

Professional Enhancement Bursary

Eligibility and Funding Guidelines

The Professional Enhancement Bursary is intended to support individual members. Applications from individuals will be considered on a first come first serve basis until the monies are exhausted according to the following established guidelines.

The Union has an obligation to consider the membership as a whole when developing processes and guidelines for the distribution of monies under the Professional Enhancement Bursary to ensure these monies are distributed as widely and as fairly as possible. The Union has established these funding guidelines to ensure education monies available through the Professional Enhancement Bursary benefit as many members of the Union as possible.

In addition, it is the Union's position that every member covered by the Collective Agreement is entitled to up to \$1,000.00 per agreement year from their employer for education leave expenses under Article 17(h).

The granting of education expense monies by the HSABC to members under the Professional Enhancement Bursary is conditional upon the Member agreeing to the terms set out in these guidelines.

"Pooling" funds by groups of multiple members at individual sites will not be considered for reimbursement.

Applications will be accepted for education/training commenced between **September 1, 2024 to August 31, 2025** until the fund is fully exhausted.

Eligibility:

1. The applicant must be an HSA member covered by the HSPBA/HEABC Provincial Agreement.
2. The application must pertain to education/training commenced between **September 1, 2024 to August 31, 2025**.
3. The education/training must pertain to professional development in a health science professional discipline being practiced in the public health care system and is not for personal development.
4. Application process is available online through the www.hsabc.org website. Members must log in to access the application form using their **personal** email address.
5. Applications that are incomplete will cause a significant delay in processing.
6. Applications will be accepted until the funds are fully exhausted.

Guidelines:

7. In order to be considered eligible, applicants must provide written verification (uploaded to the application form) of having applied to their employer for funding under article 17.02 (h) of the HSPBA collective agreement (up to the \$1,000 entitlement). Without this verification, the member will not be able to proceed with the application process.
8. The receipt of payment for successful applicants is conditional upon the member agreeing to and following the process set out in the Repayment Commitment Agreement process. This includes filing a grievance as described in the process if appropriate. ([24 10 03 Repayment Commitment Agreement.docx](#))
9. Applications will be processed in the order they are received and are subject to the availability of the remaining monies in the fund.
10. Multiple professional development activities and courses can be submitted on one application, but the fund is limited to a **maximum cap of \$7,500** per member.
11. Please include course number, name, date, cost breakdown and website link for each course/activity for training programs and individual courses, even if it is more than the **maximum cap of \$7,500**. This information is required for our records. Provide details in space provided on application.
12. Costs must be listed on the application in **Canadian dollars – you must do your own currency conversions**. Applications will be processed with the understanding that as per these instructions members have taken this step.

13. Eligible training/education expenses for reimbursement include: tuition fees, registration fees, costs of required books, and other reasonable and/or mandatory education-related expenses.
14. Reasonable costs of travel and accommodation costs may be eligible if related to training/education to a maximum of **\$1,500** cap (from the total \$7,500 possible amount) per member. Eligible Travel and Accommodation are as follows:
 - a. Eligible travel cap is **\$750** total for combined expenses such as airfare, mileage, ground transportation, parking, transit, ferry costs, etc. Only travel and accommodations within Canada or the United States is eligible. Mileage is calculated at \$.72/km and is calculated at the difference between the members' normal commute from home to work and the commute from home to training.
 - b. Eligible accommodation cap is **\$750** based on \$250 per night to a maximum of three nights (3 x \$250 = \$750). Expenses include hotel, Airbnb, etc. and is based on there being a minimum distance of 25 km between the applicant's residence and the location of the in-person education/training provider. If it is necessary to arrive at the education/training location one day prior to be able to attend at the start time, or the only travel option does not permit the applicant to arrive home before 10:30pm on the last date, eligibility for hotel reimbursement may include the date immediately before and/or after the event.
 - c. Temporary residence is eligible if a member is required to temporarily relocate during the training period (eg clinical placement, course/training longer duration not offered locally) they may submit rent/accommodation expenses for consideration. However, there must be a minimum distance of 25km between the applicant's residence and the training location to be eligible and will only receive up to the allowable accommodation cap of \$750.
15. Costs **NOT** eligible for reimbursement include but not limited to: Wage replacement, Criminal Records checks, Professional Association Fees, Regulatory College Fees, Membership Fees, Immunizations or immunization reports, Technology costs such as laptops, software, hardware, and any mandatory technology fees, transcript review, materials such as yoga mats, needles, singing bowls, assessment tools, etc., gas, meals or per diem, childcare, baggage fees, optional student fees, athletic fees, or administration fees. Travel and accommodations outside of Canada and US.
16. When an application is deemed to satisfy the eligibility criteria, it will be approved subject to sufficient funding remaining available.
17. Applicants **MUST** disclose if they have received, or anticipate receiving, any funding from any source for any cost related to their application for funding. Funds received from other sources for submitted claims will be deducted from amount sought.
18. Applications with incomplete details ie: course information, costs, dates, etc. will experience significant delays.
19. HSA will inform applicants via their personal email address if their application has been approved or denied.
20. Once the application is successfully approved, the applicant will receive an email notification containing a Claim Form, EFT form, and Repayment Commitment Agreement. These documents must be completed and returned along with receipts for approved expenses. Reimbursement will only be issued once HSA received these required documentation. Electronic receipts are acceptable.
21. Members will be reimbursed up to the approved amounts specified in the approval letter, based on the receipts submitted.
22. If the receipt is not in Canadian dollars, then a copy of the bank or credit card statement showing the transaction must also be provided. Otherwise, reimbursement will be limited to the amount listed on the receipt, up to the approved amount.
23. If the conversion rate results in an amount exceeding the approved amount, the reimbursement will be capped at the approved amount which is determined by the amount submitted on the original application.
24. Payments will be made by electronic transfer (EFT) from HSA once satisfactory documents have been received.

Phone calls will not be accepted.