

TA ADVANCE APPLICATION

The Employee Assistance Fund provides short-term assistance to **graduate teaching assistants** with a regular TA position (130 hours per term) experiencing unexpected financial need. Successful applicants may be awarded a TA Advance up to a maximum of **\$750**.

Students must be registered full-time in the Fall term and fully documented through Human Resources-Payroll **at the time of application**.

Information collected in application for this loan will be kept strictly confidential and will only be shared within the members of the Joint Consultation Committee made up of representatives of CUPE 4600 and Carleton University (Article 7 of the Collective Agreement).

PERSONAL INFORMATION (Please Print)

Name _____

Student Number _____

Current Mailing Address _____ Postal Code _____

Department _____

E-mail Address _____

EXPENSES

Estimated for Mid-September

Tuition Fees \$

Books & Supplies \$

Rent \$

Food \$

Clothing \$

Transportation \$

Other Expenses \$

TOTAL EXPENSES \$

REVENUE

*Estimated for mid-September
(Please note when \$ is expected)*

Savings \$

TA/ RA/ Contract Instructor \$

Parental Aid \$

Fellowships \$

Scholarships \$

OSAP/ Other Loans \$

Other revenue \$

TOTAL REVENUE \$

Amount Requested _____

CIRCUMSTANCES OF UNEXPECTED FINANCIAL NEED

Please provide a detailed explanation (Please Print)

I hereby certify that the information given in this application is correct. I fully understand that any false statements made by me on this application may be sufficient cause for rejection of my application.

I hereby authorize Human Resources --- Payroll to deduct the full amount of the TA Advance awarded to me from my next 3 pays

Signature _____

**Applications should be submitted to the Office of the Deputy Provost by email at:
AlyssaLaird@cunet.carleton.ca**

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).