

TEACHING ASSISTANT UHIP ASSISTANCE APPLICATION FORM

By completing this form, eligible international student employees who are members of CUPE 4600 Unit 1 can receive a reimbursement for some of their UHIP costs. The reimbursement amount is set between \$330 and \$660, depending on the number of dependents.

To receive your reimbursement, do the following:

1. Save a screenshot of your student account showing your UHIP payment to Carleton;
2. Complete this form and send it, along with the screenshot described above, to the Office of the Deputy Provost, Room 421 Tory Building or by email to Postdoctoral Fellow and Teaching Assistant Coordinator Alyssa Laird at AlyssaLaird@cunet.carleton.ca.

Fill in the below information:

Period for which you are requesting reimbursement:

September 2019 – August 2020: September 2020 – August 2021:

Name:

Student Number:

Department:

Phone:

Email:

Marital Status: Married Single Other

Number of dependents:

Ages:

Reimbursement Amounts: The amount you will be reimbursed varies depending on your marital status and/or the number of dependents. The per term reimbursement rates are as follows:

- If your UHIP costs were \$636, you will be reimbursed \$330
- If your UHIP costs were \$424, you will be reimbursed \$220
- If your UHIP costs were \$212, you will be reimbursed \$110

Information on the UHIP Assistance fund: This fund is administered by the Joint Consultation Committee (JCC) in accordance with the collective agreement between CUPE 4600 Unit 1 and Carleton University. The fund will be used, on the basis of need, to assist employees who require assistance with UHIP Premium costs. Processed payments will be displayed on Carleton Central, and will appear on your pay records at the end of the month as a taxable benefit.

Signature of Applicant

Date of Application