

Top-Up Process

Pro-D Reps have various processes for managing top-ups at individual school sites. It can look something like this:



Email staff to let them know it is **time to submit requests for top-ups** (usually after Spring Break).



Make a copy of the original application.



Use a **highly visible coloured ink** to indicate the **amount** you are approving for top-up. The **total amount** one can receive for Individual Fund Application is \$700.



Use a **highly visible ink** to write "**Top-UP**" beside the amount.



Sign the form



Submit the form to the STA office through the courier (#000).

Please note that the STA clerical staff are off for the summer and applications take time to make their way through the courier. Top-up applications can be submitted up until **September 15th**.