

# PDEA Professional Development Application

***CUPE Local 3908 Unit 2 – Graduate Teaching Assistants at Trent University***

<b>Name:</b>		<b>Employee/Student #</b>
<b>Mailing Address</b> <i>(Please note: your cheque will be mailed to this address.):</i>		
<b>Email:</b>		<b>Citizenship:</b> <b>Home Phone:</b>
<b>Department Employed in:</b>	<b>Department Enrolled in:</b> <b>Program (MA/MSc/PhD):</b>	
<b>Basic Information, e.g. the name, location, and attendance date of conference, course, etc. ((IMPORTANT: If you are also applying for GSA conference funding, please use different original receipts for the PDEA application):</b>		
<b>Application Type</b> <i>(Please note: can be more than one and provide <u>original receipts to a maximum of \$200</u>):</i>		
<input type="checkbox"/> Conference <input type="checkbox"/> Research <input type="checkbox"/> Professional & Academic Development <input type="checkbox"/> Instructional Development <input type="checkbox"/> Capital Costs		
<b>1. Travel</b>	_____ km @ \$0.40/km, Air/Bus/Train/Parking/Taxi	\$
<b>2. Living Expenses</b>	Accommodation/Meals/Books	\$
<b>3. Conference/Workshop Fees/Registration</b>		\$
<b>4. Other (please specify) _____</b>		\$
<b>5. Total Expenses</b>		\$
<b>6. Total PDEA Amount Awarded for Current Round</b>		\$ <b>OFFICE USE ONLY</b>

**PDEA application deadlines: November 15, March 15 and July 15**

*Please provide a description of the event you attended and how it relates to your professional and academic development as a GTA:*

[illegible]

I hereby declare that the above information is accurate.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Room 203, Stewart House, Traill College  
310 London Street, Peterborough, ON, K9H 7P4  
phone: (705) 775-2873  
www.cupe3908.org email: office@cupe3908.org

## Local 3908 Graduate Teaching Assistants

### Professional Development and Employee Assistance (PDEA) Information

PDEA application deadlines are:  
**November 15, March 15 and July 15**

#### Professional Development

Although CUPE 3908 Unit 2 members are not required to engage in research and scholarship as part of their employment responsibilities under the Collective Agreement, eligible employees may submit professional and academic development applications for assistance from the fund to a maximum per employee of not more than \$200 per year.

#### Employee Assistance (UHIP)

Recognizing that CUPE members coming from abroad pay much more for the University Health Insurance Plan, members who are paying UHIP fees can apply for assistance to a maximum of not more than \$300 per year.

#### ELIGIBILITY

All full-time Graduate Teaching Assistants (working appointments totaling 120 hours for the year) may submit applications for PDEA reimbursement. Receipts for professional development must be from the year you apply.

#### CUPE & GSA

If you are also submitting applications for conference funding to the GSA, be sure to use different original receipts for the CUPE PDEA fund.

#### Application Procedures

Submit a copy of the completed PDEA application form(s) attached below. You can submit for Professional Development, UHIP, or both if you qualify. The forms are available at our website: [www.cupe3908.org](http://www.cupe3908.org), or can be obtained at the union office.

Deliver your application by:

- Regular Mail: Attn. Unit 2 PDEA Committee, CUPE Local 3908, Trent University, Traill College, 310 London St., Peterborough, ON, K9H 7P4.
- Inter-Office Mail: Attn. Unit 2 PDEA Committee, CUPE 3908, Stewart House 203 - Traill College.
- Drop Off: Porter's room in Wallis Hall - Traill College Monday-Friday *from 9:00 am to 8:00 pm* or at CUPE office. Please note: there is **no** dropbox at the CUPE office, but you can drop by; please be sure to call first to make sure someone will be there.

*Please **do not fax or email** your application.*

Your claim will be processed by the Unit 2 PDEA Committee using the formula and criteria listed in this package.

You will receive an email and letter notification whether you receive PDEA funding or not. Your cheque will be issued and mailed to the address you enter on the form.

#### Funding Formula

As outlined in Appendix D of the Unit 2 Collective Agreement, there is a fund of \$15,000 available to members for PDEA coverage up to \$200 per member for Professional Development and \$300 for Employee Assistance (UHIP) each year.

Applicants who apply for PDEA will be subject to the following funding formula:

If the amount of money requested by members in a process period is less than the amount of money remaining in the fund, all eligible applicants will be reimbursed for their requests, upon approval of the PDEA subcommittee, up to \$200 each per year or \$300 for UHIP. If the amount of money requested by members in a process period exceeds the amount of money remaining in the fund, the PDEA committee will calculate the amount remaining in the fund as a percentage of the total amount approved for payment.

For example: If there is \$1000 left in the fund and the total requested funds is \$1500, eligible applicants will receive 2/3 of their requested funds. This will ensure an equitable distribution of funds between members.

PDEA University Health Insurance Plan (UHIP) Application  
*CUPE Local 3908 Unit 2 – Graduate Teaching Assistants at Trent University*

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<b>Mailing Address</b> ( <i>Please note: your cheque will be mailed to this address.</i> ):			
<b>Email:</b>		<b>Citizenship:</b>	
		<b>Home Phone:</b>	
<b>Department Employed in:</b>		<b>Department Enrolled in:</b>	
		<b>Program (MA/MSc/PhD):</b>	

Tuition/Ancillary/Levies	\$	Summer/Work Term Savings	\$	\$
Books	\$	Part-Time Earnings (Sept-Apr)	\$	\$
Rent/Residence	\$	Graduate Studies Bursary	\$	\$
Heat and Hydro (if not included in rent)	\$	Scholarships/Fellowships	\$	\$
Telephone	\$	Other Awards/Funding - specify	\$	\$
Groceries	\$	Graduate Studies Bursary	\$	\$
Entertainment	\$		\$	\$
Other - specify	\$		\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>Total Income</b>	<b>\$</b>	<b>\$</b>

Number of Dependents:                      Ages:                      Current Debt to Trent: \$

**PDEA application deadlines: November 15, March 15 and July 15**

*Please provide a description of your financial situation that demonstrates need for the UHIP reimbursement. Provide any additional documents that may help in this regard.*

[illegible]

I hereby declare that the above information is accurate, and understand that the PDEA subcommittee will assess the form and access my University Health Insurance Plan registration information to determine eligibility.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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