

Dependent Bursary Confirmation of Eligibility Form: Part Time Faculty



Please refer to the Faculty Relations website for instructions. Incomplete forms will be returned to the employee without processing. This form does not enroll you into the course(s). Please consult course contact for registration process.

Date of Application YR: MO: DY:

Application is being made for: Dependent Child Spouse

STUDENT INFORMATION

MCMASTER STUDENT ID NUMBER

Y Y Y Y M M D D
DATE OF BIRTH

For age/status requirements, please see the reverse side of this form

Full-Time Part Time

- Minimum 24 units in the Fall/Winter Term (Sept-Apr)
- Minimum 6 units in the Spring/Summer Term (May-Aug)

SURNAME

GIVEN NAME(S)

FACULTY PROGRAMME INFORMATION

STUDENT MUST COMPLETE A SEPARATE APPLICATION FOR EACH SESSION SHOWN

Undergraduate Students	Fall/Winter Term Sept - April <small>(submit application by Aug. 15)</small>	Spring/Summer Term May - August <small>(submit application by Apr. 1)</small>

Divinity School Students	Fall/Winter Term Sept - April <small>(submit application by Aug. 15)</small>	Spring/Summer Term May - August <small>(submit application by Apr. 1)</small>

Graduate Students including Medicine	Start Date	End Date
	MM YEAR	MM YEAR

MBA Studies	Place a checkmark in the term for which application is being made		
	Sept/Dec	Jan/Apr	May/Aug

Clinical Behavioral Science	Place a checkmark in the term for which application is being made		
	Sept/Nov	Jan/Mar	Apr/Jun

APPROVED BY HUMAN RESOURCES _____ DATE _____

COMMENTS _____

Code _____

ACADEMIC YEAR
September 1, _____ to August 31, _____

EMPLOYEE INFORMATION

EMPLOYEE ID NUMBER

Y Y Y Y M M D D
EMPLOYMENT DATE

SURNAME

check one

Faculty Staff Retiree

DEPARTMENT

POSITION

BUILDING

ROOM

TELEPHONE

EMAIL

- I certify that the information given in this application is correct and that the applicant is my spouse or dependent as defined in the University Policy on Bursaries for Dependents of University Employees.
- I apply for the benefits elected on this form provided by the applicable policy.

EMPLOYEE'S SIGNATURE _____

Part-Time Faculty - Confirmation of Appointment (to be signed by the Dean or authorized designate)

BY SIGNING BELOW, I AM CONFIRMING THAT THIS CLINICAL FACULTY MEMBER MEETS THE CRITERIA AS SET OUT IN THE POLICY, SPECIFICALLY

- They have held a part-time appointment for three continuous years, and carry a teaching course load equivalent to nine (9) units of undergraduate teaching per year or a minimum of 270 hours of teaching per year.

PRINT NAME _____

POSITION _____

FACULTY _____ EMAIL _____

SIGNATURE _____

To see the complete policy, please refer to www.workingatmcmaster.ca

Instructions for completing the application:

- 1) Complete and sign this form (a separate application must be made for each academic session).
- 2) Send completed form, along with any documentation requested to the Department Coordinator.
- 3) The Department Coordinator will confirm the PT Faculty member has met the requirement of 270 hours of educational contributions in each year of their current term and has held a faculty appointment for three consecutive years.
- 4) The Department Coordinator will send the completed application form and confirmed educational requirements to Faculty Relations.
- 5) Faculty Relations will notify the Human Resources Service Centre, via email, confirming eligibility and copy the Faculty member
- 6) The Faculty member's dependent must then formally apply for the Dependent Bursary using Award Spring. Instructions can be found here: <https://hr.mcmaster.ca/employees/development/tuition-assistance-bursary-benefit/#bursary>
- 7) Incomplete forms will be returned to the employee without being processed.

Eligibility:

Part time faculty who have held an appointment for at least 3 consecutive years and who have provided a minimum of 270 hours of educational contributions each year are eligible to apply for the dependent bursary for McMaster University undergraduate and graduate programs.

Please note: those appointed at the rank of Assistant Clinical Professor (Adjunct) or Lecturer (Adjunct) are not eligible for bursary as their expected contribution level does not meet the above requirements.

Eligibility requirements for a Dependent Child:

<u>Age at the start of Academic Session</u>	<u>Eligible Student</u>
Up to & including 20 years	Full-time or Part-time student
21-24 years inclusive	Full-time only (should the status drop from full time to part time, the student will be responsible for the full amount of the fees).
25 years +	No benefit unless the child qualifies as a dependent due to disability

Eligibility requirements for a Spouse:

Your legal spouse or your partner who has been publicly represented as your spouse for at least the last 12 months is eligible to receive bursary.

Bursary Amount:

Bursaries are applied according to the current fee structure. To see the current rates and maximums in effect, please go to www.workingatmcmaster.ca. The Benefit is applied to tuition fees only. All supplementary charges as well as any balance of tuition is the responsibility of the student.

Tax Implications:

Tuition bursary is not a taxable benefit for the employee. The benefit will be included on a T4A slip issued to the student.

Course Cancellation:

The bursary benefit will not be credited for charges for courses that are cancelled by the student.

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on the behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act of Ontario* (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University. In addition to collecting personal information for its own purposes, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. The groups use the information for the purpose of membership, administration, elections, annual general meetings, health plans and other related matters only. Please contact the relevant Student Union/Association office if you have questions about this collection, use and disclosure of your personal information.