



**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

Procedure for Application

1. Purpose

- To encourage ESP members in their pursuit of professional development and learning opportunities.
- To provide financial support to ESP members in an equitable manner.

2. Guidelines

- Continued availability of bursary funding will be reviewed annually by the ESP Executive.
- \$ 2,000 shall be budgeted annually for the ESP Bursary.
- \$1000 shall be allocated for disbursement in each of the two terms, July-Dec and Jan-June.
- Applicants may apply for up to \$100 per six-month term.
- Applications shall be administered through the ESP Bursary Committee.
- PD opportunity must be directly related to member's current job or any future position within the ESP Bargaining Unit.
- Upon successful completion of the course, applicants are requested to submit to the ESP Treasurer, receipts for the approved expense and a brief review or description of the value of their course (suitable for publication in ESPecially Yours).

3. Application Procedures

- An applicant shall submit a completed ESP Bursary application form to:
ESP Bursary Committee
67 Jamie Avenue
Ottawa, Ontario
K2E 7Y6 Fax: (613) 729-8565
- Application forms may be found under the ESP tab on the District 25 website at (www.osstf25.on.ca) or requested from the ESP Bursary Committee Chair at 613-729-7211.
- Applications will be reviewed by the Bursary Committee on the 10th of each calendar month with recommendations being submitted to the ESP Executive for approval.
- Applicants will be notified of decisions following the next regularly scheduled ESP Executive meeting.
- Payment will be made upon proof of completion of course.

4. Responsibility Centre

- The Bursary Committee shall consist of the Treasurer and two members in good standing.
- All applications will be reviewed by the committee and recommendations will be forwarded to the ESP Executive for approval.
- Interpretation and administration of the terms of this bursary are at the discretion of the ESP Bursary Committee, subject to the approval of the Executive.
- Chair of the Bursary Committee shall report monthly to the ESP Executive at the regularly scheduled Executive Meeting.



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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.
- 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 10th 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: _____ Telephone: (work) _____

Position Title _____ Telephone: (home) _____

School/Institution: _____

Workshop/Course Title: _____ Date of Course _____

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

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