

7.1 Application for Education Leave (LWA or LWOA) 2024-2025

Applications must be received by March 1, 2024 at 5:00 pm.

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

All applications must include:

- ☐ Cover letter (outline your education leave goals)
- ☐ Application form and supporting document
- ☐ Written references of support (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: _____

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

2. 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 ☐

3. 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

4. Teaching Service in the NWT

Please list schools, locations and years of service
(for example: Moose Kerr, Aklavik, 2004-2008)

School	Location	Year

5. Present Education Level

Certificate: ☐ Diploma: ☐ Degree: ☐

List specific qualifications held:

Certificate, Diploma or Degree	Granting Institution	Year Obtained

6. Program of Study

While on Education Leave you must be enrolled in full time studies which the Central Professional Development Committee defines as a minimum of 24 graduate level credits or 30 undergraduate credits, with the general understanding that a one-semester course is considered 3 credits. Graduate programs require completing a minimum of 8 courses and undergraduate programs completing a minimum of 10 courses.

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

Institution Name: _____

Location: _____

Degree you are working towards: Bachelors ☐ Masters ☐ PhD ☐

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. Removal costs will be limited to 1.5 X the Ultimate Removal rate for your community.

Provide approximate cost of your leave including:

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

8. 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. *To give a full answer, please prepare a separate supporting document. When answering, include the question numbers and labels from this application.*

9. 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. *To give a full answer, please prepare a separate supporting document. When answering, include the question numbers and labels from this application.*

10. Community Involvement

Provide an outline of your volunteer service to clubs, projects, events, or government of your community. *To give a full answer, please prepare a separate supporting document. When answering, include the question numbers and labels from this application.*

11. NWTTA Involvement

Provide an outline of your volunteer service within the NWTTA, e.g. LRO, Regional Executive, Central Executive, Committees, other. *To give a full answer, please prepare a separate supporting document. When answering, include the question numbers and labels from this application.*

12. 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. *To give a full answer, please prepare a separate supporting document. When answering, include the question numbers and labels from this application.*

13. Include any other information that you may believe is relevant for the committee to consider while reviewing your application. *To give a full answer, please prepare a separate supporting document. When answering, include the question numbers and labels from this application.*

14. 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

15. 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@nwttta.nt.ca / Phone: 867-873-8501 x205). Applications must be received by **5:00 pm, March 1**. Late or incomplete applications will not be accepted.

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

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

 _____ Applicant's Signature	_____ Date
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Submit completed application package to:

Professional Development Coordinator

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

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