

BURSARY

FOR TEACHERS

INFORMATION GUIDE

Francophone
French as a Second Language
French Immersion

Table of Contents

1.	Purpose	2
2.	Eligibility	2
3.	Instructions	2
4.	Selection Criteria.....	3
5.	Bursary Amounts	3
	5.1 Bursary amounts for courses.....	3
	5.2 Bursary amounts for conferences	4
6.	Reimbursements.....	4
7.	Deadline	4
8.	Reminder.....	4
9.	Application process.....	5
10.	Checklist	5
11.	Related forms.....	5
12.	List of suggested educational institutions	5
	British Columbia.....	5
	Alberta	6
	Saskatchewan	6
	Manitoba.....	6
	Ontario	6
	Québec.....	7
	New Brunswick.....	8
	Nova Scotia	8

INDIVIDUAL TEACHER BURSARY PROGRAM 2016-2017

Information Guide

1. Purpose

If you teach in French in Alberta, you are eligible to apply for the Individual Teacher Bursary (ITB) program. The ITB funding covers post-secondary courses and professional developments offered in French between **July 1, 2016 and June 30, 2017** in Canada.

Provincial conferences and workshops held in Alberta are eligible for limited funding. This program is funded by the federal department of Canadian Heritage and administered by Alberta Education.

2. Eligibility

You are eligible to apply if you:

- are a Canadian citizen or hold Canadian permanent resident status (in accordance with *Citizenship Act & Immigration and Refugee Protection Act*);
- are a current resident of Alberta; and
- hold a valid Alberta teaching certificate;

and you are one of the following:

- a teacher (K to Grade 12) teaching in a Francophone or French immersion program or French as a second language courses;
- a French speaking teacher on a secondment to an organization involved in the field of French learning and teaching;
- a teacher hired to teach French or in French in the coming school year;
- a French speaking administrator, librarian, counsellor, or other professional staff working with students who are learning French in a Francophone or French immersion school, or studying French as a second language;
- a French program consultant working with Francophone, French as a second language, or French immersion teachers.

3. Instructions

Complete the bursary *Application Form* and attach the description and cost of the course(s) you wish to take or the conference(s) you wish to attend.

A letter of invitation will be sent to superintendents and school principals to make them aware of the program. Information relating to the bursary program can also be found on our Website:

<http://education.alberta.ca/teachers/role/pd/bursariesfr.aspx>

Please ensure that your school principal or superintendent has signed the *Application Form*. **Incomplete forms will not be processed.**

You may not apply for the bursary after you have already completed the course or attended the conference; prior approval must be obtained in order to qualify for reimbursement.

4. Selection Criteria

- To be eligible, courses and conference must be offered in French and in Canada.
- Courses related to doctorate programs are not eligible.
- The master’s thesis is covered for one (1) year only.
- **Completing an *Application form* does not mean that you will automatically be awarded financial assistance.** Do not take the awarding of a bursary for granted; be prepared to assume all costs related to a course or a conference.
- Bursaries are awarded on a **first-come, first-served basis**.
- You will be notified by letter as to the status of your application. Only approved applications will be considered for reimbursement.

5. Bursary Amounts

The annual bursary amount per eligible applicant is up to **\$2,200** to cover travel and tuition. Bursary awards paid directly to you are taxable.

Substitute costs, accommodation, meals, course materials, internet access, personal and other expenses which are not directly related to the professional development will not be reimbursed.

5.1 Bursary amounts for courses

The bursary amounts are as follows:

<u>Spring / Summer Courses (duration)</u>		<u>Credit Courses</u>	
• One-week course:	\$600	• 1.5 credit course:	\$500
• Two-week course:	\$700	• 3-credit course:	\$900
• Three-week course:	\$900	• 5-credit course:	\$900
• Four-week course:	\$1,000	• 6-credit course:	\$1,800
• Five or six-week course:	\$1,400		

A travel allowance may be allocated in the following cases:

- For courses offered in Alberta if the applicant lives **more than 100 km** from the course location. The amount allocated is fixed.

DISTANCE	100 - 250 km	251 - 400 km	401 - 600 km	601 - 750 km	750 km +
AMOUNT	\$100	\$150	\$200	\$250	\$300

- For courses offered outside of Alberta, amounts will be allocated as follows:

PROV	BC	SK	MB	ON	QC	NB	NS	PE	NFL
AMT	\$300	\$300	\$400	\$700	\$800	\$825	\$850	\$850	\$925

5.2 Bursary amounts for conferences

The amount of the bursary is **\$250**.

A travel allowance may be allocated in the following cases:

- For conferences held in Alberta, if the applicant lives **more than 100 km** from the conference location. The amount allocated is fixed.

