

Religious Education/Theology Master/Doctoral Level (Part-Time) Course Reimbursement	
Adopted: December 19, 2000	Last Reviewed/Revised: October 2, 2023
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: <a href="#">I-34 (A) Reimbursement of Board Business Expenses for Employees</a> <a href="#">VI-90 Reimbursement of Board Business Expenses for Employees</a> <a href="#">I-24 Fraud Management</a> <a href="#">VI-24 Fraud Management</a>	

## Purpose

The Halton Catholic District School Board (HCDSB) will financially support candidates who, subject to an approval process, undertake course studies at the Master/Doctoral level.

## Application and Scope

This procedure applies to all employees undertaking course studies at a Master/Doctoral level in Religious Education/Theology.

## 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

- In order to qualify for reimbursements, the applicant must be enrolled in a part-time program.
- The candidate must submit the course description and related course fees to the Director of Education or designate for approval prior to the commencement of the course.
- Generally Religious Education-related course/studies taken at accredited Catholic Universities and Colleges will be approved.



- These institutions include but are not limited to:
  - St. Michael's College
  - Regis College
  - St. Augustine Seminary
  - St. Paul University
  - St. Jerome's University
- Once the course is successfully completed, a copy of the transcript (grade/mark annotations) and a copy of the payment receipt must be submitted to the Director of Education or designate.
- The Director of Education or designate will forward to the appropriate HCDSB department notification and approval to process payment.
- A maximum of two (2) courses per school year will be recognized for reimbursement purposes.
- The HCDSB's maximum financial support per Master/Doctoral level course up to \$500.00 is subject to an annual budget determination for this purpose.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

**MASTER / DOCTORAL LEVEL - RELIGIOUS EDUCATION / THEOLOGY COURSES**  
 (Part-time Study)

For pre-authorization, please complete:

Name: \_\_\_\_\_

School/Institution: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Description of Course: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Education or Designate

\_\_\_\_\_  
Date

For reimbursement, please complete:

The Masters/Doctoral level Religious Education/Theology course as listed above has been completed.  
Attached are the following documents:

- Payment Receipt
- Course completion transcript (grade/mark annotations)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Payroll Department:

Please reimburse the amount of \$500.00 to \_\_\_\_\_.

\_\_\_\_\_  
Signature of Director of Education or Designate

\_\_\_\_\_  
Date