

BURSARY FOR TEACHERS

JULY 2018 to JUNE 2019

Official Languages in Education Programs
Canada-Alberta Agreement



Information Guide

- Francophone
- French as a Second Language
- French Immersion

Canada 

Alberta 

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INDIVIDUAL TEACHER BURSARY PROGRAM 2018-2019

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 may cover partially post-secondary courses tuition and professional development opportunities offered in French between **July 1, 2018 and June 30, 2019** and 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: <https://education.alberta.ca/individual-teacher-bursary-program>

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. However, due to unforeseen circumstances that delayed the publication of the bursary documents, applications will be processed in the order they are received. Also applications may be processed retroactively even though the eligible professional development already took place (course, workshops, etc...)^{new}.

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.
- The scholarship is only awarded to teachers identified as participants in workshop or conference events. Bursaries could not be granted to workshop facilitators offering services under a binding contract with the event organizer^{new}.
- **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.
- Award applications must be received **no later than on June 30, 2019^{new}**.
- 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 eligible 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 scholarship program may cover registration fees up to a maximum of **\$350^{new}**.

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, 2019**. 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 not proof of completion and 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 prior to June 30, 2019. **Any request received after June 30th will be dismissed.** Bursaries will be awarded on a **first-come, first-served basis**.

Mail, email or fax your application to:

Théodorique Zidzou
Official Languages in Education Programs (OLEP)
French Education Services Branch
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*;
- Instructional material allowance is not available.

9. Application process

- Eligible applicants complete and submit the application form 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 2018-2019 bursary application form completed and signed?

11. Related forms

- *Application Form 2018-2019.*
- *Reimbursement Form 2018-2019.*

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	
<p>University of British Columbia, Vancouver Institut de français à UBC</p> <p>Mr. Andrew Szeri, Vice-President Academic French Centre, Academic Performance Division UBC Continuing Studies University of British Columbia Ponderosa C 101 – 2021 West Mall Vancouver, BC V6T 1Z2 Tél. : 604-822-1261 Fax: 604-822-3134 E-mail : provost.vpa@ubc.ca Website: http://www.frenchcentre.ubc.ca/</p>	<p>University of Victoria</p> <p>Dr. Valerie Kuehne, Vice-President Academic University of Victoria Continuing Studies University of Victoria C.P. 1700 STN CSC Victoria BC V8W 2Y2 Tél. : 250-721-7002 Télé. : 250-721-8654 E-mail: provost@uvic.ca Website: http://continuingstudies.uvic.ca</p>

ALBERTA	
<p>Campus Saint-Jean, University of Alberta</p> <p>Ms. Song Suping, Language Program Director School of Languages Centre collégial de l'Alberta Campus Saint-Jean, University of Alberta Office 140, 8406 rue Marie-Anne-Gaboury (91^e rue N.O.) Edmonton AB T6C 3N1 Tél. : 780-492-8575 Télé. : 780-465-8760 E-mail : suping.song@ualberta.ca Website: www.csj.ualberta.ca</p>	<p>Alliance Française d'Edmonton</p> <p>Ecoles de langue française Ms. Laurence Peyre, Communication Officer and cultural Coordinator 10424 123 Street, Edmonton T5N 1N7 Tel: 780-469-0399 Telec: 780-488-0396 E-mail: info@afedmonton.ca Website: https://www.af.ca/edmonton/learn-french/adult-courses/</p>
<p>University of Lethbridge</p> <p>Dr. Danny Le Roy, Program Co-ordinator Modern Languages, C522 University Hall University of Lethbridge 4401 University Drive Lethbridge AB T1K 3M4 Tél. : 403-329-2733 Télé. : 403-329-2519 E-mail : danny.leroy@uleth.ca Website: www.uleth.ca/artsci/modern-languages</p>	<p>University of Calgary</p> <p>Mr Joel May Manager, Undergraduate Awards University of Calgary MB 137, 2500 University Drive N.W. Calgary AB T2N 1N4 Tel. : 403-210-7625 Télé. : 403-282-2999 E-mail: ucawards@ucalgary.ca Website: http://slllc.ucalgary.ca</p>
SASKATCHEWAN	MANITOBA
<p>University of Saskatchewan</p> <p>Ms. Marie-Diane Clarke, French Coordinator & Undergraduate Advisor Department of Languages, Literatures, & Cultural Studies University of Saskatchewan 9 Campus Drive, office 522, edifice Arts Saskatoon SK S7N 5A5 Tél. : 306-966-5645 Télé. : 306-966-5782 E-mail : mariediane.clarke@usask.ca Website: http://www.arts.usask.ca/languages/</p>	<p>Université de Saint-Boniface</p> <p>Mr. Aileen Clark, Director of the Continuing Education Division Université de Saint-Boniface 200 Cathedral Avenue Winnipeg MB R2H 0H7 Tél. : 204-237-1818 Ext. 401 Toll-free: 1-888-233-5112 Télé. : 204-237-3099 E-mail : dep@ustboniface.ca Website: http://langues.ustboniface.ca/</p>
ONTARIO	
<p>University of Ottawa</p> <p>Mr. Jacques Frénont, Director Official Languages and Bilingualism Institute (OLBI) University of Ottawa 70 Laurier East, Room 115A Ottawa ON K1N 6N5 Tél. : 613-562-5859 Télé. : 613-562-5126 E-mail : president@uOttawa.ca Website: http://www.ilob.uottawa.ca/</p>	<p>Laurentian University</p> <p>Mr. Jeter Hall, Director, program delivery Department of French Studies Laurentian University 6th Floor, R.D. Parker Building, L-628 935, Ramsey Lake Road Sudbury ON P3E 2C6 Tél. : 705-675-1151 Télé. : 705-675-4891 E-mail: jhall6@laurentian.ca Website: http://www.laurentian.ca/</p>

