



## Retraining Allowance: Pre-Approval Form

Career counselling, education and training costs up to \$9,000, upon presentation of receipts, may be eligible for reimbursement. The intent of this allowance is to assist former Members in returning to their previous career, or in beginning a new career.

In order to be eligible, use of the Retraining Allowance must be approved in advance by the Executive Financial Officer. All requests must be approved prior to costs being incurred and must be submitted using this pre-approval form. Former members wishing to appeal the decision of the Executive Financial Officer may do so in writing to the Subcommittee on Administration and Operations.

<p><b>Retraining Goal</b></p> <p><i>Please provide a brief description of your retraining goal, for example the field you are retraining for and the type of position you would like to receive.</i></p>	
<p><b>Description of Expenses</b></p> <p><i>Please provide a brief listing of the expenses you are seeking pre-approval for including cost estimates. For example, list the courses/programs you would like to enroll in and the estimated cost, plus a list of other costs such as required course textbooks or supplies.</i></p>	
<p><b>Justification</b></p> <p><i>How will the expenses listed above assist you in achieving your retraining goal?</i></p>	

<p><b>Retraining Dates</b></p> <p><i>When will the requested retraining occur? The Members' Guide to Policy and Resources requires that these costs be incurred during the transitional assistance period (ends 15 months after the election date).</i></p>	
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Additional information on the Retraining Allowance is available in the [Members' Guide to Policy and Resources](#).

If you have any questions about the Retraining Allowance or the completion of this form, please contact Hilary Woodward, Executive Financial Officer, at (250) 356-6590 or [Hilary.Woodward@leg.bc.ca](mailto:Hilary.Woodward@leg.bc.ca) or Michael Burke, Director, Financial Services, at (250) 387-0762 or [Michael.Burke@leg.bc.ca](mailto:Michael.Burke@leg.bc.ca).

<b>Member Name</b>	<b>Signature</b>	<b>Date</b>

<b>Executive Financial Officer</b>	<b>Signature</b>	<b>Date</b>