



STA Professional Development Reimbursement Form Credit Course

-submit by uploading to STA ProD website or hard copy to STA Office-

Please note: You cannot claim the tuition and textbook credit on your Canadian Income Tax return, if the STA reimburses you the cost of a post-secondary course. You will have to deduct any reimbursement from the tuition fees portion of your return.

Please initial here to let us know you understand this income tax implication: 

NAME: _____ School: _____

Name or Description of Course: _____

Institution: _____

Course Start Date: _____

Course End Date: _____

Notes:

1. Form must be submitted with STA Reimbursement Form when seeking reimbursement for a credit course.
2. The maximum amount available for credit courses at accredited institutions is pursuant to your school policy.
3. The course must be in alignment with the acceptable use of STA Professional Development funds as outlined in the STA Professional Development Handbook.
4. The Professional Development Fund can only be used to cover the cost of the tuition for the course. Other fees issued by the institution and association with course registration will not be covered.
5. Reimbursements for courses must take place within the school year in which they were started.
6. Reimbursement of a credit course will impact the ProD Funding available to you this year and potentially next year pursuant to your school policy.

Signature of Claimant