

ADMINISTRATIVE PROCEDURE NO. 415

EDUCATIONAL SUBSIDY PROGRAM

TEACHERS' EDUCATIONAL SUBSIDY PROGRAM

The following Division criteria must be met in order for approval to occur:

- Applicants must have 5 years of teaching experience and hold a continuous contract
- Undergraduate upgrading will not be supported with RDCRS Educational Subsidy
- Applicant needs to clearly articulate how the course/program relates to their professional growth plan

Guidelines – As per Article 10 of the Collective Agreement:

1. The Board will commit $\frac{1}{2}$ of 1% of the previous year's total instructional salary expenditures as gathered in Account 2050 of the Board's Classification of Accounts for the purpose of implementing the Educational Subsidy Program.
2. The Board will pay 75% of costs incurred for tuition fees and textbooks to a teacher for successfully completed Alberta courses approved by the Board.
3. For non-Alberta courses, the reimbursement will be 75% of the cost of the course (tuition fees and books) or 75% of the equivalent cost of an Alberta undergraduate or graduate course, whichever is least.
4. The first priority will be given to teachers applying to take courses pertinent to their role as a teacher in the Division. The second priority will be given to university courses aimed at meeting the requirements of post-graduate certificate or degree.
5. Those employees applying for a first degree after post-secondary will be given preference over those employees applying for a second or third program through RDCRS Educational Subsidy.
6. Application must be made in writing to the Associate Superintendent-Personnel before enrollment. This application can be found at www.rdcrd.ab.ca in the Human Resources section. The application is Form 19: [Educational Subsidy Application Form](#).
7. The subsidy will be paid upon proof of successful completion and presentation of documents relating to the cost of the course. (Submission of Education Subsidy

Reimbursement: [Form 20](#) found at www.rdcrd.ab.ca in the Human Resources section.

8. The teacher shall return to the Board any subsidies received should he or she fail to work out the remainder of the school year.
9. The applications will be reviewed and approved based on the chronological order that they are received, based on the funds available and volume of applicants.

SENIOR ADMINISTRATORS' EDUCATIONAL SUBSIDY PROGRAM

Guidelines

1. The Board will pay 75% of costs incurred for tuition fees and textbooks to Senior Administrator for successfully completed Alberta courses approved by the Board.
2. For non-Alberta courses, the reimbursement will be 75% of the cost of the course (tuition fees and books) or 75% of the equivalent cost of an Alberta undergraduate or graduate course, whichever is least.
3. The first priority will be given to Senior Administrator applying to take courses pertinent to their role as a Senior Administrator in the Division. The second priority will be given to university courses aimed at meeting the requirements of post-graduate certificate, degree or doctorate.
4. Application for Senior Administrators must be made in writing to the Superintendent before enrollment.
5. Application for the Superintendent must be made in writing to the School Board before enrolment.
6. The subsidy will be paid upon proof of successful completion and presentation of documents relating to the cost of the course.
7. The Senior Administrator shall return to the Board any subsidies received should he or she fail to work out the remainder of the school year.

Additional Guidelines

1. Application must be submitted to the Associate Superintendent-Personnel by May 1 for courses beginning September 1 and ending August 31. A second application date of December 1 may be considered if a balance of funds remains after the May 1 applications have been approved.

2. Applications will be recommended for approval/denial by the Educational Subsidy Committee, and given final approval by the Board. Applicants will be informed by June 1.
3. Teachers' Educational Subsidy Committee will be made up of:
 - 1 Administrator Representative
 - 1 ATA Representative
 - Associate Superintendent-Personnel

Please note those staff members who have previous approval for their programs do not need to re-apply.

NON-TEACHING STAFF EDUCATIONAL SUBSIDY PROGRAM

Guidelines

1. One-half of one percent of the previous year's total support salary.
2. The Board will pay 75% of costs incurred for tuition fees and textbooks to non-teaching staff for successfully completed Alberta courses approved by the Board. For non-Alberta courses, the reimbursement will be 75% of the cost of the course (tuition fees and books), or 75% of the equivalent cost of an Alberta course, whichever is least.
3. Non-teaching staff must be employed by the Board for a minimum of two years to be eligible for the Educational Subsidy Program.
4. First priority will be given to support staff applying to take courses pertinent to their role in the Division.
5. Application must be made to the Associate Superintendent-Personnel before enrolment.
6. The subsidy will be paid upon proof of successful completion and presentation of documents relating to the cost of the course.
7. Non-teaching staff shall return to the Board any subsidies received should he or she fail to work out the remainder of the school year.
8. Non-teaching Staff Subsidy Committee will be made up of:
 - Director of Special Education
 - Administrator Representative
 - Associate Superintendent-Personnel

Appeal Process

Applications not approved for an Educational Subsidy may seek to appeal through the Teachers' Educational Subsidy Committee which is made up of:

- 1 Administrator Representative
- 1 ATA Representative
- Associate Superintendent-Personnel