

Credit Course

2018 Guidelines

To submit Credit Courses for 2018, please use the following link before October 15, 2018 at 4:00 p.m. <https://goo.gl/forms/FGI2z2GEgF5rCd1B2>

1. Only courses completed in the previous academic year shall be considered for reimbursement September 2017 – August 2018 (FALL 2017 – SPRING 2018 and SUMMER 2018).
2. Deadline for submissions is October 15, 2018 at 4:00 p.m.
3. **Disbursement of funds shall be a percentage prorated and based upon the following formula; the percentage of reimbursement is derived from the fund total divided by the total number of credit hours applied for by all applicants by October 15th. Percentage of reimbursement ranges from year to year dependent upon the amount claimed by the applicants.**
4. In no case will the reimbursement for Course Credit exceed the actual tuition amounts, less rebates/grants/bursaries, etc., paid by the applicant for those courses.
5. An official transcript must be submitted with the application - a downloaded copy is considered official. Downloaded copy must show your name, university and course credits.
6. A digital copy of your tuition receipt must also be submitted for every credit course. The tuition receipt must provide a complete breakdown of all tuition costs paid per course, including any applicable tuition rebates. A copy of the Applicant's "My Account" breakdown from the course provider will normally suffice.
7. A teacher on educational leave shall not be eligible for course credit.