

Professional Masters Assistance Fund Application 2011-12

Information Page

**ALL APPLICATIONS SHOULD BE MAILED TO CUPE
Local 3902
180 Bloor Street West, Suite 803, Toronto, ON M5S2V6**

Thank you for applying to the **Professional Masters 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 2011 and 31 August 2012, are registered as a student in a professional masters 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. **Please note: we do not take into consideration the additional fees that you pay – we only look at the base tuition for your department and whether it is higher than the basic minimum tuition charged.**

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). *All correspondence will be sent to the addresses you put on your application – 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)
- A completed membership application form must be included regardless of whether you have signed on in the past

The amount that each successful candidate receives will be the difference between the set departmental tuition in 2010/11 and the amount paid in 2011/12.

Deadlines:

- The application form will be posted online on **Monday, 3 October, 2011**
- For those whose application is received between October 3 and December 16, 2011 the disbursement will be on **Friday January 27, 2012**
- For those whose application is received between December 17, 2011 and April 27, 2012 the disbursement will be on **Friday May 11, 2012**

If you do not receive confirmation within three weeks of the deadline, please contact the union office at info@cupe3902.org to verify that your application has been received.

Checklist – I have included the following

- Complete application
- Printout from ROSI
- Membership application

Professional Masters Assistance Fund Application 2011-2012

Submit your application to:
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/Postal 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 _____

Personnel Number _____

Application Information: The department you are registered in may be different than where you work.

Dept of Study _____

Dept of Work _____

Year of entry in
Programme

(entry 1 September of each
year)

2008 &
earlier

2009

2010

2011

Have you worked 30 hours between 1 September 2011 & 31 August, 2012 in unit 1 (teaching assistant, course instructor, marker/grader, invigilator)? Unit 1 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 Card?

Yes

No

I hereby make application to the CUPE 3902 Tuition 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 _____