

**Dawson College  
Professional Development for Support Staff  
Funding Allotment and Procedure**

**Budget Year: July 1<sup>st</sup>, 2024 to June 30<sup>th</sup>, 2025**

For the Policy, please consult: "HR-17 Professional Development – Support Staff"

**Allotments:**

**A. Employee<sup>1</sup>**

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## **PROCEDURE**

All requests for funding **MUST** be submitted for approval **PRIOR** to attending an activity. This helps the PDC commit the funds as well as eliminate any disappointment if the activity is not approved for reimbursement.

Application forms can be found on the Dawson website under Services, Human Resources, and Professional Development.

The application, accompanied by a description and cost of the activity, should be submitted to the attention of the Professional Development Committee (Support Staff) to the email:

**hrhelp@dawsoncollege.qc.ca**

The HR Department will submit the application to the PDC. The applicant will be notified of the Committee's decision regarding funding.

The employee is expected to pay for the activity and submit original receipts to the HR Department along with other supporting documentation, e.g.: proof of successful completion. Requests for money advances will not be considered.

### **DEADLINES** (All funding must be pre-approved by the PDC)

- Credit course funding requests must be made at the start of the each semester of study. Supporting documents (transcripts and receipts) must be submitted within 6 weeks of successful completion of the course.
- Computer-related funding requests must be made **PRIOR** to purchase (from July 1 to June 1 of the same budget year). Supporting documents (receipts) must be received within 6 weeks of purchase.
- Conference funding requests can be made between July 1 to June 1 of the same budget year and all supporting documents (receipts, proof of attendance, etc.) must be submitted within 6 weeks of attendance.
- Funding for licenses and professional orders must be made prior to payment and supporting documents (receipts, license, etc.) must be received prior to June 1 of the same budget year.

An activity attended before June 30<sup>th</sup> will be considered within th.002 566 0 Td( )Tj0 Tw0 Td[a]0.&c)-7 Tc 0.001 Twm04