DISTANCE	100 - 250 km	251 - 400 km	401 - 600 km	601 - 750 km	750 km +
AMOUNT	\$100	\$150	\$200	\$250	\$300

- For conferences held outside of Alberta, amount will be allocated as follows:

PROV	BC	SK	MB	ON	QC	NB	NS	PE	NF
AMT	\$300	\$300	\$400	\$700	\$800	\$825	\$850	\$850	\$925

6. Reimbursements

Requests for reimbursement must be made prior to **December 31, 2017**. Any request submitted after this deadline may be denied.

Complete the *Reimbursement form* upon completion of the course or the conference and attach the following:

- Proof of course completion or conference participation (e.g.: transcript, confirmation of attendance, certificate of completion). Please note that receipts are no longer required.**

Note:

- Only courses or conferences that received prior authorization will be eligible for reimbursement.
- Expenses relating to accommodation, daily travel, meals, personal expenses, membership fees and other expenses not directly related to the course or the conference are not eligible for reimbursement.
- Expenses relating to substitute teachers are not covered.

7. Deadline

Applications will be accepted from July 1, 2016 to June 30, 2017. Bursaries will be awarded on a **first-come, first-served basis**. If you intend on taking courses or attending conferences between July 2016 and June 2017, apply now.

Mail, email or fax your application to:

Ms. Vivian Abboud
Senior Manager, Official Languages in Education Programs (OLEP)
Alberta Education
9th Floor, 44 Capital Boulevard
10044 - 108 Street NW
Edmonton AB T5J 5E6
Tel.: 780-415-0614
Fax: 780-422-1947
E-mail: EDC.Officiallang@gov.ab.ca

Upon receipt of your application, an email will be sent to the address indicated in the *Application form*. You will also be notified of the status of your application by letter within eight weeks following the receipt of your completed application.

8. Reminder

Please note the following changes:

- Registration and travel expenses receipts are no longer required as part of the *Reimbursement Form*;
- The instructional materials allowance (\$75) is no longer available.

9. Application process

- Eligible applicants complete and submit the ITB application corresponding to the date of the course or professional development by mail, fax, or email;
- Within one week, you will be notified by email that your application has been received;
- Within four weeks, you will receive a letter notifying you of the status of your application. If approved, an amount as per section 5 will be identified in this letter and awarded to you once the *Reimbursement Form* is received;
- Upon completion of course or conference, you need to complete the *Reimbursement form*;
- Upon approval of *Reimbursement Form*, within eight weeks, you will receive a cheque as per the corresponding approval letter;
- **Should the approved course be cancelled, please notify the Official Languages in Education Programs (OLEP) office. If you wish to substitute a different course you must obtain approval for the substituted course in order to retain your bursary and qualify for reimbursement. The amount of the bursary could be adjusted accordingly.**

10. Checklist

Have you included:

- your Alberta Teaching Certificate number?
- your Social Insurance Number (SIN)?
- a description of the course(s) you wish to take or the conference(s) you wish to attend?
- your 2016-2017 bursary application?

11. Related forms

- *Application Form 2016-2017.*
- *Reimbursement Form 2016-2017.*

12. List of suggested educational institutions

A list of possible contacts for course information in various provinces is provided for your convenience. Please contact them directly for information on programs offered. The contacts provided are not intended to be restrictive. You are encouraged to explore other possibilities.

BRITISH COLUMBIA	
University of British Columbia, Vancouver French Centre Dr. Francis Andrew, Director French Centre, Academic Performance Division UBC Continuing Studies University of British Columbia Ponderosa C 101 – 2021 West Mall Vancouver, BC V6T 1Z2 Tel.: 604-822-1444 Fax: 604-822-0886 E-mail: french.centre@ubc.ca Website: http://www.frenchcentre.ubc.ca/	University of Victoria Mr. Didier Bergeret Program Coordinator (Language Programs) University of Victoria Continuing Studies University of Victoria PO Box 1700 STN CSC Victoria, BC V8W 2Y2 Tel.: 250-721-8630 or 250-721-8511 Fax: 250-721-8774 E-mail: french@uvcs.uvic.ca Website: continuingstudies.uvic.ca

