**TA ADVANCE APPLICATION – Winter 2021**

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPENSES REVENUE**

*Estimated for Mid-September Estimated for mid-September*

 *(Please note when $ is expected)*

Tuition Fees $ Savings $

Books & Supplies $ TA/ RA/ Contract Instructor $

Rent $ Parental Aid $

Food $ Fellowships $

Clothing $ Scholarships $

Transportation $ OSAP/ Other Loans $

Other Expenses $ Other revenue $

**TOTAL EXPENSES** $ **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deadline for application: Friday, January 15th, 2021 at 4:30 p.m.**

**Applications should be submitted to Faculty of Graduate and Postdoctoral Affairs by email at: AlyssaLaird@cunet.carleton.ca**

**FOR JOINT CONSULTATION COMMITTEE ONLY**

**Amount Awarded: $ \_\_\_\_\_\_\_**

**CUPE 4600 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FGPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

*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).*