

# YORK UNIVERSITY STAFF ASSOCIATION EXTERNAL DEVELOPMENT FUND

## Guidelines

1. All YusApuY Unit 1 employees are eligible.
2. Course fees and materials, to a maximum of \$500 per fiscal year, will be reimbursed to an employee who attends conferences, workshops, seminars or professional development courses that are related to his/her present job or to jobs which he/she might aspire at the university. Such courses can be taken during normal working hours or on the employee's own time. The appropriate approvals for participation must be obtained in advance from the employee's manager if taken during normal working hours.
3. In the event the employee delays applying for this funding until the completion of the course, no guarantees can be made that sufficient monies will be available to subsidize the training. Course end dates will determine in what fiscal year funds will be reimbursed. The annual cut-off date for accepting applications will be April 15<sup>th</sup> of each fiscal year. Applications received after this date cannot be considered for that fiscal. Each employee may apply more than once during the fiscal year up to a maximum of \$500 limit per annum.
4. The following will **NOT** be supported by this fund:
  - Membership fees
  - Examination fees
  - Penalty, exemption fees or other incidental fees related to the course
  - Travel and living expenses

\*We encourage employees to call prior to registering to ensure the course selection falls within the guidelines.
5. Reimbursement of monies will occur after notification of successful completion of the course has been received by the Learning and Organizational Development Office (L&OD). Proof of payment of tuition fees and of successful course completion (grade report) must accompany the notification. If no final grade is assigned, employees should provide certificate of completion or document of attendance. Should an employee not complete or fail to pass a course, he/she will be responsible for paying any fees owing to the institution he/she is enrolled with. The External Development Fund will not cover any late payment fees or penalties, or any penalties issued if the employee does not complete or pass the course.

## Application Procedures

- a) Complete the "Application for Financial Support" form
- b) Attach copies of:
  - a. the course outline(s), description and fees associated;
  - b. receipt showing proof of payment;
  - c. a signed Finance Department [Claim for Reimbursement of Expenses](#) form with only the top portion completed and claimant's signature added;
- c) Send all documentation to the L&OD Office, Kinsmen Building, 8 The Chimneystack Road.
- d) You will receive notification of the status of your application via email.
- e) You may submit this application prior to course completion for approval, however, funds will only be reimbursed upon receipt of proof of completion (i.e. a grade, certificate or letter, etc.)

**APPLICATION FOR FINANCIAL SUPPORT  
YORK UNIVERSITY STAFF ASSOCIATION EXTERNAL  
DEVELOPMENT FUND**

PLEASE PRINT CLEARLY

Name:

Employee ID:

Job Title:

Department/Faculty:

Telephone Ext.:

E-Mail Address:

Office Address:

Professional Development Opportunity Title:

Date(s):

Location:

Cost in CANADIAN dollars (Applications showing US funds will be returned):

Registration: \$

Materials: \$

Briefly describe how this development opportunity will assist you.

The manager approves the employee's request for time off during work hours (if applicable) to attend the program.

Signature:

Date:

Signature of Applicant:

Date: