



# MEMBER EDUCATION

## Course Reimbursement Application

Provided by the Members & Community Support Committee

For instructions, please see reverse. Print clearly.

APPLICANT/MEMBER INFORMATION			
Full Name		Employee Number	
Home Mailing Address		Contractual Unit and Department Name	
City, Province		Postal Code	
Home Phone		Cell Phone	Employment Status <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Provisional <input type="checkbox"/> None of the Above
Work Phone		Work Cell Phone	
Personal Email Address		Work Email Address	
Social Insurance Number		Are you <b>currently</b> a dues-paying CSU 52 Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EDUCATION INFORMATION			
Name of Education Institution/Course Provider		Credit Sought (certificate, diploma, degree, etc.)	
Institutional Address		Relation to Union/Labour or Career Development	
Course Name			
Start Date	Completion Date		Have you/will you receive reimbursement from other sources including your employer? <input type="checkbox"/> Yes. Amount: \$_____ From: _____ <input type="checkbox"/> No
Is this course/training a requirement for your current employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Description		<b>APPLICATION CHECKLIST</b> <input type="checkbox"/> Completed form (this page) <input type="checkbox"/> Original registration receipt or Fee Assessment Notice (proof of payment) <input type="checkbox"/> Copy of course transcript (proof of completion)	
Cost of Course \$			
CONSENT			
I agree that Civic Service Union 52 (CSU 52) may collect, use and disclose personal information insofar as such information relates to the obtaining, managing and maintaining of my employment within the contractual unit represented by CSU 52 and insofar as it relates to the administration of the collective agreement, to collective bargaining and to the administration of CSU 52. I acknowledge that all reimbursements are considered taxable income. A T4A will be issued for reimbursements over \$500.00.			
Applicant/Member Signature			Date
OFFICE USE ONLY			
<input type="checkbox"/> Application approved by the Union 52 Benevolent Society Members & Community Support Committee		Cheque Number	Account Number <b>5355</b>
Application 1 2 3 4 5 6 7 8 9 10 11 12 #___		Approved for Payment by:	
Application/File No. ED	Cheque Amount \$		
Date	Date		

Committee Approved: 2020-Jul-22  
 Board Meeting Approved: 2020-Aug-11

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### ELIGIBILITY

1. The applicant must be a full time or part time active member of Civic Service Union 52 at the time of application.
2. The applicant may be a member with Permanent, Temporary, or Provisional Status at the time of application.
3. The applicable course(s) must be labour/union or career related.
  - a. Partial reimbursement can be used for the course or any other expenses related to the course (i.e. Textbooks).
  - b. For labour/union related courses, reimbursement is to be used towards courses, training, or seminars offered by other Unions and/or other union related educational facilities.
4. Courses that are funded 100% by the employer are not eligible for reimbursement.

5. Applications must be received no later than 1 year following the completion of the course.

### REIMBURSEMENT

1. Maximum reimbursement for career related courses is \$150.00 per course.
2. Maximum reimbursement for labour/union related courses is \$200.00 per course.
3. This reimbursement has a lifetime maximum of \$1,000.00 per member.
4. Reimbursement will *not* be approved, and a cheque will not be sent, until the course is completed and all the appropriate documentation has been received.
5. Cheque(s) will be sent to the member's home address.

### COMMITTEE PROCEDURES

1. Applications are reviewed at the Members & Community Support Committee monthly meeting.
2. The Committee shall approve reimbursement for members upon review of eligibility and required documents.
3. The Committee reserves the right to deny any incomplete or falsified applications.

### NOTE

1. **All reimbursements are considered taxable income. A T4A will be issued for reimbursements over \$500.00.**

### APPLICATION PROCESS

1. The applicant/member shall complete the most current application form and submit it to the Union Office.
2. A separate application form must be submitted for *each* course.
3. A course transcript must be included.
4. An original proof of payment or a fee assessment notice must be submitted with each application.

**SUBMIT  
APPLICATION TO:**

Civic Service Union 52  
10212 - 112 Street  
Edmonton, AB T5K 1M4  
**ATTN: Members & Community Support Committee**

**Email** | info@csu52.org  
**Fax** | 780-479-7975  
**Phone** | 780-448-8900

CSU 52 receives interdepartmental mail through the City of Edmonton, Edmonton Public Library and EPCOR.

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