

# THE ANGLICAN CHURCH OF CANADA

## THE CONTINUING EDUCATION PLAN - APPLICATION FOR REIMBURSEMENT (NON-ACTIVE EMPLOYEES) \*

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

Employee Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Employee Tel: \_\_\_\_\_ Employer/Diocese \_\_\_\_\_

Reimbursement requested for one or more of the following: (details and receipts are required for all expenses submitted for reimbursement. The receipt must indicate that payment was made in full.)

• Name of Program/Course \_\_\_\_\_

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

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

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

• Books and Journals \_\_\_\_\_

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

• Equipment \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ Application Amount \$ \_\_\_\_\_ **\*\* (max. 75% of Total Cost)**

How will this expenditure be of benefit to your employer?

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

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(dd-mmm-yyyy)

I hereby confirm that the employee continues to perform work for the Participating Employer and that this expenditure confers a benefit upon such Employer.

SIGNATURE OF BISHOP/DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
(dd-mmm-yyyy)

---

### PART II - PENSION OFFICE USE ONLY

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

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

\_\_\_\_\_  
Date

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

\* No longer contributing to the 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.

### **Administrative Policy**

Canada Revenue Agency (CRA) requires that all funds used in the CEP by the account holders must be for the benefit of the employers. Our administrative policy is that account holders are not permitted to use the funds in their account within three months of the date of their retirement or termination, in order to satisfy CRA's requirement.

### **Application for Reimbursement**

1. Employees can draw funds up to the amount available in their account
2. Bonus for use policy does not apply
3. Application form can be downloaded from <http://cep.anglican.ca>
4. Please return the completed application with receipts to:  
The Administrator  
The Continuing Education Plan  
The Pension Office Corporation  
625 Church Street, Suite 401  
Toronto, Ontario, M4Y 2G1
5. **All claims must be submitted within 12 months of the date of receipt for reimbursement.**

### **Account balance information is available from the Administrator:**

Tel: 416-960-2484 x 209    Toll free: 1-800-265-1070

### **Books and Journals**

Books and journals may be purchased with account holder's accumulation. Books' titles and a copy of receipt of purchase must be attached to 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.

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