

## 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 University Health Insurance Plan (UHIP) costs. The reimbursement amount is set between \$330 and \$660, depending on the number of dependents, and will appear on your student account balance as a credit.

### To receive your reimbursement, please complete the following:

1. Print a FULL screenshot of your student account showing the UHIP charge and attach the printout to this form.
2. Complete this form and send it, along with the printout described above, to Maddi Bruining, Academic Relations Coordinator: [MaddiBruining@cunet.carleton.ca](mailto:MaddiBruining@cunet.carleton.ca).

### Please fill in the below information:

Period for which you are requesting reimbursement:

September 2024 - August 2025 ☐ September 2025 - August 2026 ☐

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 \$756, you will be reimbursed \$330
- If your UHIP costs were \$504, you will be reimbursed \$220
- If your UHIP costs were \$252, you will be reimbursed \$110

Information on the UHIP Assistance fund: This fund is administered by the Joint Committee for the Administration of the Agreement (JCAA) 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.

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Signature of Applicant

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Date of Application