your PETL Course Funding Application Form (2024-2025) **by the published course end date** to treasurer@etfopeel.com with the subject line "**PETL Course Funding Application for Name**". You will receive an auto-reply email confirmation of receipt.

<p style="text-align: center;">FORWARD ALL APPLICATIONS TO: Julia Allen, Secretary-Treasurer VIA Email: treasurer@etfopeel.com VIA Board Courier: Peel Elementary Teachers' Local, The Educators' Centre</p>	<p><i>If you have questions, please contact Julia Allen, Secretary-Treasurer: By Phone: 905-564-7233 x228 Via email: treasurer@etfopeel.com</i></p>
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TO BE COMPLETED BY MEMBER

Date of Application: <small>(e.g., October 14, 2024)</small>	Non-Board Email:	
Legal Name:	Peel Board Email: <small>(Only Needed if Different than Legal Name)</small>	
School/Work Location:		
ETFO Number:	OCT Number:	PDSB Employee Number:
Course Provider:		Course Cost:
Course Name:		Course Code:
Course Start Date: <small>(e.g., October 14, 2024)</small>	Course End Date: <small>(e.g., October 14, 2024)</small>	
<input type="checkbox"/>	← Please check to confirm you have read the current PETL Course Funding Guidelines. Incomplete applications will not be processed.	
I, _____, upon receiving the amount approved below as reimbursement for professional development and employment related expenses, agree to retain copies of all receipts necessary for tax purposes and will hold PETL harmless of all tax related liability.		

FOR PETL OFFICE USE ONLY

<input type="checkbox"/> Approved / Denied	<input type="checkbox"/> Proof of Completion Received:	Amount Paid to Member:
Date Application Processed:	Receipt(s) Received:	\$ _____
Amount Approved: \$ _____	Date Reimbursement Processed:	Date Cheque Issued:
Comments (if applicable):		Cheque Number: <small>Allocation: <u>Professional Development: AQ Funding</u></small>
Treasurer's Signature:	Treasurer's Signature:	Treasurer's Signature: