

STAFF DEVELOPMENT FUND - INSTRUCTIONS TO APPLICANTS

In order that your application under the Staff Development Fund may be considered, please do the following:

1. Refer to the Staff Development - SUPPORT STAFF - Guidelines.
2. Only **one** course per application please.
3. Complete the application form online **two weeks prior** to the commencement of the activity. Applications **after** the course has begun **will not** be considered.
4. If you do not take the course, it is your responsibility to go online and cancel your application as soon as possible.

GENERAL INFORMATION:

1. There will be **no** verbal authorization of funding.
2. You will receive an e-mail notification showing the amount of funding granted. In the event you have any questions or concerns, please contact the Staff Development Office at 403-242-7555 ext. 3.

IF YOUR APPLICATION FOR FUNDING IS APPROVED YOU ARE RESPONSIBLE FOR THE FOLLOWING:

In order to receive your reimbursement **ALL** expense receipts to support the amount claimed must be **entered on-line** (itemized receipts only -- no credit card receipts will be accepted), otherwise claims **will not** be reimbursed.

No advances will be allowed and reimbursement **will not** be made after 30 days from the course or conference completion date.

[Click here for instructions on "How to Submit your Receipts for Reimbursement"](#).

**MEMBERSHIP FEES CANNOT BE PAID THROUGH
THE STAFF DEVELOPMENT FUND.**