

Members are eligible for ONE (1) PETL Course OR Conference Funding approval in the same funding year which runs July 1 through June 30

Members may apply **annually** for funding toward the costs of either:

- **One (1) course up to \$600** (AQ, ABQ, PQP, Undergraduate, Masters, or PhD courses); College/Diploma courses; Certification Courses

OR

- **One (1) CONFERENCE up to \$400** (Conference or workshop that supports their professional needs). Registration, Transportation, Accommodation and Meals (up to \$40 max per day), and up to **one (1) Occasional Teacher (OT) day** to attend that activity, may be requested.

PETL Course Funding Applications are being accepted for courses taking place **between July 1, 2024, and June 30, 2025**. Some allowance *may* be made if a course begins just before or ends just after these dates.

ELIGIBILITY

- Funding is available to PETL Members only, i.e., teachers who are under permanent contract or are probationary teachers.
 - *PETL Funding is **not available** to short or long-term occasional teachers as OTs, STOs and LTO as these workers are part of PEOT and can find funding information on their ETFO local website – www.peot.ca.*
- PETL Members **can access** PETL Course Funding while on leave.

GENERAL COURSE FUNDING INFORMATION

1. All approvals are contingent on the availability of funding, member eligibility, and adherence to these guidelines. The funding year runs from July 1 through June 30, and funding “resets” July 1st.
2. Members can apply for funding before they register for a course, however, it must be open for registration at the time of application or openly advertised to the public. You must include specific dates (month, day, year) on your application.
3. **Members must ensure that their application form is received no later than the published end date of the course.**
4. The deadline for processing applications for summer session courses occurring during July 2024 and August 2024 is the end of the PETL Office business day on Friday, June 21st, 2024 (4:00 PM).
 - Applications received after this date will not be processed until September.
 - Members can still send applications over the summer, but the application **must be received by the course end date**, and it will be processed in September.
 - The Office will begin processing new applications again when it reopens on August 26th, 2024.
 - Members who have applied for Course funding over the summer should expect an approval email by Reorganization Day. Members should refrain from sending follow up emails to inquire about the status of their application before this date.
5. The closure of the PETL Office for all school holidays, including the Winter and Spring breaks affects application timelines. Applications are not processed during these times. Applications can still be emailed but **must be received before the course end date**.
6. Applications received outside of PETL Office business hours (8:00 AM – 4:30 PM) will be dated received on the next school day – members must consider this to ensure they follow Guideline 5 above.

7. Members can expect a response to their application in ten (10) school/work days, excluding July and August and during school holidays. Members should refrain from sending follow up emails to inquire about the status of their application within this timeframe.

COURSE FUNDING APPLICATION PROCESS

To Apply for PETL Course Funding (providing funding is still available):

1. **Read** and **Follow** these full Guidelines
2. **Complete** the PETL Course PL Funding Application Form in its entirety
3. **Save** your Application 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”. You will receive an auto-reply email confirmation of receipt.

If Approved for PETL Course Funding:

Please review your approval form and email.

- Your approval is for the course, dates, and maximum amounts listed on the approved application form.
- Your approval is ***not transferable*** to a different course, different dates, or to another member.
- **Inform the Secretary-Treasurer immediately** if you are unable to attend the course for which you were approved. Your approval will be cancelled, leaving you open to make a new application during the funding year, following all guidelines and timelines for new applications, while funds are available.
- Flag or pin your approval email for easy reference later.

To Be Reimbursed *After* Completion of the Course:

IMPORTANT - Many post secondary institutions send a completion letter which acknowledges the amount paid for tuition and the successful completion of the course in-class work. This letter is sufficient to be reimbursed by PETL and can fulfill requirements i. and ii. below.

Submit the following in reply to your approval email within 90 days:

- i. Proof of course payment (e.g., receipt, copy of student record or credit card/banking statement).
- ii. Proof of your successful completion of the approved course (e.g., transcript, letter/email from instructor).
- iii. Work location to which your reimbursement cheque will be sent in the courier (home mailing address for Central Staff or members on leave).

NOTE ON DENIED APPLICATIONS

Applications may be denied for a variety of reasons (e.g., late, incomplete, etc.), the reasons for which will be shared in the response to the applicant. A denied application does not preclude a member from being able to reapply or submit a new application, however, any resubmission will be treated as a new application and is subject to all guidelines.

FORWARD ALL APPLICATIONS, FORMS AND RECEIPTS BY EMAIL TO:

Julia Allen, Secretary-Treasurer, treasurer@etfopeel.com