BULLETIN

January 31, 2024

**Reminder: HSA – HSPBA Professional Fees Fund Applications are open for fees paid in 2023**

HSA members covered by the HSPBA collective agreement are eligible for funding to cover health science professional fees paid in 2023 as negotiated in the recent round of HSPBA bargaining. Members will be reimbursed up to a maximum cap, informed by the fee rates set by regulatory bodies and professional associations. Note that this fund is not on a first come, first served basis and there is enough funding for all members to be reimbursed.

The response to this fund has been incredible, but we believe that there are still members who are eligible for fee reimbursement who have not yet applied (to date we have only received applications from about half of eligible HSA members under the HSPBA). If you have already applied, please spread the word to your colleagues at your worksite to help us get the word out to those who did pay fees but have not yet submitted.

**Application Process**

* This is a fully automated process. You must register your **PERSONAL** email address first through our website here: <https://hsabc.org/contact/member-contact-update-form>.
* Applications must be for **2023** professional fees (**receipts must be dated prior to** December 31st, 2023). No monthly payment receipts will be accepted, please contact your association for an annual 2023 statement.
* Incomplete applications will not be accepted. All files need to be uploaded for an application to be complete:
	+ **EFT**
	+ **Receipt** and
	+ **Bank PAD (pre-authorized debit form) and or Void Cheque**. Please make sure **YOUR NAME** is on the cheque/pad if it is a joint/partner account.

**Frequently Asked Questions**

* If you pay for multiple professional fees, we recommend you submit the one with the highest amount.
* **Not Eligible** for reimbursement: Insurance, exams, application fees, criminal checks and late fees.
* **IF** you applied during **August 1-4** and have not been reimbursed yet, please apply again as there was a glitch with the forms being uploaded. (This issue has been resolved.
* HSA’s Professional Fees Fund is for HSA’s HSPBA members.  Should you belong to another union under the HSPBA ie: CUPE, BCGEU, PEA or HEU, please contact your union steward directly.
* Applications for **2024** professional fee reimbursements will be opening soon. Please hold on to your receipts.

As we expect to receive thousands of applications, reimbursements will take several weeks to process. We will not be able to respond to emails or phone calls requesting updates on the status of reimbursement processing.