



LAKEHEAD DISTRICT SCHOOL BOARD

APPLICATION TO FINANCE TUITION THROUGH PAYROLL DEDUCTIONS

CRITERIA: (all must be met)

- 1. Participant must be a permanent full-time or part-time employee of Lakehead District School Board.
2. The total loan must not exceed the total tuition fees of the course paid by the participant.
HE Loan minimum \$500.
I. Participant must be a member of the Leadership@LPS Program.

PART 1 - TO BE COMPLETED BY EMPLOYEE AND FORWARDED TO RUTH WILKIE, PROGRAM DEPARTMENT.

Name: Employee ID:
Employee Group: FTE Status:
Receipt Attached Course Name:

Total tuition \$
(Proof of purchase must be attached to this application)
- Subsidy provided for approved Leadership@LPS Courses \$
Total Loan Request \$

Repayment Period 15 payments

Repayment amounts will be deducted in equal instalments over the repayment period. Repayment amounts include interest at Revenue Canada's prescribed rate.

I, authorize deductions from my payroll to repay the Loan Amount as stated above. Furthermore, in the event of termination of my employment at Lakehead District School Board for any reason whatsoever, or in the event of withdrawal from the course, the outstanding debt of this obligation will become due immediately. If a temporary layoff or leave of absence is given, I will provide post dated cheques to cover the missing payments before the start of the leave.

Signature Date

Witness Date

PART 2 - TO BE COMPLETED BY PRINCIPAL OF LEADERSHIP

Approval Date

Receipt attached - issue cheque

AQ course - do journal entry

PART 3 - TO BE COMPLETED BY ACCOUNTING DEPARTMENT

Employee loan in the amount of \$ processed on

Approval Date

PART 4 - TO BE COMPLETED BY PAYROLL DEPARTMENT

Deductions in the amount of \$ per pay period will commence

Deductions set up by Date