

## **ESP Bursary**

### **Procedure for Application**

#### **1. Purpose**

- To encourage ESP members in their pursuit of professional development and learning opportunities.
- To provide financial support to ESP members in an equitable manner.

#### **2. Guidelines**

- Continued availability of bursary funding will be reviewed annually by the ESP Executive.
- \$ 2,000 shall be budgeted annually for the ESP Bursary.
- \$1000 shall be allocated for disbursement in each of the two terms, July-Dec and Jan-June.
- Applicants may apply for up to \$100 per six-month term.
- Applications must be for courses during the current or upcoming ESP fiscal year (July 1-June 30).
- Applications shall be administered through the ESP Bursary Committee.
- PD opportunity must be directly related to member's current job or any future position within the ESP Bargaining Unit.
- Upon successful completion of the course, applicants are requested to submit to the ESP Treasurer, receipts for the approved expense and a brief review or description of the value of their course (suitable for publication in ESPecially Yours).

#### **3. Application Procedures**

- An applicant shall submit a completed ESP Bursary application form to:  
ESP Bursary Committee  
67 Jamie Avenue  
Ottawa, Ontario  
K2E 7Y6 Fax: (613) 729-8565
- Application forms may be found under the ESP tab on the District 25 website at ([www.osstf25.on.ca](http://www.osstf25.on.ca)) or requested from the ESP Bursary Committee Chair at 613-729-7211.
- Applications will be reviewed by the Bursary Committee on the 10<sup>th</sup> of each calendar month with recommendations being submitted to the ESP Executive for approval.
- Applicants will be notified of decisions following the next regularly scheduled ESP Executive meeting.
- Payment will be made upon proof of completion of course.

#### **4. Responsibility Centre**

- The Bursary Committee shall consist of the Treasurer and two members in good standing.
- All applications will be reviewed by the committee and recommendations will be forwarded to the ESP Executive for approval.
- Interpretation and administration of the terms of this bursary are at the discretion of the ESP Bursary Committee, subject to the approval of the Executive.
- Chair of the Bursary Committee shall report monthly to the ESP Executive at the regularly scheduled Executive Meeting.



**Educational Support Professionals Bargaining Unit**  
**OSSTF District 25 Ottawa-Carleton**  
 67 Jamie Avenue, Ottawa, Ontario, K2E 7Y6  
 Tel: (613) 729-7211 Fax: (613) 729-8565

**ESP Bursary Application**

**Guidelines:**

- A bursary of up to \$100 per course, maximum \$200 annually, is available to ESP members in good standing, for the purpose of professional development or learning opportunity.
- To be eligible, submissions must be for courses or workshops to be taken in the current or upcoming ESP fiscal year, i.e., July 1<sup>st</sup> to June 30<sup>th</sup>, and not for past courses.
- Continued availability of this bursary is subject to annual review of funding sources by the ESP Bursary Committee and Executive.
- The course or workshop must be directly related to the member's current job or possible future position within the ESP Bargaining Unit.
- Applications must be reviewed for approval by the Bursary Committee by the 10<sup>th</sup> of any month.
- Approved amount is payable upon proof of completion of a course during that term accompanied by applicable receipts.

Name: \_\_\_\_\_ OSSTF No. \_\_\_\_\_

Workplace: \_\_\_\_\_ Job Title \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ Telephone: (home) \_\_\_\_\_

School/Institution where course is offered: \_\_\_\_\_

Date of Course \_\_\_\_\_ Workshop/Course Title: \_\_\_\_\_

Expenses		Other Sources of Funds	
Registration Fee	\$ _____	School/Principal Contribution	\$ _____
Other Costs	\$ _____	Other Sources, i.e., OCDSB	\$ _____
<b>Total Expense</b>	<b>\$ _____</b>	<b>Total Incoming Support</b>	<b>\$ _____</b>

Briefly describe how the above program of study relates to your current job or career goals.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail or fax completed application to:**

**ESP-OSSTF  
 Bursary Committee  
 67 Jamie Avenue  
 Ottawa, Ontario  
 K2E 7Y6**

**Fax: (613) 729-8565**

