

FORM 2.7 BURSARY TUITION REIMBURSEMENT REQUEST FORM

Eligibility:

1. To be eligible to apply for the bursary tuition reimbursement, an employee must:
 - be classified as a Permanent Employee (Temporary and Contract are not eligible)
 - have completed one (1) year of continuous service with Morinville Public Library
 - work regularly 20 hours or more per week.

Guidelines:

1. Bursary tuition reimbursement refers to formal credited courses that are offered through an accredited educational institution or recognized professional association in pursuit of a Library Certificate, Diploma, or Masters in Library Science.
2. Bursary availability and amount(s) will be announced to all staff within the first quarter of the year.
3. Application form covers eligible courses completed between November 1st of the previous year to October 30th of the current year.
4. Deadline to apply for the bursary is November 1st.
5. Decision for the recipient(s) of the bursary is made by November 30th by the Library Director.
6. Should applications compete for a bursary, the Library Director will determine a recipient based on the following criteria:
 - a. If one of the applicants was a previous bursary recipient, another applicant will be selected to receive the bursary.
 - b. Current performance of the applicants.
 - c. Seniority.
7. Reimbursement of tuition shall be processed before December 31st.

Process:

1. The application must:
 - a. be submitted with formal receipts of tuitions paid.
 - b. include a transcript of the grades received.

Repayment:

1. An employee that terminates employment must repay tuition reimbursements they received within the last 12 months.
2. The Morinville Public Library may recover funds by means of a payroll deduction from the employee's final pay if repayment was not already received.

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Name: _____ Date: _____

Course Description and Name:

Name of Educational Institution:

Course Completion Date: _____

Benefit of Training to the Library:

Tuition Fee: \$ _____

Receipt attached ☐

Transcript attached ☐

Applicant Signature _____

Financial Assistance approved:

☐ Yes - in the amount of \$ _____

☐ No - Reason of rejection:

Management Signature _____ Date of review _____

The information on this form is collected under Section 33© of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Public Library. If you have any questions, please contact the Information Management/FOIP Coordinator for the Morinville Public Library at 10119 100 Ave, Morinville, Alberta, T8R 1P8 or (780)939-3292