

7.2 Distance Education Credit Course

Applications must be received and approved **BEFORE the beginning of the course.**

PART 1: APPLICATION (to be filled out by GNWT NWTTA member)

The Central Professional Development Committee reserves the right to deny approval of funding for a course, where the course selection is inconsistent with reasonable, education-oriented goals

Full Name:			
School/Office:		Phone:	
		Email:	
Course Number: (one course per form)	Course Title:	Accredited Institution:	
Expected Tuition Cost:	Course Start Date:	Course End Date:	

I understand that I must submit proof of payment of tuition in addition to proof of satisfactory completion of the approved coursework before I will be reimbursed.

Applicant Signature Date: _____

Members have an allocation of \$2500 per year (tuition only) for online distance courses. The dates between September 1 through August 31 are used for this calculation. SUBMIT TO: pd@nwttta.nt.ca/Fax: 867-873-2366

PART 2: APPROVAL (to be filled out by PD Coordinator)

Approved <input type="text"/> /Date: _____ PD Coordinator Signature	You have until September 30, 2019 to apply for reimbursement.
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PART 3: REIMBURSEMENT (to be filled out by GNWT NWTTA member)

Please submit proof of tuition payment from institution and proof of completion.

Reimbursement requested: \$	Final Mark:
	Credits Earned:
Claimant's Signature: <input type="text"/>	Date: _____

SUBMIT TO: finance@nwttta.nt.ca/Fax: 867-873-2366

Attached: proof of payment from institution
 proof of completion