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## Application Form

THIS MUST BE SUBMITTED FOR APPROVAL two (2) weeks **BEFORE** YOUR P.D. ACTIVITY. To claim expenses, submit an Expense Report **after** the activity. **Don't forget to submit your expense report before October 31<sup>st</sup> of the following year.**

Date: \_\_\_\_\_

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

Dept./Programme: \_\_\_\_\_

Full-time  Part-time  (indicate fraction)

Application For:  Course fees  
 Conference fees  
 Other (Seminars, In-house training programs, workshops)

Year(s) Requested: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ (according to workload)

Have you applied to any other source for this activity? \_\_\_\_\_

Description:

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Attach relevant documentation (one page if possible)

Will your teaching duties be taken care of? Yes  No

Does it involve a paid substitute? Yes  No

N.B If you will miss classes while attending a professional development activity, the administration requires that you fill out a "Leave of Absence Request for Professional Activities" form. Copies are available at your Faculty Dean's office.

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### For P.D.C. use Only

**Faculty:** Approved  Not Approved  Reason: \_\_\_\_\_

**Admin:** Approved  Not Approved  Reason: \_\_\_\_\_

Faculty Rep: \_\_\_\_\_

Date: \_\_\_\_\_

Admin Rep: \_\_\_\_\_

Date: \_\_\_\_\_