



## Policy

The Board of Directors of CISPG supports the religious education of staff. To encourage and ensure this growth and formation financial support may be provided by applying to the [Religious Education Trust Fund](#).

## Procedures

1. Staff wishing to apply to the Religious Education Trust (RET) Fund must complete application found here on this [link](#).
2. Applications shall be made to the RET Committee with a cover letter as per application requirements.
3. Any staff member who completes a Religious Education course or courses will submit the final grades to the RET committee care of the Diocesan Finance Officer. A reimbursement of up to 50% of the course tuition and related materials are eligible for reimbursement, and will be subject to taxes as usual.

<b>References:</b>	<b>Date:</b> August 2023
	<b>Revisions:</b>