

CONSENT: I consent to the information provided in this form being collected by the Human Resources Department which will be used by the Department, the Bishops and the Anglican Church of Canada, Pension Office, for the purpose of assessing eligibility for continuing education funds and suitability for various committee positions. This information will be stored in a database in the HR Department as well with the Pension Office.
Signature: _____ Date: _____

PART I - TO THE ADMINISTRATOR, THE CONTINUING EDUCATION PLAN (PLEASE PRINT)

Employee's Name: _____ Diocese/Employer: HURON
Address _____
Tel: _____

Reimbursement requested for one or more of the following: (details and a copy of receipt must be attached)

*Name of Program/Course _____

Sponsor _____

Location _____

Commencing _____ 20 ____ and ending _____ 20 ____

*Books & Journals _____

*Computer Hardware/Software _____

Total Cost: \$ _____ Application Amount \$ _____ (max. 80% of Total Cost)

How will this expenditure be of benefit to your employer?

EMPLOYEE SIGNATURE _____ DATE _____

I hereby confirm that the above expenditure confers a benefit upon the employer.

SIGNATURE OF BISHOP/DIRECTOR _____ DATE _____

PART II - TO THE EXECUTIVE DIRECTOR

The contributions for the current year amount to \$ _____, and cover the period _____ (dates)

I hereby authorize the Pension Office to transfer the contributions from the Diocesan/Employer Suspense Account to the Employee's credit.

Per: Diocesan Treasurer/Director

PART III - PENSION OFFICE USE ONLY

ACCOUNT HOLDER'S ACCUMULATION : \$ _____

BONUS FOR USAGE : \$ _____

AMOUNT OF CHEQUE : \$ _____

Date

Administrator/Continuing Education Plan

Continuing education is a responsibility of all of us. It is the intention of the Plan that continuing education be self-directed, lifelong, systematic and sustained.

Application for Benefits

Parts I & II are processed through the Diocesan Synod /Employer Office

- employees can draw as much as funds are available in their account
- there is no limit to the amount employees can accumulate
- employees may be entitled to draw their accumulation to the end of the quarter in which the events take place.
- **All expenses must be for the benefit of the employer**
- Application form can be downloaded from www.diohuron.org Policy, Practice and Procedure Manual section 6

Sabbatical Grants

Grants may be provided to member for 8 weeks of continuous leave for study purposes after 5 years of employment. (For a D. Min. Program, the 8 weeks need not be consecutive). Applications are available from the Synod Office or the Administrator of the Continuing Education Plan or can be downloaded from www.diohuron.org .

Books and Journals

Books and journals may be purchased with account holder's accumulation if invoice is attached to the application form.

Computers

Hardware and software may be purchased with account holder's accumulation. A copy of receipt of purchase must be attached to application form.

Bonus-for-use

A bonus for use is provided based on the current earnings of the Plan.

Upon completion, return to:

Huron Church House
190 Queens Avenue
London, ON
N6A 6H7
Attention: Continuing Education Plan