

# SAHO/CUPE

## Provincial Employment Strategy Committee

**Funding Effective December 1, 2020**

**Maximum Funding - \$1,500 – 1 Year Program; \$3,000 - 2 Year Program  
(form revised December 16<sup>th</sup>, 2025)**

- ❖ Applications signature signifies that they are a CUPE 5430 member and are employed by the Saskatchewan Health authority.

### **Guidelines for completing the PESC Application for Funding Online:**

- ❖ To Apply for Funding reimbursement through the Provincial Employment Strategy Committee (PESC), you must be employed by the SHA and be a CUPE member. You can Apply for Funding using our online website @ [www.pesc.ca](http://www.pesc.ca).
- ❖ PESC requires proof of enrollment and proof of paid receipts, receipts paid must be dated after your hire date with the SHA. PESC does not accept receipts prior to date of Hire. (receipt checklist included below for reference).
- ❖ You need to have completed your probationary period with the employer before Applying.
- ❖ All grants/scholarships/bursaries and any prior PESC funding for the existing program must be declared, Date and amounts of funding monies received can be uploaded within the applicable area of application.
- ❖ You may submit paid receipts for tuition and books up to the PESC Maximum allotted amount for the program you enrolled in, as you receive them.
- ❖ The return for service commences on the date shown on the certificate or diploma which we require you to upload to our online website @ [www.pesc.ca](http://www.pesc.ca) under submit proof of completion as soon as you receive it.
- ❖ Effected December 1, 2020, applicants are eligible to receive up to \$1,500.00 per Full Time year of studies or a Maximum of \$3,000.00 for a 2-year program based on full time studies.
- ❖ Modules may be reimbursed at a rate of 25% of the submission, to a maximum of \$500.00.
- ❖ Applications for relocation of up to \$2000.00 will be considered where relocation of a primary residence is required to complete a training program approved by the committee, or where relocation to another CUPE jurisdiction is required because of layoff. (NOTE: you must have prior approval).

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### TUITION AND TEXTBOOKS ARE ELIGIBLE FOR REIMBURSEMENT

- ❖ Do I have to go to school full time to be considered? No, you can take your course by distance or modules to be considered.
- ❖ Applicants Applying for funding through the PESC are required to successfully complete the program or repay the funding received through the PESC.

### IN SUMMARY:

- Ensure that Proof of enrollment specifies, Name of Institution, applicants first and last name, and the name of the program applicant is enrolled into, and date.
- Include photocopies of receipts, referring to receipt checklist provided on the next page to ensure all information meets the requirements for receipts.
- All documents must be legible and have all required information.
- In accordance with the promissory note for Return of service, you must provide proof of completion of the course, or applicant may be required to pay back funding amount. The proof of completion can be a certificate, diploma, or letter from the institution stating successful completion of program. Please submit this on the website.
- The website sends applicant email notifications of the stage of process the application is in. On website you can inquire about status of application.

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**All receipts must be dated for after the Employee's hire date with the employer, receipts dated prior to employment within the SHA will not be accepted.**

### RECEIPT CHECKLIST

#### **Tuition Receipts must include:**

1. Name of Institution
2. Applicants Name
3. Date of payment
4. What the payment is for (Example – Tuition CCA, Tuition OAA or course names, Books)
5. Payment method – Cash, Visa, Mastercard
6. Must specify Payment Receipt

- ❖ **Please note: Invoices are not proof of payment and will not be accepted and all receipts must provide proof of payment in some form on them.** (reach out to your institution to provide you with a payment receipt).

#### **USED Book Receipts must include:**

1. Date of purchase
2. Sellers Name and signature and Phone Number
3. Purchasers' name and address
4. ITEM book Name/Title
5. Cost of purchase
6. Payment method

- Please reach out to [applications@pesc.ca](mailto:applications@pesc.ca) or call the PESC office administrative assistant at (306) 352-7921 if requiring assistance.

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