ALBERTA	
<p>Campus Saint-Jean, University of Alberta</p> <p>Ms. Suping Song, Director School of Languages Centre Collégial de l'Alberta Campus Saint-Jean, University of Alberta Office 140, 8406 rue Marie-Anne-Gaboury (91 Street N.W.) Edmonton AB T6C 4G9 Tel.: 780-465-8780 Fax: 780-465-8760 E-mail: saintjean@ualberta.ca Website: www.csj.ualberta.ca</p>	<p>Lethbridge College</p> <p>Mr. Scott Lehbauer, Director English Language Centre Lethbridge College 3000 College Drive South Lethbridge AB T1K 1L6 Tel.: 403-329-7223 Toll-free: 1-800-572-0103, Ext. 7223 Fax: 403-320-1401 E-mail: esl@lethbridgecollege.ca Website: www.lethbridgecollege.ca</p>
<p>University of Lethbridge</p> <p>Dr. Inge Genee, Chair Department of Modern Languages, C522 University Hall University of Lethbridge 4401 University Drive Lethbridge AB T1K 3M4 Tel.: 403-329-2560 Fax: 403-380-1855 E-mail: inge.genee@uleth.ca Website: www.uleth.ca/artsci/modern-languages</p>	<p>University of Calgary</p> <p>Dr. Jean-François Richer, Acting Department Head Department of French, Italian and Spanish University of Calgary Craigie Hall, D-310, 2500 University Drive N.W. Calgary AB T2N 1N4 Tel.: 403-220-5300 Fax: 403-284-3634 E-mail: fisl@ucalgary.ca Website: http://fis.ucalgary.ca</p>
SASKATCHEWAN	MANITOBA
<p>University of Saskatchewan</p> <p>Dr. Helena Da Silva, Department Head Department of Languages, Literatures, & Cultural Studies University of Saskatchewan 9 Campus Drive, Room Arts 522 Saskatoon SK S7N 5A5 Tel.: 306-966-5636 & 306-966-5559 Fax: 306-966-5782 E-mail: arts.admincommons@usask.ca Website: http://www.arts.usask.ca/languages/</p>	<p>Université de Saint-Boniface</p> <p>Ms. Aileen Clark, Director Continuing Education Division Université de Saint-Boniface 200 Cathedral Avenue Winnipeg MB R2H 0H7 Tel.: 204-233-0210 or 204-235-4400 Toll free number: 1-888-233-5112 Fax: 204-235-4489 E-mail: dep@ustboniface.ca Website: http://langues.ustboniface.ca/</p>
ONTARIO	
<p>University of Ottawa</p> <p>Mr. Richard Clément, Director and Associate Dean Official Languages and Bilingualism Institute (OLBI) University of Ottawa 70 Laurier East, Room 130 Ottawa ON K1N 6N5 Tel.: 613-562-5743 Fax: 613-562-5126 E-mail: olbi@uOttawa.ca Website: http://www.olbi.uottawa.ca/</p>	<p>Laurentian University</p> <p>Dr. Ali Reguigui, Chair Department of French Studies Laurentian University 6th Floor, R.D. Parker Building, L-628 935, Ramsey Lake Road Sudbury ON P3E 2C6 Tel.: 705-675-1151, Ext. 4313 Fax: 705-675-4891 E-mail: etudesfrancaises@laurentienne.ca Website: http://www.laurentian.ca/</p>

University of Western Ontario

Mr. André Beaudin, Director
 Trois-Pistoles French Immersion School
 The University of Western Ontario
 Room 3100 L
 London ON N6A 3K7
 Tel.: 519-661-3637 & 519-661-2111
 Fax: 519-850-2313
 E-mail: tpistole@uwo.ca
 Website: <http://www.frenchimmersion.uwo.ca>

QUÉBEC**Centre Linguistique du Collège de Jonquière**

Ms. Paule Néron, Pedagogical Advisor
 Centre Linguistique du Collège de Jonquière
 2505, rue Saint-Hubert
 Jonquière QC G7X 7W2
 Tel.: 418-542-0352
 Toll-free: 1-800-622-0352
 Fax: 418-542-3536
 E-mail: pauleneron@cegepjonquiere.ca
 Website: <http://www.langues-jonquiere.ca/>

Université du Québec à Chicoutimi

Mr. Martin Gauthier, Rector
 École de langue française et de culture québécoise
 Université du Québec à Chicoutimi
 555 University Boulevard
 Chicoutimi QC G7H 2B1
 Tel.: 418-545-5036
 Toll-free: 1-888-545-5036
 Fax: 418-545-5353
 E-mail: elf@uqac.ca
 Website: <http://elf.uqac.ca/>

Collège de Bois-de-Boulogne

Ms. Carole Gaudin, Director, Continuing Studies
 Bois-de-Boulogne College
 10555 Bois-de-Boulogne Avenue
 Montreal QC H4N 1L4
 Tel.: 514-332-3000, Ext. 7300
 Fax: 514-332-3235
 E-mail: Carole.Gaudin@bdeb.qc.ca
 Website: <http://www.bdeb.qc.ca/fcse>

