

## 2019-2020 AQ COURSE FUNDING FORM

**Please read Professional Learning Policy prior to submitting this form  
(Sidebar menu – Committees – Professional Development)**

Complete the following form in its entirety. Incomplete forms will **not** be accepted.

All funding requests should be sent to ETFO-YR OT, **after** successful course completion.

To avoid delays in reimbursement, include both "proof of attendance" and "receipt of payment" along with this form. **Do not** mail documentation separately.

**IMPORTANT:**  
Please read & complete all sections of this form.

**Mail documentation to:** **Betty Lou Twiddy ~ OT Vice President**  
or use school courier to 130 Industrial Parkway North  
Betty Lou Twiddy ETFO-YR OT Office Aurora, Ontario  
L4G 4C3

**IMPORTANT: AQ Funding requests must be submitted to ETFO-YR OT no later than 8-weeks after successful course completion in order to be eligible for funding subsidy consideration.**

**ETFO YR OT Local will charge \$12.00 to issue a Stop Payment for lost cheques.**

**Applicant Information:** Please Print.

<b>Name</b>	First Name	Surname
<b>Home Address</b> <small>(Location cheque will be mailed to)</small>		
<b>Telephone</b>		
<b>Non Board Email Address</b>		
<b>YRDSB Employee #</b>		

**AQ Course Information:** Please Print.

<b>Name of AQ Course</b>			
<b>Institution Offering AQ Course</b> <small>(Name of University or Board)</small>			
<b>Course Start Date</b>		<b>Course End Date</b>	
<b>Course Fee</b>			

Are you receiving funding from any other source for this AQ? NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, from which Organization and how much are you receiving? \_\_\_\_\_

**Supporting Documentation:**

Please make sure that you have included **BOTH**. (Please check )

- Proof of Successful Course Completion ( I.e. final marks, letter of recommendation from instructor, letter from OCT)
- Receipt of Course Payment (I.e. receipt from institution, copy of cheque /credit card statement)

Signature of Occasional Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:** Rev 062109

<b>Approved:</b> YES      NO	<b>Date Cheque Issued:</b>
------------------------------	----------------------------