

Financial Assistance Fund Application 2011-2012

Information Page

Thank you for applying to the Financial 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 May 2011 and 30 April 2012, and not receive guaranteed funding as defined by the University of Toronto.

Your application should be mailed or dropped off in person to:

**CUPE Local 3902
180 Bloor Street W, Suite 803
Toronto, ON M5S 2V6**

Important Deadlines:

Thursday, 1 December 2011 application forms available
Tuesday, 7 February 2012 final deadline for applications
Friday, 2 March 2012 notice to all applicants
Friday, 16 March 2012 deadline for appeals (unsuccessful applicants)
Thursday, 5 April 2012 notification of disbursement arrangements will be mailed

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 2013)
- Please complete an application for union membership (regardless of whether you have done this in the past and attach it to this application). ***Please do not submit your application for membership first and wait for your membership card to be sent to you – as it gets closer to the deadline there will not be enough time to process your membership application and send a card to you. Send both your application to the Fund and for membership at the same time!***

The amount that each successful candidate receives will depend on the number of successful applicants. No candidate shall receive an amount greater than \$1,000.

You will receive confirmation that your application is on file by mail. If you do not receive confirmation by 10 February, 2012, please contact the union office by email at info@cupe3902.org. ***It is your responsibility to contact us if you have not received confirmation of our receipt of your application. Please do not contact us to enquire about whether your application is successful or how much money you will be receiving. We have no way of knowing that information until we process all applications, complete the appeal process and make final decisions in late March.***

Checklist – I have included the following

Complete application

Membership application (regardless of whether you have completed one in the past)

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CUPE 3902, 180 Bloor Street West, Suite 803, Toronto ON M5S 2V6

Telephone: 416.593.7057; email: info@cupe3902.org

Contact Information: Please use a mailing address that we can send all correspondence including your cheque, should you be a successful applicant. Please include your apartment number (if applicable) and your postal code.

Name _____

Mailing Address _____

City/Province/Code _____

Email Address _____

Please note: we are required to have your Social Insurance Number on file so that we can provide you with a T4A in February 2013.

Social Insurance Number _____

Student Number _____

Application Information: Some members of the bargaining unit work in a department other than the department of enrolment. It is your department of study that determines your funding; if you work in another department we will have that on file. Having both pieces of information helps us ensure that we have accurate information to process your application.

Dept of Study _____

Dept of Work _____

Level of Study

Undergraduate Masters PhD

Year in Programme

1st 2nd 3rd 4th 5th
 6th 7th 8th 9th 10th

Do you have 30 hours or more of Unit I employment between 1 May 2011 & 30 April 2012? (teaching assistant, course instructor, marker/grader, invigilator)? Unit I members are registered students at the University of Toronto.

Yes No

Are you currently a registered student at the UofT?

Yes No

Have you signed a Union 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 _____ 20__ in the City of _____

Signed _____