



APPLICATION
NURSING HOME EDUCATION FUND

For Office Use Only

COMPLETE AND RETURN TO:
New Brunswick Nurses Union
103 Woodside Lane, Fredericton, NB E3C 2R9

Name: Telephone (home):

Address:

Email Address:

Employment

Nursing Home: Telephone (work):

Present Position: Full-time Part-time Casual

Degree(s):

Hours worked each month for past six (6) months in a Nursing Home

Have you previously received financial assistance from the Nursing Home Education Fund under Article 23? Yes No

If yes, what amount?

Have you previously received financial assistance from the Part III Nurses & Nurse Managers & Supervisors educational assistance? Yes No

If yes, when and what amount?

Are you receiving financial assistance from other sources (i.e. bursaries, scholarships)? Yes No

If yes, when and what amount?

If I receive financial assistance, I agree to comply with the conditions for educational leave as outlined in Article 23.

Date: Signature of Applicant:

Deadlines to receive application are: February 15, June 15, and October 15

1. List course(s)/program(s) for which you are requesting financial assistance. Submit course(s)/program(s) outline(s), if available.

COURSE/PROGRAM	INSTITUTION	DATE

2. Explain your reason(s) for taking course(s)/program(s) listed above.

3. List amount you are requesting for each item and include receipts (please DO NOT include receipts for mileage and meals – please follow the NBNU Expense Policy).

ITEM	AMOUNT	RECEIPT(S) ATTACHED (x)	AMOUNT APPROVED
A. Tuition or registration			
B. Text books (title and price)			
C. Accommodations			
D. Meals (as per expense policy)		____ x Breakfast (\$12 in province / \$15 out of province) ____ x Lunch (\$20/in province / \$25 out of province) ____ x Supper (\$28 in province / \$45 out of province)	
E. Mileage (.42¢/km) *Return trip MUST exceed 80km to qualify)	From	To	
F. Other course related expenses (Parking/Taxi/Bus/Airfare)			
G. TOTAL AMOUNT APPLIED FOR			
H. TOTAL AMOUNT APPROVED			

INCOMPLETE APPLICATIONS WILL BE REJECTED.

Receipts for courses may be submitted prior to your completion of the course.

Completed applications may be mailed to NBNU, 103 Woodside Lane, Fredericton, NB E3C 2R9, emailed to nbnu1@nbnu.ca, or faxed to 1-506-453-0828.

Guidelines for Application and Disbursement

Criteria

- Original receipts or copies must be submitted with your application;
- Only applications completed using the approved application (available at www.nbnu.ca/forms) for Nursing Home Educational Assistance will be accepted;
- Courses must begin and/or end in the calendar year in which the applicant is applying;
- Applications must be received by either February 15, June 15 or October 15.

Priorities for disbursement

- First-time applicants;
- Gerontology, BN, Masters in Nursing or nursing related courses and workshops;

Expenses that may be covered in order of priority

- a. Tuition or registration;
- b. Books;
- c. Exam fees;
- d. Other course related expenses;
- e. Travel inside of North America ONLY:
 - Actual fare (i.e. bus, train, air)
 - Mileage (Application form must show the actual number of kilometers travelled, plus the number of trips that are being applied for. Return trip must exceed 80 kilometers to be eligible.) Mileage reimbursement as per NBNU expense policy
- f. Accommodations;
- g. Meals as per NBNU expense policy.

Receipts for courses may be submitted prior to your successful completion of the course. Completed applications may be mailed to NBNU 103 Woodside Lane, Fredericton, NB E3C 2R9, emailed to nbnu1@nbnu.ca, or faxed to 1-506-453-0828.

Revised: November 18, 2015