Course Subsidy Application Form 

# *Instructions:*

1. Enter your complete personal information
2. Gather required documentation (Course receipts and trip waivers)
3. Save a copy of this form and email it, along with copies of all receipts, to refund@acccalgary.ca. Electronic versions are preferred, but scanned or mailed forms will also be accepted.
4. Payments are issued monthly via cheque and mailed to the recipient. **Incomplete applications for subsidy will not be processed.**

# *Personal Details*

|  |  |
| --- | --- |
| **Name:**  |  |
| **Member#:**  |  |
| **Address:** |  |
| **Postal Code:** |  |
| **City/Province:** |  |
| **Email/Phone:**  |  |

# *Course Details*

|  |  |  |  |
| --- | --- | --- | --- |
| *Course Date* | *Course Title* | *Course Cost*  | *Subsidy Claimed* |
|  |  |  |  |
|  |  |  |  |
|  |  | *TOTAL SUBSIDY*  |  |

# *ACC Trip Leadership & Subsidy History*

|  |  |  |
| --- | --- | --- |
| ***Trip Date*** | ***Trip Title*** | ***Waiver Attached?*** |
|  |  |  |
|  |  |  |

Have you applied for a course subsidy in the past? If yes, when? (Note: Annual trip leader subsidy is $200 total per year per leader)

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|  |

Office Use only:

|  |  |  |
| --- | --- | --- |
| Cheque #  | Date Paid | Entered/initial |
|  |  |  |