



HSPBA Professional Development Fund Eligibility and Funding Guidelines

For courses commenced between April 1, 2013 and
September 30, 2013

Application Deadline: September 30, 2013

Eligibility:

1. The applicant must be an HSA member covered by the Health Science Professionals Bargaining Association contract.
2. Courses being applied for must commence between April 1, 2013 and September 30, 2013.
3. The course must relate to professional development in a health science discipline being practiced in the public health care system.
4. Applications must be received by September 30, 2013.

Funding Guidelines:

1. Subject to sufficient funding and once an application is approved, the fund will reimburse the actual cost of tuition/course fees, books, and related expenses to a maximum of \$1,000.
2. Applicants must disclose funding they have received toward the course from their employer or any other source.

Applicants must disclose if they have previously received funding from HSA. Preference will be given to members who have not previously received professional development funding from the union.

3. Successful applicants will be advised by letter when their application has been approved and the amount that has been awarded.
4. Successful applicants must provide detailed receipting for all expenses. Receipts must be received no later than October 31, 2013. Payment will be made once satisfactory receipting has been received.