



Departments of Nursing and Cardiorespiratory Services & the Union of Nursing and Cardiorespiratory Care Professionals of the MUHC - (FIQ)

Guidelines related to Funding Requests for College/University Studies

Guiding Principles

Applicants who work in the MUHC Departments of Nursing or Cardiorespiratory Services and who are members of the SPSICR-CUSM category 1, may request financial support for college or university studies leading to a degree **(a) from an educational institution, recognized by the MELS (Ministère de l'éducation et des Loisirs et Sports) and (b) within the field of Nursing or Cardiorespiratory Care.**

All applicants who wish to receive financial support must submit the completed request within the stated time frame. The requests are then reviewed and financial support is awarded in an equitable manner based on the guidelines and selection criteria outlined below.

Selection Criteria

- Applicant is employed full time or part time in the Nursing Directorate or in the Cardiorespiratory services at the MUHC at the time of the request and is a member of the SPSICR-CUSM category 1 (FIQ Union).
- Applicant must have attended the course(s) while she is an MUHC employee and is a member of the SPSICR – CUSM Category 1 (FIQ Union).
- Applicant is accepted in an accredited program from an educational institution recognized by the MELS (Ministère de l'éducation et des Loisirs et Sports).
- Program of studies is within the Nursing or Cardiorespiratory field.

Program of Studies Eligible for Funding

- DEC in Nursing (Licensed Practical Nurse **only**)
- CEGEP level prerequisites to qualify for a university program
- Undergraduate or graduate degree relevant to the Nursing or Cardiorespiratory field.

Guidelines for Reimbursement for College and University Studies

- The reimbursement program covers courses successfully completed between **September 1, 2024 and August 31, 2025.**
- The deadline for submission of a request for reimbursement is **Friday, October 3, 2025.**
- **Funding for tuition fees for undergraduate and graduate university studies will be based ONLY on the Quebec rate for tuition fees even if the courses were not taken at a Quebec university.**
- **Funding for CEGEP studies will include only the registration rate charged by a public CEGEP.**
- **The amount that will be reimbursed will depend on the amount of funds available for this year and the number of applications received.**
- The allowable amount includes tuition fees **only**. Books, student fees, late fees, or any other fees are not considered.



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Guidelines for Reimbursement for College and University Studies

- To be eligible for reimbursement, the candidate must meet the selection criteria (see above) and have successfully completed the course or courses.
- As per Finance, the amount to be reimbursed will be issued on the candidate's payroll.
- **A failed course will not be considered for reimbursement.**
- **Candidates who receive funding through this program commit to remain with the MUHC for one year starting January 2026.**
- **The applicant must submit:**
 - **The completed request form** – the request form must be legible
 - **Copy of Transcripts** showing clearly the grade received for the course (s) and the number of credits for each course for which a bursary application is submitted. If the transcript does not show the number of credits per course, **it is the responsibility of the applicant to obtain a document from the university confirming the number of credits for each course.** Originals will not be returned.
 - **Proof of payment** must be from the educational institution and outline the **tuition fees only.**
 - If the educational institution does not issue a proof of payment with a detailed breakdown of all fees, **it is the responsibility of the applicant to clearly identify the tuition fee from the rest of the fees** (example: subtract price of books, administrative fees, etc.)
 - **DO NOT submit course descriptions**

The application form can be found by accessing the [MUHC Intranet/Team Collaboration/Nursing/Education and Professional Development/Bursaries](#).

Submitting the Request

- Applicants must ensure that they **submit their application before the deadline:**
Friday, October 3, 2025.

*** All applications received after the deadline will be refused ***

Please send all your documents via e-mail to: nursing.bursaries@muhc.mcgill.ca

For inquiries contact: rita.baldassarre@muhc.mcgill.ca