

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, 104 East Office Building

For TCF Committee use only:

Checklist:	Check			Comments
SASE				
All Receipts				

Amount Approved: _____

Comments: _____
