

# 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 Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Reimbursement requested for one or more of the following: (course registration details and proof of payment 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 \_\_\_\_\_

Items Purchased : \_\_\_\_\_

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

75% of Total Cost will be reimbursed from your account based on the availability of funds. In addition to this, a Bonus for Use will be reimbursed from the general assets. The Bonus for Use for 2016 is 5%.

You are not permitted to be reimbursed for expenses incurred within three months from the date of termination or retirement.

How will this expenditure be of benefit to your employer?

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

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

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

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

### PART II - TO THE HUMAN RESOURCES

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.

\_\_\_\_\_  
Human Resources Coordinator

### 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.

### **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**

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
- application form can be downloaded from <http://cep.anglican.ca>

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

Tel: 416-960-2484 x 210    Toll free: 1-800-265-1070    email: [con-ed@national.anglican.ca](mailto:con-ed@national.anglican.ca)

**All claims must be submitted within 12 months of the date of receipt for reimbursement.**

### **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. 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. Electronic devices with similar uses will only be reimbursed once every three years i.e. computers, laptops, tablets, iPads, smart phones etc.

### **Bonus for use**

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

Upon signing the form, obtaining signatures from the Bishop/Director and the Diocesan Administrator 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**

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