



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

LAURIER TEACHERS UNION AND SIR WILFRID LAURIER SCHOOL BOARD  
PROFESSIONAL IMPROVEMENT COMMITTEE  
2021-2020  
**CREDIT COURSES**



**REIMBURSEMENT CLAIM FORM - CERTIFIED UNDER-CONTRACT TEACHERS**

CONTRACT STATUS: FULL-TIME:  PART-TIME  PERCENTAGE: \_\_\_\_\_

I CONFIRM THAT I AM A QUALIFIED TEACHER (HAVE A BREVET)

**Transcripts and receipts downloaded from the internet are admissible for reimbursement purposes. Receipts and transcripts must be signed and dated by the teacher.**

|                           |                          |
|---------------------------|--------------------------|
| NAME:                     | SCHOOL:/ CENTER          |
| EMPLOYEE NUMBER:          | E-MAIL ADDRESS (SCHOOL): |
| ENROLLED IN WHAT PROGRAM: | E-MAIL ADDRESS (HOME):   |

|   |  |                              |                      |
|---|--|------------------------------|----------------------|
| COURSE TITLE(S):  | COURSE NUMBER(S):  | NUMBER OF CREDITS per course | COST (TUITION ONLY): |
| COURSE BEGINS:  | COURSE ENDS:   |                              |                      |
| TRANSCRIPT ATTACHED AND SIGNED <input type="checkbox"/><br>COPY DOWNLOADED FROM INTERNET ACCEPTED | RECEIPT ATTACHED AND SIGNED <input type="checkbox"/><br>COPY DOWNLOADED FROM INTERNET ACCEPTED |                              |                      |
| INSTITUTION (place of study)  |  |                              |                      |
| RELEVANCY TO FIELD OR POTENTIAL <u>FIELD OF TEACHING</u> :  |  |                              |                      |

|                        |       |
|------------------------|-------|
| APPLICANT'S SIGNATURE: | DATE: |
|------------------------|-------|

**THIS SECTION IS RESERVED FOR THE PROFESSIONAL IMPROVEMENT COMMITTEE**

|  |                                  |
|--|----------------------------------|
| APPROVED <input type="checkbox"/> MAXIMUM AMOUNT | REFUSED <input type="checkbox"/> |
| DATE TUITION RECEIPT REC'D:                      | REASON:                          |
| DATE TRANSCRIPT REC'D:                           | DATE:                            |

**FOR YOUR INFORMATION**

**CREDIT COURSE**

Teachers are not required to apply for funding before taking a credit course. Only credit courses from a MEQ-accredited educational institution will be considered for funding. Tuition for **a successfully completed three credit course will be reimbursed to a maximum of \$500.00** exclusive of student services fees and travelling expenses. A signed copy of the transcript indicating successful completion and a receipt must be attached to this form. The deadline for submitting a request for course reimbursement is 6 months from the time the credits were granted.

**INCOMPLETE FORMS WILL BE RETURNED.  
PLEASE FORWARD THIS REQUEST ONLY BY INTER-OFFICE MAIL TO ROSA LUCIFERO, ADMINISTRATIVE TECHNICIAN,  
PEDAGOGICAL SERVICES DEPARTMENT.**