

Use this form to add/remove an education allowance. Supporting documents must be submitted with this form. One form is required for each request.

Requests will not be processed if supporting documents are not provided with this form.

Employee Information		
Employee Name	Employee ID	Record No.
Education/Certificate Information (All Fields are Required for Processing)		
Request: <input type="checkbox"/> Add Allowance/Premium <input type="checkbox"/> Remove Allowance/Premium <input type="checkbox"/> Update Education Only No Allowance		
Name of School	Province (for Schools in Canada)	
Date Successfully Completed Requirements	Name on Certificate (if different from above)	School is out of Country <input type="checkbox"/> Yes <input type="checkbox"/> No
Education/Certificate Description (e.g. Midwife, Nursing Degree)		
Employee Signature		
I declare that the documentation and information provided is full and accurate and that false information or altered documentation may result in discipline.		
Employee Signature	Date (yyyy-Mon-dd)	Phone Number
<p>EMPLOYEE FORM SUBMISSION: Submit proof of eligibility and the completed form through the HR Contact Centre ServiceHub. You must have your network credentials to submit through the ServiceHub.</p> <p>Refer to your Employment Agreement on the New Employee Page on how submit your request through the HR Contact Centre ServiceHub.</p>		
HR Business Support & System Solutions Authorization only		
Do the educational qualifications apply to all positions?		
N/A – Employee does not have multiple jobs		Yes – Education applies to all UNA job records
Yes – Education applies to all AUNP job records		No – Education only applies to this job record
Comments		Effective Date (yyyy-Mon-dd)
Name (Please print)	Signature	Date (yyyy-Mon-dd)