

7.1 Application for Education Leave (LWA or LWOA) 2021-2022

Applications must be received by March 1, 2021 at 5:00 pm.

All applications must include:

- Cover letter (outline your education leave goals)
- Application form (this document)
- References (3)
- Proof of application or acceptance to your chosen program

1. Applicant Information

Full Name: _____

Mailing Address: _____

Email Address: _____

Community/Divisional Board: _____

Position Title: _____

Current Salary Category: _____ Step: _____

Home Phone Number: _____

Work Phone Number: _____

Competence in one or more NWT Indigenous Language(s):

Fluent: Yes No

Literate: Yes No

2. Applicant Background

To be eligible to apply for Education Leave, an applicant must have four (4) continuous years of service as an NWTTA member employed by the GNWT.

Year Teaching Certificate Obtained: _____ Location: _____

Member of NWTTA since: _____ (month), _____ (year)

3. Teaching Service in the NWT

Please list schools, locations and years of service

(for example: Moose Kerr, Aklavik, 2004-2008)

School	Location	Year

4. Present Education Level

Certificate: Diploma: Degree:

List specific qualifications held:

Certificate, Diploma or Degree	Granting Institution	Year Obtained

5. Term of Leave Requested

I am requesting:

Education Leave With Allowances (LWA) - on campus:

Education Leave With Allowances (LWA) - via distance:

Education Leave Without Pay or Allowances (LWOA):

If you have applied for Leave With Allowances, would you accept Leave Without Allowances? Yes No

6. Program of Study

Note you must be enrolled in Full Time Studies

Outline the program of study you wish to undertake if granted an education leave.

Institution Name: _____

Location: _____

Qualification you are working towards: Certificate Diploma B.Ed. Degree M.Ed. Degree PhD Degree

Program description: _____

7. Estimated Costs

The maximum dollars allotted includes removal, storage and travel out and back to the community at completion of the education leave. Costs for insurance on all personal effects shall be borne by the member on Education Leave. Eligibility of items for freight or removal must fall within guidelines outlined in *NWTTA Collective Agreement* Article B2 - Ultimate Removal Assistance.

Provide approximate cost of your leave including:

- tuition fees \$ _____
- removal \$ _____
- transportation cost for you and your dependents \$ _____

8. Financial Assistance

Is it your intention to seek additional financial assistance from sources other than the NWTTA Education Leave initiative for GNWT members?

Yes No

If yes, from what source(s) and for what amount(s)? Please describe:

9. Previous Application

If you have applied for GNWT NWTTA Education Leave before, please list those institutions, programs and year applied:

Institution and Program	Year Applied	Granted?
		Yes / No
		Yes / No
		Yes / No

Please respond to the following questions 10 through 15 comprehensively.

10. Leadership in the Profession

Describe your work related to leadership, such as: planning/coordinating in-service activities, mentorship, leadership in school staff activities and work on local projects.

11. Support for School Programs

Describe any program and supports that you provide to your school above and beyond your regular duties such as extra-curricular programs, collegial sharing and curriculum work in which you have been active.

12. Community Involvement

Provide an outline of your volunteer service to clubs, projects, events, or government of your community.

13. NWTTA Involvement

Provide an outline of your volunteer service within the NWTTA, e.g. LRO, Regional Executive, Central Executive, Committees, other.

14. Value of Program of Study back in the NWT

Indicate how the approval of your leave and your chosen program of study will benefit education in the NWT.

15. Include any other information that you may believe is relevant for the committee to consider while reviewing your application.

16. References

You must include three (3) written references of support from your Immediate Supervisor and two (2) professional colleagues:

1. _____	_____
Name	Position (person in a current supervisory role)
2. _____	_____
Name	Position
3. _____	_____
Name	Position

17. Education Leave Requirements

Failure to successfully complete the program, or complete the required time of service following the leave shall result in repayment of all monies received by you or paid on your behalf for tuition, travel, removal, and salary allowance.

It is the member's responsibility to contact the Professional Development office to confirm your application has been received (Email: pd@nwta.nt.ca / Phone: 867-873-5759). Applications must be received by 5:00 pm, March 1. Late or incomplete applications will not be accepted.

Please send a copy of the completed Education Leave application to your Superintendent of Education.

The Central Professional Development Committee shall inform each applicant by email of its decision prior to March 31.

_____	_____
Applicant's Signature	Date

Submit completed application package to:

Professional Development Coordinator

Fax: (867) 873-2366 Email: pd@nwta.nt.ca

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