

School of Continuing Studies Reimbursement Application

In support of your professional development trajectory, the Chemistry Graduate Department will support the pursuit of additional professional courses that are relevant to your career ambitions. The [School of Continuing Studies](#) offer a wide variety of short courses that may be taken in person or online. If you are a UofT alumni, you qualify for a [discount](#) for the first course. Whether or not you are a UofT alumnus, our department will cover the cost of a pre-approved professional course offered through SCS up to \$750 for all PhD students. The department will endeavour to offset the cost of a second course depending on available funds. Some courses that may be helpful for those intending to pursue a career in industry include the following:

3198 Persuasion & Negotiation in Business	2932 Finding & Managing Financing
2756 Employment in Life Sciences	0984 Accounting: The Fundamentals
2757 Good Manufacturing Practice & Good Laboratory Practice	3404 Intermediate Financial Accounting 1
	1860 Foundations of Project Management

This program is only available for registered PhD students in the chemistry department and that you must successfully complete the course or refund the stipend. We will consider professional courses outside the SCS offerings on a case by case basis.

Name			
Year of Study		Area of Study	
Supervisor			
Course Title		Session:	
Course Code		Course Fee	

Other documents to be submitted in ONE PDF file using file naming convention LastName_FirstName_SCS to appschm@utoronto.ca:

- letter explaining how the course will enhance your career (include learning outcomes)
- a copy of the course details including fee

After course completion, submit [appropriate documentation](#) to the [Graduate Office](#):

- For an individual course that is **graded**, provide a Statement of Grade report.
- For an individual course that is **not graded**, provide an official letter verifying your attendance.
- Brief statement regarding skills and competencies achieved related to professional development.

Student Signature		Date
Supervisor Signature		Date
Approved by Grad Chair		Date