

June 9, 2025



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

LAURIER TEACHERS UNION AND SIR WILFRID LAURIER SCHOOL BOARD
PROFESSIONAL IMPROVEMENT COMMITTEE

2025-2026

CREDIT COURSES



INDIVIDUAL REIMBURSEMENT CLAIM FORM - CERTIFIED UNDER-CONTRACT TEACHERS

MUST COMPLETE CONTRACT STATUS: FULL-TIME: ☐ PART-TIME ☐ PERCENTAGE: _____

I CONFIRM THAT I AM A QUALIFIED TEACHER (HAVE A BREVET) ☐

Transcript(s) and receipt(s) (proof of payment) downloaded from the internet are admissible for reimbursement purposes.
These documents must be signed and dated by the teacher.

NAME:	SCHOOL:/ CENTER
EMPLOYEE NUMBER:	E-MAIL ADDRESS (SCHOOL):
ENROLLED IN WHAT PROGRAM:	E-MAIL ADDRESS (HOME):

COURSE TITLE(S):	COURSE NUMBER(S):	NUMBER OF CREDITS per course	COST (TUITION ONLY):
COURSE BEGINS:	COURSE ENDS:		
COURSE TITLE(S):	COURSE NUMBER(S):	NUMBER OF CREDITS per course	COST (TUITION ONLY):
COURSE BEGINS:	COURSE ENDS:		
TRANSCRIPT ATTACHED AND SIGNED <input type="checkbox"/> COPY DOWNLOADED FROM INTERNET ACCEPTED	RECEIPT ATTACHED AND SIGNED <input type="checkbox"/> COPY DOWNLOADED FROM INTERNET ACCEPTED		
INSTITUTION (place of study)			
RELEVANCY TO FIELD OR POTENTIAL FIELD OF TEACHING:			

APPLICANT'S SIGNATURE:	DATE:
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THIS SECTION IS RESERVED FOR THE PROFESSIONAL IMPROVEMENT COMMITTEE

APPROVED <input type="checkbox"/> MAXIMUM AMOUNT	REFUSED <input type="checkbox"/>
DATE TUITION RECEIPT REC'D:	REASON:
DATE TRANSCRIPT REC'D:	DATE:

FOR YOUR INFORMATION

CREDIT COURSE

Teachers are not required to apply for funding before taking a credit course. Only credit courses from a MEQ-accredited educational institution will be considered for funding. Tuition for a successfully completed three credit course will be reimbursed to a maximum of \$500.00 exclusive of student services fees and travelling expenses. A signed copy of the transcript indicating successful completion and a receipt must be attached to this form. The deadline for submitting a request for course reimbursement is 6 months from the time the credits were granted. **PLEASE ALLOW 4 - 6 WEEKS FOR REIMBURSEMENT ONCE READY TO PROCESS**

INCOMPLETE FORMS WILL BE RETURNED.

**PLEASE FORWARD THIS REQUEST ALONG WITH TRANSCRIPT & RECEIPTS (PROOF OF PAYMENT), ONLY BY INTERNAL MAIL TO:
TEACHER PIC - PEDAGOGICAL SERVICES DEPARTMENT, 239 MONTEE LESAGE, ROSEMERE, QC.**