



APPLICATION TO UNDERTAKE NON CREDIT TRAINING FORM

I have read and agree to the following information and guidelines pertaining to the application request process.

INFORMATION AND GUIDELINES

EMPLOYEES MAY AVAIL OF NON CREDIT COURSES PROVIDED THE FOLLOWING CRITERIA AND CONDITIONS HAVE BEEN MET:

- Eligible employees may apply for non-credit career development opportunities through the Department of Human Resources. Please see Employee Training and Development Policy and Procedures for Availing of Career Development (Non-Credit Programming).
- Applications must be submitted prior to program start date.
- The program must be related to employee's duties.
- Eligible employees are entitled to take non-credit course(s) to a maximum of the amount equivalent to the tuition fee for one undergraduate course per semester. (3 per calendar year fall, winter, spring/summer).
- Employee must provide a minimum of 72 hours cancellation notice if they cannot attend the training training@mun.ca or 864-4626. Failure to provide proper notice will result in a charge to your department in accordance with the Guidlines for Charges for Non Attendance at Training Program.
- Training paid by your employer cannot be claimed on your income tax.
- Conferences are not eligible for funding. They must be paid by the Unit.

Employee Information	
Name: _____	Work Number: _____ Email: _____
Department/School/Faculty: _____	<input type="radio"/> Staff <input type="radio"/> Faculty <input type="radio"/> Per Course
Employee ID: _____	
Course Information	
Program Name: _____	Program Supplier: _____
Semester/Year: <input type="radio"/> Spring/Summer <input type="radio"/> Fall <input type="radio"/> Winter 20____	Cost: _____ Start Date: _____
*Include department FOAPAL only if program cost is over \$255 F _____ O _____ A _____ P _____	
Employee Signature: _____	Date: _____
Unit Head Signature: _____	Date: _____

*** Please return completed form to: Learning & Development, Department of Human Resources, 4th Floor Arts & Admin Building or email training@mun.ca**

FOR DEPARTMENT OF HUMAN RESOURCES USE ONLY

APPROVED? Yes _____ No _____ COMMENTS: _____

ACCOUNT: F _____ O _____ A _____ P _____

DEPARTMENT OF HUMAN RESOURCES: _____ DATE: _____

Access to Information and Protection of Privacy

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