

Appendix B

**Physical Resources Professional Development Consideration and Approval Form
for Employee Tuition Cost Reimbursement**

Submit this form for consideration and approval well in advance of an employee enrolling in a professional development program/conference for which he/she qualifies for tuition cost reimbursement as per Human Resources Policy 401.

Name of Individual Under Consideration _____

Individual's Position and Department _____

Title and Description of Program/Conference _____

Date of Program/Conference _____ Location _____

Cost of Program/Conference _____

Reason for considering the employee-initiated enrolment in the professional development program and how the completion of the program will benefit the individual's future development, the Directorate, and University operations.

I endorse and support this application:

Recommended by Director (Signature) Date

Authorized by AVP, Physical Resources (Signature) Date