

2020 - 2021 HSP Professional Development Fund Eligibility and Funding Guidelines July 2020

Eligibility:

1. The applicant must be an HSA member covered by the Health Science Professionals Bargaining Association contract.
2. Courses being applied for must start between April 1, 2020 and March 31, 2021.
3. The course must relate to professional development in a health science discipline being practiced in the public health care system.
4. Applications will be accepted until the fund is fully exhausted.

Funding Guidelines:

1. Subject to availability and once an application is approved, the fund will reimburse the cost of tuition/registration fees, books, and related travel expenses to a maximum of \$1,000.
2. Multiple Applications can be submitted for separate courses, but the fund is limited to \$1,000 per member.
3. Costs must be listed on application in Canadian Funds.
4. Add on fees pertaining to tuition such as Administrative, Student, Tech, etc. are not eligible.
5. Wage replacement is not covered.
6. Travel and accommodation expenses must be reasonable and fall within the HSA travel policy.
7. Meals will be covered up to per diem rates (\$20 per breakfast, \$25 per lunch & \$30 per dinner) as long as receipt is provided.
8. The applicant must disclose funding they have or will receive towards the course or program from any other source.
9. Successful applicants will be advised through their personal email when their application has been approved and the amount that has been awarded.
10. Successful applicants must provide receipts for all claimable expenses.
11. Payment will be made by electronic transfer (EFT) only from HSA once satisfactory documents have been received.
12. Applications and any related correspondence may be sent to HSPPDFund@hsabc.org.

Phone calls will not be accepted.