### Tuition Cost Fund (TCF)

# **Application Instructions**

The Tuition Costs Fund is available to members of Units 1 and 2 (Articles 15.17 and 15.19), and was established to assist employees in paying tuition costs for courses/programmes/conferences related to their employment.

#### **CRITERIA & PROCEDURES**

- 1. The Professional Development Fund committee meets with the Associate Director of the Centre for the Support of Teaching to adjudicate applications. The PDF Committee is responsible for allocating funds.
- 2. The total expenditure of the fund shall not exceed \$10,000 in the contract year (i.e. September 1 August 31).
- 3. Due to the limited amount of funds available, eligible members will normally receive only partial reimbursement for actual tuition costs incurred.
- 4. Due also to the limited amount of funds available, there will be only one application period per contract year. Members must submit an application by August 31st, and decisions for allocating funds will be made in the early Fall.
- 5. The fund is not applicable to the costs of regular graduate tuition fees incurred at York University. There are only two exceptions to this regulation:
  - Unit 2 members who are ineligible for the Tuition Waiver (Article 15.13) may apply to the fund, and
  - Members who have completed their PhD, but are enrolled in additional specific courses or programmes at York, may apply to the fund.
- 6. To receive funding, members must provide original receipts for tuition costs.
- 7. Members are only eligible for one fund award per contract year. However, members are eligible to apply annually.
- 8. This fund covers the costs of tuition only. It does not cover the costs of equipment, books, stationary, software, travel etc...
- 9. Once the PDF Committee has established that an application is eligible (according to the contract language noted above), under normal circumstances the amount received by each applicant will be determined by a formula of individual expenses incurred pro-rated to the overall tuition funds request.

Return completed application with all supporting documents (receipts & written rationale) to:

PDF Coordinator, CUPE Local 3903, 143 Atkinson Building

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### **Application Form**

Please securely attach all supporting documents and receipts to this form. If receipts are not yet available, please be aware that awards cannot be distributed until original receipts are submitted. This policy will be strictly adhered to for accounting/auditing purposes.

### GENERAL INFORMATION

G E I E R I	
Date of expenses:	
Name (please print):	
E-mail:	<del></del>
Unit (circle one):	1— Full Time Graduate Student (TA or CD)
	2 — Contract Faculty (includes part-time graduate students)
Work Department: _	
Mailing Address*: _	
	Postal Code:
(*If you move, it is yo	ur responsibility to inform the PDF Coordinator as soon as possible.)
Phone Number (Whe	ere best reached):
Date(s) of Activity:	
Name of Course/Progr	ramme:
Institution and	
location	
Total Tuition Cost Inc	curred:
Please attach a brief your employment.	description of the course/programme and a rationale explaining how it is related to
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Return completed application with SASE and all supporting documents to: PDF Coordinator, CUPE Local 3903, 143 Atkinson Building

Questions? Email pdf3903@gmail.com

For TCF	Committee	use	only:
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Checklist:	Check	Comments
SASE		
All Receipts		
Amount Approved:		
Comments:		