University of Western Ontario

Mr. Andrew N. Hrymak, Provost and vice-President academic
Trois-Pistoles French Immersion School
The University of Western Ontario
Room 3100 L
London ON N6A 3K7
Tél. : 519-661-3110
Télec. : 519-661-3139
E-mail : provostvpa@uwo.ca
Website: <http://www.frenchimmersion.uwo.ca>

QUÉBEC**Centre Linguistique du Collège de Jonquière**

Mr. Guy Paradis, Director
Centre linguistique du Collège de Jonquière
2505, rue Saint-Hubert
Jonquière QC G7X 7W2
Tél. : 418-542-0352
Toll-free: 1-800-622-0352
Télec.: 418-542-3536
E-mail : guyparadis@cegepjonquiere.ca
Website: <http://www.langues-jonquiere.ca/>

Université du Québec à Chicoutimi

Ms. Suzie Girard, Animatrice d'activités étudiantes
École de langue française et de culture québécoise
Université du Québec à Chicoutimi
555, University Boulevard
Chicoutimi QC G7H 2B1
Tél. : 418-545-5036 Ext. 2062
Toll-free: 1-888-545-5036
Télec. : 418-545-5353
E-mail : suzie1_girard@uqac.ca
Website: <http://elf.uqac.ca/>

Collège de Bois-de-Boulogne

Mr. Guy Dumais, Director
Bois-de-Boulogne College
10555 Bois-de-Boulogne Avenue
Montreal QC H4N 1L4
Tél. : 514-332-3000, poste 6000
Télec. : 514-332-5857
Courriel : dg@bdeb.qc.ca
Website: <http://www.bdeb.qc.ca/fcse>

Collège Saint-Charles-Garnier

Mr. Louis René Ayala, Director
Language Workshops
Saint-Charles Garnier College
1150, René Lévesque Boulevard West
Québec QC G1S 1V7
Tél. : 418-681-0107, Ext. 354
Télec. : 418-681-0118
E-mail : international@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
Tél. : 418-867-2130
Télec. : 418-867-2137
E-mail : rene.gingras@cegep-rdl.qc.ca
Website: <http://ecoledelangues.cegep-rdl.qc.ca/>

Université de Montréal

Mr. Guerda Jean, commis à l'accueil et à l'information
Faculty of Continuing Education
University of Montréal
3744, rue Jean-Brillant, 3^e étage, local 320
Montréal QC H3C 3J7
Tél. : 514-343-6111 Etx. 1716
Toll-free: 1-800-363-8876
Télec. : 514-343-2275
E-mail : guerda.jean@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 Tél. : 819-376-5124 Toll-free: 1-888-343-8645 Télé. : 819-376-5166 E-mail : daniel.lavoie@uqtr.ca Website: http://www.uqtr.ca/eif</p>	<p>Cégep de Trois-Rivières</p> <p>Ms. Geneviève Lemelin, Program Coordinator École de français Cégep de Trois-Rivières 3500, rue de Courval, C.P. 97 Trois-Rivières QC G9A 5E6 Tél. : 819-376-1721, Ext. 2194 or 819-378-4911 Télé. : 819-691-1256 E-mail : ecole.de.francais@cegeptr.qc.ca Website: http://www.frenchimmersionprogram.ca</p>
<p>Université Laval</p> <p>Ms. Francois Beland, Agent de recherche et de planification Direction générale des programmes Foreign Languages School, Université Laval 1030, avenue des Sciences-Humaines Pavillon Charles-De Koninck, local 2301 Québec QC G1V 0A6 Tél. : 418-656-2131 Ext. 14219 Télé. : 418-656-7018 E-mail : francois.beland@dgpc.ulaval.ca Website: www.elul.ulaval.ca</p>	<p>LaSalle College</p> <p>Ms. Veronica Cartagenova, Director Montreal International Language Centre 2000 Sainte-Catherine Street West, suite 1300 Montréal QC H3H 2T2 Tél. : 514-939-4463 Toll-free: 1-800-363-3541 Télé. : 514-939-2015 E-mail : veronica.cartagenova@lceducation.com Website: http://www.cilm.qc.ca</p>
NEW BRUNSWICK	
<p>Moncton University</p> <p>Mr. Dany Benoit, Director Continuing Education Moncton University 18 Avenue Antoine-Maillet, Room 236, Leopold-Taillon Building Moncton NB E1A 3E9 Tél. : 506-858-4627 Télé. : 506-858-4489 E-mail : edperm@umoncton.ca Website: http://www.umoncton.ca/edperm/</p>	<p>Centre international d'apprentissage du français</p> <p>Ms. Caroline Haché, Coordinator Centre international d'apprentissage du français Moncton University, Shippagan Campus 218 J.-D.-Gauthier Boulevard Shippagan NB E8S 1P6 Tél. : 506-336-3400 Ext. 3636 Toll-free: 1-800-363-8336, Ext. 3 Télé. : 506-336-3478 E-mail : ciaf@umcs.ca or caroline.hache@umoncton.ca Website: http://www.umoncton.ca/umcs-ciaffr</p>
NOVA SCOTIA	
<p>Sainte-Anne University</p> <p>Mr. Luc Tardif, Director of Spring and Summer sessions Immersion Schools, Sainte-Anne University 1695, Route 1 Pointe-de-l'Église NS B0W 1M0 Tél. : 902-769-2114 Ext. 7189 Cell: 902-769-8498 Toll-free : 1-888-338-8337 Télé. : 902-769-2930 E-mail : luc.tardif@usainteanne.ca Website: www.usainteanne.ca</p>	
<p>For additional information pertaining to the courses offered or to obtain the registration form, please contact the educational institution directly.</p>	