Please complete this form using MS Word and E-mail a completed copy to careerdevelopment@Carleton.ca.

This form is to be submitted along with a Career Development Fund Application.

The Early Payment Application is required for Career Development Fund participants who wish to be reimbursed at the beginning, rather than at the end of the program.

**Process for Special Consideration Applicants**

|  |  |
| --- | --- |
| 1. Submit a Career Development Fund Application and Early Payment Application
2. Receive approval
3. Pay expenses (tuition, text books, travel, meals, accommodation)
4. Submit receipts for all expenses
 | 1. Receive funds
2. Complete learning experience
3. Provide proof of completion
4. Submit an External Workshop Evaluation within two weeks of course completion
 |

**Note:**

* With Early Payment approval you may receive full or partial funding
* If you fail to provide proof of completion, 100% of the funds provided must be returned to Learning and Development
* You will be responsible for paying any cancellation charges

**Applicant Information**

|  |  |
| --- | --- |
| Name:  | Employee Number:       |

**Course Information**

|  |  |
| --- | --- |
| Course Name and Code:  | Start Date:  |
| Vendor/Institution:  | End Date:  |

**Course Costs**

|  |  |  |
| --- | --- | --- |
| Tuition:  | Books:       | Other:  |

**Early Payment Request**

|  |
| --- |
| Date:  |

**HR USE ONLY – CAREER DEVELOPMENT FUND SPECIAL CONSIDERATION APPROVAL**

|  |  |
| --- | --- |
| Signature:       | Date:       |

**Return to:** Career Development, Human Resources, 507 Robertson Hall

careerdevelopment@Carleton.ca, Ext 7811