

Funding Effective December 1, 2020

Maximum Funding - \$1,500 – 1-year program; \$3,000 – 2-year program

(Form Revised January 18, 2023)

Application for Provincial Employment Strategy Committee Funding Assistance for CUPE Employees

Applicants must belong to CUPE Local 5430: Prairie North - #1, Prince Albert Parkland - #2, Regina Qu'Appelle - #3,
Sun Country - #4, Sunrise - #5

Facility/ Agency and Region number: _____

Employee's Full Name (your name): _____

First Name

Middle Name

Last Name

Employee's Current Classification (current job title): _____

Reason for Application: (For Education- Indicate the program title [ie, LPN, CCA, etc])

____ Education – Program Name _____

____ Module/ Upgrade – Class/Course Name _____

____ Other - _____

Have you received any other funding for this program/ course? Yes ____ No ____

If Yes, provide name of provider and a copy of amount funded

DO NOT INCLUDE MONIES THAT YOU HAVE RECEIVED FROM THE PES COMMITTEE OR STUDENT LOANS

Make cheque payable to: _____ (name)

_____ (full mailing address, PO Box)

_____ (town, province, postal code)

Amount of Funding Requested: _____ (total of receipts attached)

Applicant's Signature

Date

Telephone Number

THIS SECTION MUST BE COMPLETED BY THE EMPLOYER – ANSWER ALL QUESTIONS

Has this Employee passed the probationary period? Yes ____ No ____

Is this Employee a CUPE member? Yes ____ No ____

Employee's Date of Hire (date of hire into the Saskatchewan Health Authority): _____

Employer's Signature (must be OOS)

Date

Telephone

SEND COMPLETED FORM TO:

Provincial Employment Strategy Committee, 1651 Park Street, Regina, SK S4N 5A2

Phone: 306-352-7921

Email: applications@pesc.ca

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RETURN FOR SERVICE AGREEMENT

(This form needs to accompany your initial application)

An Employee who is provided funding through Provincial Employment Strategy Committee will be required to enter into a Return for Service Agreement with the Employment Strategy Committee to remain in a CUPE Regional Health Authority within Saskatchewan for a period of up to 12 months. The Return for Service Agreement commences the date on the certificate or diploma for the program funded.

If the Employee terminates from the CUPE Health Region in Saskatchewan the monies shall repaid at a pro-rated level based on the length of service time remaining.

The length of time commitment shall be in accordance with the amount funded as indicated below:

<u>Amount Funded</u>	<u>Length of Service Agreement</u>
Up to \$1,000.00	6 months
\$1,001.00 - \$3,000.00	12 months

Check one:

Funding is for Education – Program
 Funding is for Modules/ Upgrade
 Other

In consideration of monies paid to me by the Provincial Employment Strategy Committee, I agree to remain working in Saskatchewan within a CUPE Healthcare Bargaining Unit for the service agreement period as set out above. The term of this agreement would commence on the date that the program is completed. In the event I terminate my employment prior to fulfilling the commitment, I agree to repay the foregoing amount on a pro-rated basis.

CUPE APPLICANT'S SIGNATURE

DATE

PROMISSORY NOTE

This form only needs to accompany your initial application.

I, _____ (your printed name), agree to re-pay any monies funded to me by the Provincial Employment Strategy Committee if I do not successfully complete the program for which I was funded. I agree to provide the Committee with proof of completion of program (i.e. photocopy of certificate or diploma). The Return for Service Agreement commences on the date stated on the certificate or diploma for the program funded.

Mailing Address: _____

Email: _____ *Required

Phone: _____ home _____ cell

Place of Employment: _____
(Saskatchewan Health Authority/ Region/ Facility)

CUPE Applicant's Signature

Date

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- Applicant's signature signifies that they are a CUPE Local 5430 member and work within region 1, 2, 3, 4 or 5.

