

<del>Course Reimbursement</del> <u>-Time)</u>	
<del>Adopted:</del> December 19, 2000	<del>Last Reviewed/Revised:</del> October 2000
<del>Next Scheduled Review:</del> 2026-2027	
<del>Associated Policies &amp; Procedures</del> <a href="#">I-34 (A)</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>	



- o St. Michael's College

St. Michael's College

St. Augustine Seminary

St. Jerome's University

Once the course is successfully completed, the course transcript and a reimbursement request form must be submitted to the Director of Education or designate.

The Director of Education or designate will forward to the appropriate HCDSB department

A maximum of two (2) courses per school year will be recognized for reimbursement purposes.

The HCDSB will not fund courses that are not subject to an annual budget determination for this purpose.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_



**Administrative Procedure VI-09 (B)  
APPROVAL AND REIMBURSEMENT FORM**

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

For pre-authorization, please complete:

Name: