

PROFESSIONAL DEVELOPMENT & EMPLOYEE ASSISTANCE FUND

As a CUPE 3908 Unit 2 member, you may be eligible to access professional development funding and UHIP reimbursement.



Who's Eligible?

- 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.

How Much Can I Claim?

Up to \$300 per year (September 1 - August 31). Members are encouraged to submit claims that reflect the total costs they expect to incur, even if we can only fund up to \$300 at this point.



What Can I Claim?

Conferences and research (i.e., fees, travel, and accommodation); and Professional Skills Development (ie. Costs for conducting research, purchasing research materials, and professional development fees).

To find out if a particular expense is eligible for CUPE-2 PD funding, please email us.



What About a Reimbursement for UHIP?

International graduate students do not receive basic health coverage under the Ontario Health Insurance Plan (OHIP). Instead they must pay for the University Health Insurance Plan (UHIP).



Recognizing that CUPE members coming from abroad pay much more for the University Health Insurance Plan, international members who are paying UHIP fees can apply for assistance to a maximum of **\$300** per year.



When Can I Submit My Application?

Members can submit three times per year:

- Fall: **November 15**
- Winter: **March 15**
- Summer: **July 15**



How do I apply?

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

Applications can be dropped off at or mailed to the CUPE office.



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.

If your original receipt was emailed to you (i.e. a purchase made online) a printed version of that will suffice. Remember to always keep a copy of your receipts!

Where Can I Go For Additional Information?

Members are encouraged to consult the PDEA application package, available at:

cupe3908.org/PDEA_Forms.pdf

