

Common Faculty Professional Development Funds (up to \$3500)

Adjudicated Professional Development Funds (up to \$1000)

Date of Application: _____

Employee #: _____

For Individual Applicants:

Name (Please print): _____

Signature: _____

Department: _____

Phone Number – office: _____

Phone Number – home: _____

E-mail Address: _____

Employment Status of Applicant (% of time status for part-time): _____

For Group Application:

Department(s): _____

Department Head or Departmental Sponsor:

Document checklist:

Before submitting your application form to either the Adjudicated PD Funds or the Common Faculty PD Funds, please ensure that you have completed the following:

- Indicate clearly whether this application is for Common or Adjudicated P.D.; if you applying for both please submit separate forms for each
- Indicate if activity relates to time taken for P.D., vacation, other leaves, or own time
- P.D. leave form signed by Dean if activity is to be taken during P.D. time
- Printed estimate of costs (tuition, airline, hotel, meals, taxi, car rental, visas, immunization, etc). You can download costs for travel and accommodations from the internet.
- Copy of the event registration (if applicable)
- Information about the event
- Estimate of total expenses in Canadian funds

Making sure that the above items are completed will prevent your application from being returned for further information.

Description of Activity:

Location of Activity:

Date of Activity: From: _____
Year Month Day

To: _____
Year Month Day



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Explain whether this request related to time taken for PD, vacation, leaves or some other arrangement:

NOTE: Ensure that the appropriate leave form is completed and approved prior to submitting this application. Attach a copy of your approved Leave Request Form with this application.

Explain how this activity will maintain and develop professional competence and effectiveness to remain current and active in your discipline or program:

Where applicable, applicants are encouraged to explain (a) how this activity is aligned to the College’s Strategic Plan or your department’s strategic direction; and / or (b) your overall professional development activities or plan, which may include your previous professional development activities, education leaves or your future plans for professional development:

Funds Requested (include printouts for all requested expenses)

Itemize Requested Expenses: (e.g. tuition, conference fees, travel, meals, registration, accommodation, transfers, hotel taxes & other required costs)	Estimated Amounts:	Actual Amounts:
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Amount Requested:	\$ _____	

**PLEASE NOTE: ORIGINAL RECEIPTS ARE REQUIRED FOR REIMBURSEMENT.
PLEASE SUBMIT WITHIN 60 DAYS OF COMPLETION OF ACTIVITY**

Deadline for Registration (if applicable): _____

If you are applying for funds from another source, please provide details of source and amount _____



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For Committee Use Only - Adjudicated and Common Faculty PD

Recommended by Committee Not Recommended by Committee Committee Undecided

Recommended by Committee with amendments, as follows: _____

Committee Member Signatures: _____

For VCC

For VCCFA

Date: _____

Amount Recommended: _____

For Vice Presidents' Use Only – Common Faculty PD Only

Decision: _____

Signature: _____

Date: _____

Amount Approved: \$_____

**PLEASE SUBMIT THIS APPLICATION FORM TO THE VP EDUCATION & STUDENT SERVICES OFFICE.
FOR COMMON PD FUNDS, PLEASE SEND A COPY TO YOUR DEAN OR DIRECTOR.**