



Educational Support Professionals  
Bargaining Unit

## **Application Process**

1. All applications shall be filled out and sent to the Educational Services Officer (ESO), Michelle Phillips at: [michelle\\_phillips@rogers.com](mailto:michelle_phillips@rogers.com)
2. Applications are due no later than May 31st of each school year.
  - Applications will be reviewed once a year (in June of the current school year) by the ESO Committee.
  - All applications that meet the criteria will be presented to the ESP Executives for final approval at the June meeting.
3. Allocation of money is based upon the amount of available funds and subject to the guidelines set on the application form.
4. Definition of course fee is: the charge or fee for instruction. Fees such as; resource fee, administration fee, course supply fee, service charge or any other additional fee incurred are not applicable.
5. All applicants will receive notification by email after their application has been approved by the ESP Executive.
6. Cheques will be sent via Canada Post to member's home address.