

Reimbursement Program for French Language Courses

Fact Sheet

Health care employees who work for agencies that have been identified to plan for the provision of French language services and wish to improve their skills in French, are eligible for the Reimbursement Program for French language courses.

- An eligibility form must be completed and signed by employees and sent to Ms. Jean Carrière for funding approval **before** registering in a course.
- All sections of the eligibility form must be completed for every course.
- You will find below a list of colleges that offer French language courses. Participants register per regular procedure with training providers of their choice.
- Participants must be at the **intermediate** level and up to be eligible. Most training providers can assist in helping you determine the level.
- Priority will be given to employees who have direct contact with clients and the general public.
- Francophone employees may be reimbursed for French as a first language courses.
- Receipt for the course must be sent to Jean after attending the **second** class.
- Reimbursement of tuition up to \$300.00 occurs upon successful completion of the course, a minimum of 70% attendance and completion of an evaluation questionnaire.
- Contact North participants must complete a release of information form and send to lise.constantineau@borealc.on.ca. This form is used only to obtain the attendance report. (A copy can be obtained from our office or Contact North.)
- Should the French language course be dropped the participant is responsible for paying any cancellation fees charged by the training provider.
- The completed evaluation questionnaire must be sent to Jean **immediately** after course is completed.

TRAINING PROVIDERS		COLLÈGE BORÉAL	
Contact North All areas except Sudbury	800-361-6673 X 3194	Hearst	705-362-6673 X 5020
Thunder Bay - Confederation College	807-475-6605	Kapuskasing	705-337-6673
Sault Ste. Marie - Sault College	705-759-6700 Option 3	Timmins	705-267-5850
Timmins - Northern College	705-235-3211 X 6823	Nipissing (Sturgeon Falls)	705-753-5420
North Bay - Nipissing Language Training Center	705-472-2510	Timiskaming (New Liskeard)	705-647-4421
Hearst University	705-362-1781	Sudbury	705-521-6040

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