

**Mount Royal Faculty Association
Application for Educational Grant**

Pursuant to **Article 18.3 of the Collective Agreement**, faculty may apply for reimbursement for successful completion of credit courses or for graduate studies program fees at a post-secondary institution other than Mount Royal. Applications are processed in the fall for the previous September 1 to August 31 period. To be eligible, you must have been an MRFA faculty member during that period. The Educational Grants Committee meets in October to review applications and apportion the limited funds.

The funds are divided into two pools:

- 1) **PhD or terminal degree work:** for reimbursing full-time and limited term faculty members working on a PhD, or terminal degree, in their discipline for successful completion of credit courses or for graduate studies program fees at a post-secondary institution other than Mount Royal;
- 2) **Other:** for reimbursing full-time and limited term faculty members and part-time faculty members who taught three or more courses, or equivalent, during the academic year for successful completion of any credit courses or for graduate studies program fees at a post-secondary institution other than Mount Royal.

Application deadline: the last working day in September.

Submission: Submit applications to the MRFA Executive Assistant. A complete application consists of:

1. This form completed and signed by both the applicant **and** the Chair.
2. Receipts from the post-secondary institution attended showing all fees being claimed. General fees such as student union dues and campus recreation fees **are not eligible** for reimbursement. Any costs associated with producing or distributing a thesis **are not eligible** for reimbursement.
3. In the case of credit courses or courses taken as part of graduate programs, **attach a transcript** showing successful course completion.
4. In the case of graduate studies program fees, **attach proof** of your status in the program.

Incomplete applications missing any one of the above four items will not be considered.

Applications without a specific fee breakdown will not be considered.

Name (Please Print): _____

Department: _____ **Phone** _____

Tenured or Tenurable

Limited Term

Part-Time

Post-secondary institution attended:

Pool applying to:

Course or program fees for PhD or terminal degree (full-time or limited term faculty only)

Name of degree:

Other course or program fees (full-time, limited term or part-time teaching 3 or more courses)

Complete the following showing specific fees being claimed.

Graduate Program Name and/or Course Name and Number	Tuition (Breakdown Attached)	Graduate Studies Fees	Amount Claimed	Other Funds Received*	Total Amount Claimed
Total					

Start date of course/fee period:

End date of course/fee period:

***Please note any scholarship/bursary/tuition reimbursements received from other sources for the same period and subtract from amount claimed. Type and amount received:**

Applications not demonstrating how the fee was broken down (with student union fees, recreation fees etc still included) will not be considered. If you are submitting such a receipt, you must attach documentation showing how the over-all payment was distributed. Photocopies of relevant pages from the institution's catalogue or website may show what portion of the fee paid is relevant. A statement from their finance office would

also be of assistance if the receipt is not clear about the specifics of what was paid.
Attach such items to this application, highlighting the relevant fees being claimed.

Applicant signature: _____ **Date:**

Chair signature: _____ **Date:**