

# Tuition Assistance Fund Application 2007

## Information Page

Thank you for applying to the Tuition Assistance Fund administered by CUPE Local 3902. Please complete the application fully and attach all required documents – ***it is your responsibility to ensure that your application is complete.*** A checklist is provided to assist you in that process. To be eligible for the fund you must be a member of CUPE 3902 – Unit 1, work a minimum of 30 hours between 1 September 2007 and 31 August 2008, are registered as a student in a programme that is not and has not been part of the funded cohort, as defined by the University of Toronto, and has tuition set at a rate higher than the basic minimum fee. Those eligible will be primarily in the professional Masters programmes. Undergraduate students are not eligible for the fund.

### *Important Deadlines:*

*The Fund is administered on a month by month basis. Disbursements will be made on or about the 15<sup>th</sup> of each month, beginning in April 2007. All applications that are complete as of the 10<sup>th</sup> of the month will be considered for disbursement that month. Incomplete applications will be held until the following month. Every effort will be made to process your application in as timely a manner as possible but it is to be noted that where statutory holidays or office schedules for those who administer the fund make it impossible for disbursement to occur on the 15<sup>th</sup>, cheques will be prepared as close to the disbursement date as possible.*

You must provide the following documents and information with your application:

- A complete application including mailing address, email address and Social Insurance Number (T4As will be mailed in February 2008 for Disbursements in 2007; February 2009 for Disbursements in 2008). *All correspondence will be sent to home addresses – please ensure that this information is complete!*
- A printout from ROSI that clearly shows your name, your department of registration, and the amount you paid in tuition (we need this to confirm your eligibility to receive a disbursement from the fund and the amount of your disbursement)
- If you have not previously signed a Union membership card, a completed membership application form must be included; if you have signed a membership card, a photocopy of your membership card.

The amount that each successful candidate receives will be the difference between the set departmental tuition in 2006/07 and the amount paid in 2007/08

If you do not receive confirmation within 30 days of the date you submit your application, please contact the union office by email at [info@cupe3902.org](mailto:info@cupe3902.org). ***It is your responsibility to contact us if you have not received confirmation of our receipt of your application.***

### Checklist – I have included the following

- Complete application
- Printout from ROSI
- Membership application or proof of membership

# Tuition Assistance Fund Application 2007-08

CUPE 3902, 180 Bloor Street West, Suite 902, Toronto ON M5S 2V6

Telephone: 416.593.7057; email: [info@cupe3902.org](mailto:info@cupe3902.org)

## Contact Information:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Province/Code \_\_\_\_\_

Email Address \_\_\_\_\_

Social Insurance Number \_\_\_\_\_

Student Number \_\_\_\_\_

## Application Information:

Dept of Study \_\_\_\_\_

Dept of Work \_\_\_\_\_

Level of Study

Masters

PhD

Year of entry in Programme

2000 &  
earlier

2001

2002

2003

(1 September of each year)

2004

2005

2006

2007

Did you have more than 30 hours of Unit 1 employment between 1 September 2007 & 30 April 2008?

Yes

No

Are you currently a registered student at the UofT?

Yes

No

Have you signed a Union Card? *IF you are uncertain whether you have, please attach another membership application*

Yes

No

*I hereby make application to the CUPE 3902 Financial Assistance Fund. In applying for funding I attest and certify that my answers to the above questions are true and accurate to the best of my knowledge and I am not knowingly making any false representation. I further authorise CUPE 3902, its agents, officers or representatives, to request verification of any of this information from the University of Toronto. I also authorise the University of Toronto and any of its officers, agents or representatives to release such personal information to CUPE 3902 for the purpose of verifying any of this information.*

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ in the City of \_\_\_\_\_

Signed \_\_\_\_\_