Guidelines/ Frequently Asked Questions for Completing the PESC Application for Funding Assistance Forms

- ❖ To apply for funding for a program and/or module/upgrade you must be a CUPE member. You must complete the above 2 forms and include photocopies of receipts (must be a receipt that complies with the receipt checklist included). Your supervisor (Out of Scope, OOS) must complete the Employer section of the Application page.
- ❖ The Return for Service Agreement commences on the date shown on the certificate or diploma which you will provide to us upon the completion of your program.
- ❖ You need to have **completed** your **probationary period prior** to completing the 2-page Application package.
- ❖ When completing the section asking "have you received any other funding for this program", you shall provide name of provider and a copy of the amount funded if you have received any other funding.
- ❖ Applications for relocation reimbursement of up to \$2,000.00 will be considered where relocation of a primary residence is required to complete a training program approved by the Committee, or where relocation to another CUPE jurisdiction is required because of a layoff. (NOTE: you must have prior approval).
- ❖ Once you have submitted the completed 2-page application package and are approved for funding, you may make additional applications for the same program. You may apply as often as you have new receipts for your course until you reach the maximum allotted for your program. When you receive new receipts, complete **ONLY** the application form (page 1) from the package.
- ❖ How do I know how much I am eligible to receive? Effective Dec 1, 2020, you are eligible to receive up to \$1,500.00 per full time year of studies (maximum \$3,000.00 for a two-year program, based on fulltime studies).
- ❖ **Modules will be reimbursed at a rate of 25% of the submission, to a maximum of \$500.00.**

ONLY TUITION AND TEXTBOOKS ARE ELIGIBLE FOR REIMBURSEMENT.

- ❖ Do I have to go to school full time to be considered? No, you can take your course by distance or modules. When we use the term "full time studies".
- ❖ Once you begin receiving funding, you are required to successfully complete the program or repay the funding received from the PES Committee.

IN SUMMARY:

- Ensure all forms (the Return for Service Agreement, the Promissory Note and the Application Form) are included in your first application along with receipts; if all information is not included or you have not used the most up to date application form, your application will be returned to you requesting you complete the missing information/ new form.
- Include photocopies of receipts; be sure they have all needed information on them as per the receipt checklist. Make sure nothing is covered by a till tape.
- Use the newest forms available. They will state revised Jan 18, 2023, at the top of the application.
- In accordance with the Promissory Note, you must provide proof of completion of the course, or you will be required to repay the amount you were funded. A copy of the certificate, diploma or the letter from the institution stating you have successfully completed the program is adequate.
- If you have questions, please call PESC at 306-352-7921 before you send in your application.
- Ensure the date, your name, address, and the amounts are clear. If program descriptions or any other information is required, we will request it.
- If you have questions, please email PESC office at applications@pesc.ca
- **Please submit all forms and receipts in a pdf attachment format.**

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RECEIPT CHECKLIST

All receipts submitted to the Committee must include the following:

Tuition/ Book Receipt - "Official Receipts" are strongly recommended to limit any delays and will contain all of this information.

1. Date of purchase
2. Name of Institution
3. Name of Purchaser/ Buyer with proper address
4. Detailed list of Course(s) purchased or item(s) purchased
5. Amount to be Paid (cost of purchase)
6. Amount of payment
7. Form of payment (i.e. Visa, Cash, Cheque, etc.)

* all printed Finance statements from the institution must be accompanied by a proof of enrollment for classes requested for reimbursement

**** Please note: Invoices are not proof of payment and will not be accepted. All receipts must show paid in some form on them.**

Till Tape Receipts

1. Date of purchase
2. Name of store purchased from
3. Amount paid
4. Method of payment

Handwritten receipts (printed preferred) must contain the following format and must be legible. This type of receipt is generally used when purchasing used books/ supplies.

Handwritten receipts

1. Date
2. Seller's name – this needs to be CLEARLY PRINTED)
3. Seller's phone number – in case the Committee has questions
4. Purchaser's name and address
5. Detailed list of Item(s) purchased and prices per item
6. Amount to be Paid (cost of purchase)
7. Amount of payment
8. Form of payment (i.e. Visa, Cash, Cheque, etc.)