

**CUPE PHCC Recruitment, Retention and Education Fund (RREF)**  
**APPLICATION FORM**

Name: \_\_\_\_\_

Street or P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email address: \_\_\_\_\_

CUPE Local #: \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Date hired: \_\_\_\_\_  Full time  Part time  Casual

Date probation completed for FT and PT:  
(See checklist on the back of this form.) \_\_\_\_\_

**For casual employees only.** By checking this box I am confirming that I have completed 1950 hours of work. (See checklist on the back of this form.)

Educational Institution/Facility: \_\_\_\_\_

Program: \_\_\_\_\_

Title of course: \_\_\_\_\_

Start date: \_\_\_\_\_  FT student  PT student

Estimated book costs: \_\_\_\_\_ Course cost: \_\_\_\_\_

Payment preference directly to:  student requesting reimbursement (receipts attached to application)  
 educational institution/facility by CUPE PHCC RRE Fund (sponsorship form attached to Application Form)

Courses applied for will advance you to what CUPE classification?

Are you eligible for any additional funding for the course applied for:  yes  no

If the answer is yes, please advise as to the source of the funds and the amount:

I have read the Allocation Criteria.

I agree to repay the "Fund" for all monies received should I voluntarily withdraw from the course or I am unable to enroll in the course.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

BEFORE MAILING IN THIS APPLICATION **BE SURE TO INCLUDE THE FOLLOWING DOCUMENTS** OR YOUR APPLICATION FORM WILL **NOT** BE PROCESSED.

**1. Proof of employment letter from your employer:**

For full-time or part-time employees, the letter must include date of hire and the date your probationary period was completed. **Pay stubs do not qualify.**

OR

For casual employees, the letter must indicate you have completed 1950 hours of work.

**2. Proof of registration with one of the following documents:**

An Educational Institution/Facility Sponsorship Form.

OR

An Acceptance Letter to the course(s).

OR

Applicable receipt(s) for payment of tuition and/or books, lab fees, etc.

**Mail to:**

PHCC/RREF  
c/o 703 – 275 Broadway  
Winnipeg, MB  
R3C 4M6

<b>For Internal Use Only</b>	
Review of application for financial assistance from the <b>CUPE PHCC Recruitment, Retention and Education Fund</b>	
Date application received:	_____
Date funding approved:	_____
Amount approved:	_____
Date letter sent to recipient:	_____
Cheque #:	_____