



COURSE ATTENDANCE – FINANCIAL SUPPORT

Background

The Division may provide financial support for the payment of tuition or fees for Continuous Staff enrolment in selected programs and courses that enhance skills and professional qualifications.

Procedures

1. Financial assistance to offset the costs of tuition or fees may be paid after successful completion of approved courses.
2. The amount of financial assistance granted will be determined by:
 - 2.1 The financial resources available to the Division;
 - 2.2 The number of qualified continuous applicants;
 - 2.3 The relevancy of the course to the Division's needs; and
 - 2.4 The number of supported courses previously taken by the applicant.
3. Staff members must submit receipts and proof of successful completion by October 15 of the school year following course attendance using the online application found at:
[Course Attendance – Financial Support Application 2026 – Fill out form](#)
 - 3.1 Applications from staff employed at the deadline will be considered.
 - 3.2 Reimbursement of fees will be made by November 30 of that year.
4. Under no circumstances are any reimbursements to be made through any school accounts.

Reference: Section 18, 33, 52, 53, 68, 196, 197, 204, 222 Education Act