

For instructions, please see reverse. Print clearly.

PARENT/GUARDIAN INFORMATION				
Full Name		Employee Number		
Home Mailing Address		Contractual Unit and Department Name		
City, Province		Postal Code		Employment Status <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Provisional <input type="checkbox"/> None of the Above
Home Phone	Cell Phone	Seniority Date	The student for which this application is made is <b>my legal dependent child</b> .  _____ <b>Parent /Guardian Signature</b> <b>Date:</b>	
Work Phone	Work Cell Phone	Are you <b>currently</b> a dues-paying CSU 52 Member? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Personal Email Address	Work Email Address	If no, please explain:		
STUDENT INFORMATION				
Student's Full Name		Address (if different than Parent/Guardian above)		
Date of Birth				
Student I.D. Number		Social Insurance Number		
Name of Education Institution		<b>APPLICATION CHECKLIST</b> <input type="checkbox"/> Completed form (this page) <input type="checkbox"/> Fee Assessment Notice (proof of payment) <input type="checkbox"/> Copy of course transcript (proof of completion) <input type="checkbox"/> Copy of documentation showing employee's parent/guardian relationship with the student (see reverse for details)		
Institutional Address				
Program Enrolled				
Program Start Date	Anticipated Completion Date			
Cost of Course(s) (Tuition Fees Only) \$				
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.				
Student Signature: _____		Parent/Guardian Signature: _____		
Date: _____		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>	
Date	Application/Semester 1 2 #	Approved for Payment by:		
Eligible Years of Service:	Percentage %			Eligible Amount
Application/File No.	Cheque Amount \$	Date		

Provided by the Members & Community Support Committee

### ELIGIBILITY

The committee will approve bursaries to eligible dependents of current dues paying members.

1. The applicant parent must have a minimum of one full year of service within CSU 52's jurisdiction.
2. The student must be a dependent child of a current CSU 52 Member.
3. The student must be a full-time student as determined by any post-secondary institution. A student shall receive one bursary per semester (maximum two semesters) per CSU 52 Member parent.
4. The semester applied for must begin by the student's twenty-fifth (25<sup>th</sup>) birthday.

is less. Part-time Members will be pro-rated when determining eligible years of service.

- If there is a break in service, seniority date will be the last date of hire.
4. The maximum bursary amount per child will not exceed two times one thousand dollars (\$1,000.00) per Member parent (total four thousand dollars (\$4,000.00)).
  5. Should tuition fees be less than one thousand dollars (\$1,000.00) per semester, then the lesser amount will be paid. In the event that both parents are Members and apply for a bursary for the same semester, the bursary amount will not exceed the tuition cost for the semester.

### APPLICATION PROCESS

A complete application must include:

1. A bursary application form completed and signed by the member and child.
2. A copy of the long form birth certificate, or baptismal certificate, or sworn affidavit (Declaration for Oath) as proof that the child is a dependent. The aforementioned documents must include the parent's name(s).
3. A fee assessment notice from an accredited post-secondary institution providing proof of payment.
4. A transcript or confirmation of completion of the applied for semester.
5. The completed application must be returned to the Union office no later than a year after the completion of the applied for semester.

### REIMBURSEMENT

1. The amount of the bursary award granted will be determined by the following two factors:
2. The amount of the tuition fees, and
3. The length of service of the applicant's parent(s)/guardian(s).
  - a. Length of Service of CSU 52 Member (Parent/Guardian)
    - The student will receive ten percent (10%) for each completed year of service, based on standard hours of work in the Member's contractual unit with 10 years being one hundred percent (100%) of the tuition or one thousand dollars (\$1,000.00) per semester, whichever

### COMMITTEE PROCEDURES

1. Applications are reviewed at the Members & Community Support Committee monthly meeting.
2. The Committee shall approve bursary applications 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.**
2. Applications must be made within two years of the completed semester. Applications received after one year will be considered.
3. Retirement is defined as retiring immediately to pension.
4. Members working out of scope of CSU 52 must be paying Union dues at the time of the application.
5. In the case of applications from a child or children of a deceased member, the signature of the Member's partner will be accepted.
6. Should the parent be a permanent employee on layoff, the following criteria will apply:
  - a. Acceptance of a severance package will end bursary eligibility with the exception that those employees electing to receive a severance in the form of salary continuance retain bursary eligibility for the duration of the continuance.
  - b. Employees on right of recall (up to 24 months) are eligible to apply for a bursary for their child.
7. The Committee may review and grant eligibility in extenuating circumstances.

**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.

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