College Saint-Charles Garnier

Ms. Velentina Stagnani, Director of Language Workshops
 Language Workshops
 Saint-Charles Garnier College
 1150, René Lévesque Boulevard West
 Quebec QC G1S 1V7
 Tel.: 418-681-0107, Ext. 354
 Fax: 418-681-9631
 E-mail: vstagnani@collegegarnier.qc.ca
 Website: <http://www.garnier-ateliers.com>

Cégep de Rivière-du-Loup

Mr. René Gingras, Director
 French School
 Rivière-du-Loup College
 80 Frontenac Street
 Rivière-du-Loup QC G5R 1R1
 Tel.: 418-867-2130
 Fax: 418-867-2137
 E-mail: rene.gingras@cegep-rdl.qc.ca
 Website: <http://ecoledelangues.cegep-rdl.qc.ca/>

Université de Montreal

Mr. Christian Blanchette, Dean
 Faculty of Continuing Education
 Université de Montréal
 3744, rue Jean-Brillant, 3^e étage, local 320
 Montréal QC H3C 3J7
 Tel.: 514-343-2275
 Toll-free: 1-800-363-8876
 Fax: 514-343-5984
 E-mail: info@fep.umontreal.ca
 Website: <http://www.fep.umontreal.ca>

<p>Université du Québec à Trois-Rivières</p> <p>Mr. Daniel Lavoie, Director International French School University of Québec at Trois-Rivières 3351 Forges Boulevard, P.O. Box 500 Trois-Rivières QC G9A 5H7 Tel.: 819-376-5124 Toll-free: 1-888-343-8645 Fax: 819-376-5166 E-mail: eif@uqtr.ca Website: http://www.uqtr.ca/eif</p>	<p>Cégep de Trois-Rivières</p> <p>Ms. Geneviève Lemelin, Program Coordinator École de français Trois-Rivières Cégep 3500, rue de Courval, C.P. 97 Trois-Rivières QC G9A 5E6 Tel.: 819-376-1721, Ext. 2194 or 819-378-4911 Fax: 819-691-1256 E-mail: ecole.de.francais@cegeptr.qc.ca Website: http://www.frenchimmersionprogram.ca</p>
<p>Université Laval</p> <p>Ms. Rachel Sauvé, Director Foreign Languages School, Université Laval 1030, avenue des Sciences-Humaines Pavillon Charles-De Koninck, local 2301 Québec QC G1V 0A6 Tel.: 418-656-2321 Fax: 418-656-7018 E-mail: elul@elul.ulaval.ca Website: http://www.elul.ulaval.ca</p>	<p>LaSalle College</p> <p>Ms. Veronica Cartagenova, Counsellor Montreal International Language Centre 2000 Sainte-Catherine Street West, suite 1300 Montréal QC H3H 2T2 Tel.: 514-939-4463 Toll-free: 1-800-363-3541 Fax: 514-939-2015 E-mail: veronica.cartagenova@lasalleinternational.com Website: http://www.cilm.qc.ca</p>
NEW BRUNSWICK	
<p>Moncton University</p> <p>Mr. Patrick Maltais, Director Continuing Education Moncton University 18 Avenue Antoine-Maillet, Room 236, Leopold-Taillon Building Moncton NB E1A 3E9 Tel.: 506-858-4121 Fax: 506-858-4480 E-mail: servcomm@umoncton.ca Website: http://www.umoncton.ca/edperm/en</p>	<p>Centre international d'apprentissage du français</p> <p>Ms. Josée Godin, Senior Educational Advisor Centre international d'apprentissage du français Moncton University, Shippagan Campus 218 J.-D.-Gauthier Boulevard Shippagan NB E8S 1P6 Tel.: 506-336-3400, Ext. 3487 Toll-free: 1-800-363-8336, Ext. 3 Fax: 506-336-3478 E-mail: ciaf@umcs.ca or josee.godin@umoncton.ca Website: http://www.umoncton.ca/umcs-ciaffr</p>
NOVA SCOTIA	
<p>Sainte-Anne University</p> <p>Mr. Jean-Douglas Comeau, Dean of French Immersion Immersion Schools, Sainte-Anne University 1695 Route 1 Pointe-de-l'Église NS B0W 1M0 Tel.: 902-769-2114 Toll-free: 1-888-338-8337 Fax: 902-769-2930 E-mail: admission@usainteanne.ca or JeanDouglas.Comeau@usainteanne.ca Website: www.usainteanne.ca/english</p>	
<p>For additional information pertaining to the courses offered or to obtain the registration form, please contact the educational institution directly.</p>	