

SERVICE IMPROVEMENT TRAINING FUND APPLICATION

SIT FUND APPROVAL NUMBER: _____

The Service Improvement Training Fund (SIT Fund) provides funding for groups of staff employees within a department or area who wish to receive training

TRAINING PROVIDER
DATE & TIME OF ACTIVITY
DESCRIPTION OF FUNDING REQUESTED

SUPERVISOR NAME & SIGNATURE _____

SUPERVISOR SIGNATURE

SUPERVISOR NAME

APPLICANT SIGNATURE _____

APPLICANT SIGNATURE

DATE

- 9 Application must be submitted to Human Resources at HR@ufv.ca and approved PRIOR to attending an activity
- 9 Application must be complete, clear, legible and signed
- 9 Application must include all supporting documents related to request (brochures, program descriptions, etc)
- 9 It is the employee's responsibility to confirm funding availability with HR prior to incurring expenses
- 9 Incomplete applications will not be processed and will be returned