



## PROFESSIONAL DEVELOPMENT SUBSIDY

### THE AIM

The aim of the professional development subsidy is to assist financial members of the Association in ongoing Professional Development and training. The National Executive has set aside a fund for this purpose.

### COSTS THAT ARE ELIGIBLE FOR SUBSIDY

Executive officers can apply to have up to 50% of course costs up to a maximum of \$500 & GST in the current year.

### CRITERIA

Course must be directly relevant to current school position.

Course provider must be experienced and will form the basis of the application.

A school is eligible to receive a subsidy for their current executive officer once in any three year period.

Second and subsequent applications must provide details of successful completion and results from the initial course.

A school may apply for a subsidy for the executive officer when:

- The existing member has paid their current subscription by 31 March.
- Has been a financial member for a minimum of three (3) years

### APPLICATION PROCESS

- Applications must be made in writing using the official application form and sent to:  
President  
SEO Association Inc  
Email: [administrator@seo.org.nz](mailto:administrator@seo.org.nz)
- The application must be signed by either the Principal and/or the Board of Trustees Chairperson as well as the applicant.
- A copy of the official course details (as published by the course provider) must be attached to the application.
- Current year's course costs must be shown in the official course details.
- A letter from the applicant must accompany application, stating the reason for undertaking the course and expected outcomes that will enhance your work performance.



**PROFESSIONAL DEVELOPMENT SUBSIDY - APPLICATION FORM**

**EXECUTIVE OFFICER'S DETAILS:** Surname: \_\_\_\_\_

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

**SCHOOL DETAILS:** School: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Decile: \_\_\_\_\_

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

(Post Code) \_\_\_\_\_

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

**COURSE APPLYING FOR:** Date \_\_\_\_\_

Provider \_\_\_\_\_

Course Title \_\_\_\_\_

Course Cost (current year) \_\_\_\_\_

Please include a letter with your application detailing the information requested in the information page.

**COURSE SUBSIDY:** Has your school applied previously: Yes No

Was the previous application approved: Yes No

In which year was the subsidy approved: \_\_\_\_\_

Signed: \_\_\_\_\_ Applicant \_\_\_\_\_ Date

Signed: \_\_\_\_\_ Principal \_\_\_\_\_ Date

and/or BOT Chairperson \_\_\_\_\_ Date

**Checklist**

Completed all details requested above.

Application signed by all parties as indicated in the procedures.

Provider's Official Course details attached