



Student Support Professionals Bargaining Unit

OSSTF/FEESO District 25 Ottawa-Carleton
9 Corvus Court, Nepean, ON K2E 7Z4
Tel: (613) 729-7211 Fax: (613) 729-8565

SSP Bursary Procedure

1. Purpose

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

2. Guidelines

- Continued funding will be reviewed annually by the SSP Executive.
- Upon direction of the SSP Executive, \$5000 shall be budgeted annually.
- \$2500 shall be allocated for disbursement in each of the two terms (Jul–Dec, Jan–Jun)
- Applicants may apply for up to 75% of the cost for workshop registrations to a max of \$100 per six month term.
- Applications must be for courses that take place during the same fiscal year as requested (July 1-June30).
- Applications shall be administered through the SSP Bursary Committee.
- PD opportunity must be directly related to member's current job or any future position within the SSP Bargaining Unit.
- PD opportunity must be taken through bona fide sources.
 - University or college courses are exempt.
 - SSP Federation PD day workshops are excluded.
- Upon successful completion of the course, applicants are requested to submit to the SSP Treasurer, receipts for the approved expense.

3. Application Procedure

- An applicant shall submit a completed SSP Bursary application form to:
- Application forms may be found under the SSP tab on the District 25 website (www.osstf25.on.ca) or requested from the District Office (613) 729-7211.
- Applications will be reviewed by the Bursary Committee on the first working day of each month of the school year with recommendations being submitted to the SSP Executive for approval.
- Applicants will be notified of decisions within 5 working days of the decision.
- Payment will be made upon proof of successful completion of the course and proof of payment is received by the Treasurer.

4. Responsibility Centre

- The Bursary Committee shall consist of the Bargaining Unit Treasurer as the Chair, the Ed services officer, the chief negotiator and the president
- All applications will be reviewed by the committee and recommendations will be forwarded to the SSP Executive for approval during the Treasurer's Report.



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- Interpretation and administration of the terms of this bursary are at the discretion of the SSP Bursary Committee, subject to the approval of the Executive.

SSP Bursary Application

Guidelines:

- A bursary of up to \$75.00 per course, maximum \$200.00 annually, is available to SSP Members in good standing, for the purpose of professional development or learning opportunities.
- To be eligible, submissions must be for workshops to be taken in the current SSP fiscal year (July 1-June 30), and not for past courses.
- Continued availability of this bursary is subject to annual review of funding sources by the SSP Executive.
- The workshop must be directly related to the member's current job or possible future position within the SSP Bargaining Unit.
- PD opportunity must be taken through bona fide sources.
 - University or college courses are exempt.
 - SSP Federation PD day workshops are excluded.
- Applications must be reviewed for approval by the Bursary Committee by the first working day of each month during the regular school year.
- Approved amount is payable upon proof of completion of a course during that term accompanied by applicable receipts. All information is subject to verification.

Name: _____ Job Title: _____

Work location: _____

Telephone: (work) _____ (home/cell) _____

School/Institution where course is offered: _____

Workshop Title: _____ Date of Workshop: _____

Registration Fee: _____

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

Member's Signature: _____ Date: _____

Send completed application to: SSP Bursary Committee, 9 Corvus Court, Nepean, ON, K2E 7Z4