



#42 - 1736 Quebec Avenue
Saskatoon, SK S7K 1V9
Phone: (306) 955-3399
Toll-Free: 1-888-565-3399
Email: hsaastoos@hsas.ca

EDUCATION FUND APPLICATION

PLEASE PRINT CLEARLY

Section I - Member Information
Name of Member: Last First Initial
Address: Street/ Box No. City/Town Postal Code
Telephone: Non-Work
Date Employment Commenced: Health Care Facility:
Union Region #: Profession:
Non-Work Email:

Section II - Education and Event Information
Name and Description of Event:
Location of Event:
Name and Sponsor of Event:
Date(s) of Event: (from) (day/month/year) (to) (day/month/year)

Section III - Financial Information
What amount are you applying for? (maximum of \$500) \$
Please provide a breakdown of the costs you have incurred, or an estimate of those you plan to incur in attending the event:
Tuition/ Registration Fee: \$ Accommodation: \$ Textbooks: \$
Child care: \$ Transportation: \$ Meals: \$
Other:

**Section IV – Member Authorization**

*I certify that the above information is true and correct. I hereby authorize the Finance Committee to validate any of the aforementioned information, if required.*

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Date

Please ensure the following:

- Section I - IV are complete
- Receipts attached (if payment completed)
- Outline of event attached (which explains its content)

**Section V – Office Use Only**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Awarded: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

\_\_\_\_\_

Manager of Finance and Operations Signature

\_\_\_\_\_

Date

## EDUCATION FUND APPLICATION GUIDELINES

### Who is eligible?

- Only members of HSAS are eligible to apply.
- In order to qualify for assistance, you must be an HSAS Member as of the day the course commences.
- The education event must be directly related to your present position. At the discretion of the Finance Committee, a Member may be requested to write a letter explaining in more detail how the event being applied for relates to their current position.

### Application procedure

- Only one (1) application per educational event.
- An application may be submitted for:
  - The fall draw (DEADLINE: February 28; for educational events falling between September 1 to February 28).
  - The spring draw (DEADLINE: July 15; for educational events falling between March 1—August 31).
- Confirmation of receipt of application will be sent.
- If the event is not attended, HSAS expects full reimbursement of the educational grant.

### Required Documentation

- Application Forms: Only an original application form, or a scanned PDF sent to: [hsasstoont@hsas.ca](mailto:hsasstoont@hsas.ca), will be accepted.
- RECEIPTS: Originals or copies must be submitted within 30 days of event completion or notification of successful application. These may be submitted by mail, in person or scanned and emailed to the Saskatoon office ([hsasstoont@hsas.ca](mailto:hsasstoont@hsas.ca)).
- No faxed copies will be accepted.

### Selection Procedure

- A lottery system will be used to select successful applicants.
- Names will be drawn from all eligible applications in March and July of each year.

### Education Fund Award Notification

- Successful applicants will be notified within one (1) week following the application deadlines (February 28 and July 15).
- Unsuccessful applicants will not be contacted.

### Administration

- Applicants are eligible for a maximum of \$500.00, per person, per continuing education event, which will be paid by cheque.
- Only expenses for the following will be considered for reimbursement: tuition/registration fee, meals, accommodation, transportation, child care and textbooks.
- **To receive payment, receipts must be submitted within 30 days of the completion of the educational event or notification of successful application.**
- These guidelines may be added to, changed, or amended at any time upon authorization of Executive Council.
- Application forms may be obtained from the Saskatoon HSAS office or website.
- The responsibility for conducting the lottery and resolving any disputes in regard to eligibility or interpretation of these guidelines rests exclusively with the Finance Committee whose decision is final and binding.

### Personal Information

- HSAS will only use and disclose the personal information collected in connection with this application for the purposes of evaluating and processing the application, validating the information provided and any other purpose as required by law. For other information about privacy policies of HSAS, please visit [www.hsas.ca](http://www.hsas.ca).

**Names of successful applicants will be posted on the HSAS website and published in the HSAS Annual Convention book.**