



TH.A.A.A PROFESSIONAL DEVELOPMENT GRANT APPLICATION

Please read the guidelines on this form carefully before filling out your application. Incomplete or incorrectly completed applications will be rejected. If you have any questions about this application form, or the application process, please contact promotions@thaaa.ca.

Please ensure you have included:

- An outline of the course, explaining the content
- A fee schedule indicating the cost of the course
- A photocopy of the receipt of course payment

Name: _____

Place of Work: _____

Discipline(s): _____

Home Address: _____

City: _____

Postal Code: _____

Home Telephone: _____

Work Telephone: _____

Title of Course/Conference: _____

Presented by: _____

Location: _____

Course/Conf. Start Date: _____

End Date: _____

ThAAA Membership #: _____

How Does This Course Relate To Your Discipline(s)? Please attach a separate piece of paper if you require more room to answer the questions.

How will you benefit from this course?

What courses have you previously taken?

Applicants Signature: _____

Date: _____

OFFICE USE ONLY

DATE Applicant became a TH.A.A.A Member: _____

Form and Attachments in order ___Y ___N Member Notified of Rejected form (if necessary) ___Y ___N

THAAA SIGNATURE: _____ DATE Rec'd: _____

Applicant notified of receipt of application? ___Y ___N

TOTAL FUNDS GRANTED \$ _____



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APPLICATION GUIDELINES

1. Only members of the Th.A.A.A are eligible to apply. An applicant must be a member in good standing and reside in Alberta.
2. Members must submit a completed application form, a photocopy of the course outline, fee schedule, and a copy of the receipt showing proof of payment. If any part of this application is incomplete or if the course outline, fee schedule, or receipt is not supplied, the application will automatically be rejected.
3. The Promotions Committee must receive the completed application form and accompanying documents within six (6) months of the applicant's receipt of payment OR within six (6) months of completion of the course.
4. The course/conference must be directly related to the applicant's present discipline(s).
5. At the discretion of the Promotions Committee, a member may be requested to write a letter explaining in detail how the course/conference being applied for relates to his/her discipline(s).
6. If an application form is rejected, the member will be notified by telephone or email, with an explanation for the rejection. The applicant will then be given the opportunity to make corrections and re-submit the form. If the re-submission of a rejected application does not make its original deadline, it will automatically be submitted for the next deadline, provided it meets the deadline of six months (see point #3).
7. Each grant is to a maximum of \$100. If an application is for a lesser amount, only that specified lesser amount will be granted.
8. Three (3) grants are offered each calendar year. A member, who meets the above criteria and is selected for a grant, may only receive one grant per calendar year. The association must receive the application on or before the submission deadline dates. The deadlines for applications are;
 - January 31st. You will be notified if you are the recipient of the grant by March 1st.
 - May 31st. You will be notified if you are the recipient of the grant by July 1st.
 - September 30th. You will be notified if you are the recipient of the grant by November 1st.
9. An applicant will be notified that the promotions committee has received the application, by telephone or email.

THE RESPONSIBILITY FOR RESOLUTION OF ANY DISPUTES IN REGARD TO ELIGIBILITY OR INTERPRETATION OF THESE GUIDELINES RESTS FIRSTLY WITH THE PROMOTIONS COMMITTEE. UPON DISCREPANCY WITH THE PROMOTIONS COMMITTEE FINDINGS, THE BOARD OF DIRECTORS' DECISION WILL BE FINAL AND BINDING.

THE PROMOTIONS COMMITTEE RETAINS THE RIGHT TO CHANGE OR AMEND THESE GUIDELINES AT ANY TIME IT DEEMS NECESSARY.