

EDUCATION FUND APPLICATION

PLEASE PRINT OR TYPE

Name of Member:		
(Last)	(First)	(Initial)
Address:		
Street/Box No.	City/Town	Postal Code
Telephone: (non work) _____		Union Region Number: _____
Email: (non work) _____		
Health Care Facility: _____		
Department/Section: _____		Profession: _____
Name/description of event: _____		
Location of event: _____		
Name of sponsor of event: _____		
Event date (from): _____		(to) _____
(day-month-year)		(day-month-year)
What amount are you applying for? (maximum \$500)		\$ _____
Estimate or cost incurred breakdown for attending the event		
Tuition/Registration Fee: \$ _____	Accommodation: \$ _____	Textbooks: \$ _____
Child care: \$ _____	Transportation: \$ _____	Meals: \$ _____
Other: _____		
<i>I certify that the information submitted in this application is true and correct. I hereby authorize the Finance Committee to validate any of the aforementioned information, if required.</i>		
Member's signature _____		Date _____
Please ensure the following: ☐ Application is complete: ☐ Receipts attached (if payment complete): ☐ Outline of event attached (explaining content)		
Office Use Only		
Amount awarded: _____		Date received: _____
Comments: _____		
Manager of Finance and Operations _____		Date _____

SUBMIT TO: HSAS #2305 Hanselman Place Saskatoon, SK S7L 6A9 hsasstoont@hsas.ca
Tel.: (306) 955-3399 Toll-Free: 1-888-565-3399 Fax: (306) 955-3396

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 events falling between September 1 to February 28).
 - The spring draw (DEADLINE: July 15; for 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

- Only an original application form, or a scanned PDF sent to: hsasston@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 (hsasston@hsas.ca).

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 information regarding privacy policies of HSAS, see **www.hsas.ca**, or contact our office.

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