



# EUROCAN PULP & PAPER CO.

## A Division of West Fraser Mills Ltd.

**Date of Issue:** December 21, 2009  
**Removal Date:** February 17, 2010  
**Posting Locations:** All Noticeboard Bulletins

### MILL CLOSURE EMPLOYEE INFO

## COMMUNITY DEVELOPMENT TRUST FUND – TUITION ASSISTANCE

The Community Development Trust (CDT) Tuition Assistance Program provides up to \$5000 to assist laid-off forest workers (*whose main employment was in the forest sector for at least two consecutive years before being laid off*) towards tuition, mandatory fees and required books over a one-year period for upgrading their skills, knowledge and education. This program was announced in spring 2008 and continues until March 31, 2011. Applications are accepted on an ongoing basis. Courses must be offered by a designated public or private school in British Columbia (exceptions for courses out of B.C. will be reviewed on the merit of the file). You will be required to provide CDT with information as to the reasons why you are unable to attend the course in B.C. Correspondence and distance education courses are also eligible for funding. Eurocan hourly and salary employees can apply now by following the CDT application process below. Training cannot start until after February 17, 2010. **Eurocan employees are encouraged to contact the Kitimat Employment Services Centre (Tel. 250-632-6581) or the Terrace Northwest Training Ltd. (Tel. 250-638-8108) to work with a job consultant to decide how to best utilize this funding for upgrading/retraining especially if you wish to access funding from Transitions.** Transitions require you to access the CDT funding first before theirs, so it is important to check out how it all works together. **If you are on EI and accessing training paid for by CDT, you still need to visit the Kitimat Employment Services Centre or Northwest Training Ltd. to ensure your EI is protected while you are in training.** Note – the Tuition Assistance Program funding is a taxable benefit.

**The CDT has agreed to review and expedite the application process of affected Eurocan employee(s), for both hourly employees and salary employees (even if on salary continuance). CDT staff is committed to assist Eurocan employee(s) with an expedited and proactive approach to retraining opportunities.**

**The first step** is for employee(s) to visit the Community Development Trust website at [www.cd.gov.bc.ca/cdt](http://www.cd.gov.bc.ca/cdt) for details on the Tuition Assistance program and download the *Tuition Assistance Application form*. Complete the *application form*, include a letter from Eurocan advising of their termination date (which will serve as a Record of Employment or ROE; if you don't have your letter of termination, please contact Carole Gagnon at Local 3407 in the E.R. Department for assistance), as well as documentation to support the following criteria: (1) your primary occupation for at least the past two years has been working in B.C.'s forest industry as an employee of a major license, contractor, sub contractor, a processor or as an independent owner/operator; (2) at least 65 per cent of your earned income has come from forest industry work in each of the past two years; (3) you were laid-off on or after May 1, 2007 for a period of four months or longer.

#### **You are not eligible if:**

- you left your forest sector job before May 1, 2007, or
- you were terminated for cause, or
- you voluntarily resigned prior to having your Tuition Assistance Program application approved, or
- you are an owner/manager, director or officer, except in the case of independent owner/operators, or
- your forest employment does not span multiple season(s) within one year.

*Note: If additional information is required to process the application, CDT staff will contact the applicant by telephone or advise in writing.*

Approval of eligibility will be forwarded in writing, including a *School Information form*.

**Step 2**, the applicant is required to sign the *School Information form* and take the form (along with their Letter of Eligibility) to the school's financial aid and awards office, where staff will complete the form with specific information regarding course information. The school will **stamp and forward the original** to the CDT office for review and processing.

**Step 3**, CDT staff will review the *School Information form*. If approved the applicant, school and Service Canada will receive a 'Letter of Approval' advising on course start, end date and funding.

*Note: If additional clarification or information is required regarding course selection or funding, CDT will contact the school on the applicant's behalf.*

**Step 4**, if the applicant is approved for funding, a cheque will be sent directly to the school, the applicant will be required to visit the school to endorse the cheque or make alternative arrangements with the school.

**As each applicant has individual requirements, it is strongly suggested they contact the Community Development Trust Information Line at 1-877-238-8882 to review and discuss the process related to their circumstances.** Please visit the Community Development Trust website at [www.cd.gov.bc.ca/cdt](http://www.cd.gov.bc.ca/cdt) for applications forms and full details on the Tuition Assistant Program.