

**THE ANGLICAN CHURCH OF CANADA  
THE CONTINUING EDUCATION PLAN - APPLICATION FOR REIMBURSEMENT  
(ACTIVE EMPLOYEES)**

**PART I - TO THE ADMINISTRATOR, THE CONTINUING EDUCATION PLAN (PLEASE PRINT)**

Employee's Name: \_\_\_\_\_ Diocese/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Reimbursement requested for one or more of the following: (details and a copy of receipt must be attached\*\*)

• Name of Program/Course \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Commencing: \_\_\_\_\_ and ending \_\_\_\_\_

• Books and Journals \_\_\_\_\_

• Computer Hardware/Software \_\_\_\_\_

• Equipment \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ Application Amount \$ \_\_\_\_\_ (max. 80% of Total Cost)

How will this expenditure be of benefit to your employer?

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby confirm that the above expenditure confers a benefit upon the employer.

SIGNATURE OF BISHOP/DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PART II - TO THE EXECUTIVE DIRECTOR**

The contributions for the current year amount to \$ \_\_\_\_\_ and cover the period \_\_\_\_\_  
(dates)

I hereby authorize the Pension Office to transfer the contributions from the Diocesan/Employer Suspense Account to the Employee's credit

\_\_\_\_\_  
Diocesan Treasurer/Director

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**PART III - PENSION OFFICE USE ONLY**

ACCOUNT HOLDER'S ACCUMULATION : \$ \_\_\_\_\_

BONUS FOR USAGE : \$ \_\_\_\_\_

AMOUNT OF CHEQUE : \$ \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/Continuing Education Plan

Continuing education is a responsibility of all of us. It is the intention of the Plan that continuing education be self-directed, lifelong, systematic and sustained.

### **Application for Benefits**

Parts I & II are processed through the Diocesan Synod/Employer Office

- employees can draw funds up to the amount available in their account
- there is no limit to the amount employees can accumulate
- employees may be entitled to draw their accumulation to the end of the quarter in which the events take place
- **All expenses must be for the benefit of the employer**
- Application form can be downloaded from <http://cep.anglican.ca>

### **Sabbatical Grants**

Grants may be provided to an employee for 8 weeks of continuous leave for study purposes after 5 years of employment. (For a D. Min. Program, the 8 weeks need not be consecutive). Applications are available from the Synod Office or the Administrator of the Continuing Education Plan or can be downloaded from <http://cep.anglican.ca>

### **Books and Journals**

Books and journals may be purchased with account holder's accumulation if invoice is attached to the application form.

### **Computers**

Hardware and software may be purchased with account holder's accumulation. A copy of receipt of purchase must be attached to application form.

### **Bonus for use**

A bonus for use is provided based on the current earnings of the Plan.

Upon completion, return to:

**The Administrator  
The Continuing Education Plan  
The Pension Office Corporation  
625 Church Street, Suite 401  
Toronto, Ontario  
M4Y 2G1**

**\*\*Note:** Please allow 15 business days to process your application for reimbursement.

**July 2010**