

**UHIP Employee Assistance Application**  
**CUPE Local 3908 Unit 2 – Graduate Teaching Assistants at Trent University**

<b>Name:</b>	<b>Employee/Student Number:</b>
<b>Mailing Address (Please note - your cheque will be mailed to this address):</b> Street Number: City, Province: Postal Code:	
<b>Email:</b>	<b>Home Phone:</b>
<b>Citizenship:</b>	
<b>Department Employed in:</b>	<b>Department Enrolled in: Program (MA/MSc/PhD):</b>

**Attach all original receipts reflecting the monetary amount claimed to this form.**

Tuition/Ancillary/Levies	\$	Summer/Work Term Savings	\$	\$
Books	\$	Part-Time Earnings (Sept-Apr)	\$	\$
Rent/Residence	\$	Graduate Studies Bursary	\$	\$
Heat and Hydro (if not included in rent)	\$	Scholarships/Fellowships	\$	\$
Telephone	\$	Other Awards/Funding - specify	\$	\$
Groceries	\$	Graduate Studies Bursary	\$	\$
Entertainment	\$		\$	\$
Other - specify	\$		\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>Total Income</b>	<b>\$</b>	<b>\$</b>

Number of Dependents: \_\_\_\_\_ Ages: \_\_\_\_\_ Current Debt to Trent: \$ \_\_\_\_\_

**PDEA application deadlines: November 15, March 15, and July 15**

*Please provide a description of your financial situation that demonstrates need for the UHIP reimbursement. Please attach any additional documents that may help in this regard.*

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I hereby declare that the above information is accurate, and understand that the PDEA subcommittee will assess the form and access my University Health Insurance Plan registration information to determine eligibility.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Contract Faculty and Student Academic Workers of Trent University

## Professional Development and Employee Assistance (PDEA) Information

PDEA application deadlines are:  
**November 15, March 15, and July 15**

### Professional Development

Although CUPE 3908 Unit 2 members are not required to engage in research and scholarship as part of their employment responsibilities under the Collective Agreement, eligible employees may submit professional and academic development applications for assistance from the fund to a maximum per employee of not more than \$300.00 per year.

### Employee Assistance (UHIP)

Recognizing that CUPE members coming from abroad pay much more for the University Health Insurance Plan, members who are paying UHIP fees can apply for assistance to a maximum of not more than \$300.00 per year.

### ELIGIBILITY

All full-time Graduate Teaching Assistants (working appointments totaling 120 hours for the year) may submit applications for PDEA reimbursement. Receipts for professional development must be from the year you apply.

### CUPE & GSA

If you are also submitting applications for conference funding to the GSA, be sure to use different original receipts for the CUPE PDEA fund.

### Application Procedures

Submit a copy of the completed PDEA application form(s) attached below. You can submit for Professional Development, UHIP, or both if you qualify. The forms are available at our website: [www.cupe3908.org](http://www.cupe3908.org), or can be obtained at the union office.

Submit your application by:

- **Regular Mail:** Attn. Unit 2 PDEA Committee, CUPE Local 3908, Trill College, Trent University, 1600 West Bank Drive, Peterborough, ON, K9J 7B8.
- **Inter-Office Mail:** Attn. Unit 2 PDEA Committee, CUPE 3908, Trill College.
- **Drop Off:** Room 113 (ground floor), Wallis Hall, Trill College, or put in the slot marked Mail Box, Wallis Hall (ground floor), Trill College.
- **E-mail:** [office@cupe3908.org](mailto:office@cupe3908.org).

Original receipts, online or otherwise, can be attached to the application form or emailed to the CUPE3908 office.

Your claim will be processed by the Unit 2 PDEA Committee using the funding formula and criteria listed below.

You will receive an email notification whether you receive PDEA funding or not. If you receive PDEA funding, your cheque will be issued and mailed to the address you enter at the top of the form.

### Funding Formula

As outlined in Appendix D of the Unit 2 Collective Agreement, there is a fund of \$20,000.00 available to members for PDEA coverage up to \$300.00 per member for Professional Development and \$300.00 for Employee Assistance (UHIP) each year.

Applicants who apply for PDEA will be subject to the following funding formula:

If the amount of money requested by members is less than the amount of money in the fund, all eligible applicants will be reimbursed for their requests, upon approval of the PDEA subcommittee, up to the \$300.00 maximum per member per year.

If the amount of money requested by members exceeds the amount of money remaining in the fund, the PDEA committee will calculate the amount remaining in the fund as a percentage of the total amount approved for payment. For example: If there is \$1000.00 left in the fund and the total requested funds is \$1500, eligible applicants will receive 2/3 of their requested funds. This will ensure an equitable distribution of funds among all eligible applicants.