

Religious Education Course Reimbursement	
Adopted: May 29, 2000	Last Reviewed/Revised: October 2, 2023
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: I-34 (A) Reimbursement of Board Business Expenses for Employees VI-90 Reimbursement of Board Business Expenses for Employees I-24 Fraud Management VI-24 Fraud Management	

Purpose

The Halton Catholic District School Board (HCDSB) will cover the cost of Parts I, II & III of the Religious Education in Catholic Schools Additional Qualification courses offered at Halton Catholic District School Board.

Application and Scope

Reimbursement is available to all probationary or permanent contracted teachers with HCDSB.

Principles

- The Halton Catholic District School Board recognizes that our school community exists to foster and exemplify Catholic values centred on the person of Jesus Christ.
- It is understood that teaching positions and other positions involving interaction with students within HCDSB, require a significant degree of knowledge and understanding of core Catholic values with teaching and the application of these using current pedagogical practices.

Requirements

- Applications must be completed and submitted for Parts I, II & III (Specialist) of the Religious Education in Catholic Schools courses.
- Applicants must be probationary or permanent contracted teachers with HCDSB.
- Upon successful completion of the course, as determined by the Course Director, a notation will be recorded in the teacher's personnel file.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board

Halton Catholic District School Board

APPLICATION FORM for
RELIGIOUS EDUCATION COURSE REIMBURSEMENT

Name: _____ School: _____

Course(s) Completed: ☐ Part I
☐ Part II
☐ Part III/Specialist

Date Completed: _____

SIGNATURE OF APPLICANT

DATE

To obtain reimbursement:

Please indicated the amount of reimbursement:

Part I (up to \$500) \$ _____

Part II (up to \$600) \$ _____

Part III (up to \$600) \$ _____

Please include a copy of:

- ☐ payment receipt;
- ☐ completion certificate;
- ☐ OCT documentation indicating the course(s) being added; and
- ☐ this form.

Date

HCDSB Approval