





**Educational Support Professionals Bargaining Unit**  
**OSSTF District 25 Ottawa-Carleton**  
 67 Jamie Avenue, Ottawa, Ontario, K2E 7Y6  
 Tel: (613) 729-7211 Fax: (613) 729-8565

**ESP Bursary Application**

**Guidelines:**

- A bursary of up to \$100 per course, maximum \$200 annually, is available to ESP members in good standing, for the purpose of professional development or learning opportunity.
- To be eligible, submissions must be for courses or workshops to be taken in the current or upcoming ESP fiscal year, i.e., July 1<sup>st</sup> to June 30<sup>th</sup>, and not for past courses.
- Continued availability of this bursary is subject to annual review of funding sources by the ESP Bursary Committee and Executive.
- The course or workshop must be directly related to the member's current job or possible future position within the ESP Bargaining Unit.
- Applications must be reviewed for approval by the Bursary Committee by the 10<sup>th</sup> of any month.
- Approved amount is payable upon proof of completion of a course during that term accompanied by applicable receipts.

Name: \_\_\_\_\_ OSSTF No. \_\_\_\_\_

Workplace: \_\_\_\_\_ Job Title \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ Telephone: (home) \_\_\_\_\_

School/Institution where course is offered: \_\_\_\_\_

Date of Course \_\_\_\_\_ Workshop/Course Title: \_\_\_\_\_

Expenses		Other Sources of Funds	
Registration Fee	\$ _____	School/Principal Contribution	\$ _____
Other Costs	\$ _____	Other Sources, i.e., OCDSB	\$ _____
<b>Total Expense</b>	<b>\$ _____</b>	<b>Total Incoming Support</b>	<b>\$ _____</b>

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail or fax completed application to:**

**ESP-OSSTF  
 Bursary Committee  
 67 Jamie Avenue  
 Ottawa, Ontario  
 K2E 7Y6**

**Fax: (613) 729-8565**

