

UHIP EMPLOYEE ASSISTANCE APPLICATION

CUPE Local 3908 Unit 2 – Student Academic Workers at Trent University

UHIP application deadlines: November 15, March 15, and July 15	
Name:	Employee/Student #:
Mailing Address:	Email:
	Phone:
	Citizenship:
Department(s) Employed in:	Department Enrolled in:
	Program (MA/MSc/PhD):

Please provide a brief summary of your expenses and income below:

Expenses		Income	
Tuition/Ancillary/Levies	\$	Summer/Work Term Savings	\$
Books	\$	Part-Time Earnings <i>(September - April)</i>	\$
Rent/Residence	\$	Graduate Studies Bursary	\$
Heat and Hydro <i>(if not included in rent)</i>	\$	Scholarships/Fellowships	\$
Internet <i>(if not included in rent)</i>	\$	Other <i>(specify):</i>	\$
Phone	\$	Other <i>(specify):</i>	\$
Groceries	\$	Other <i>(specify):</i>	\$
Entertainment	\$	Other <i>(specify):</i>	\$
Other <i>(specify):</i>	\$	Other <i>(specify):</i>	\$
Other <i>(specify):</i>	\$	Other <i>(specify):</i>	\$
Total Expenses	\$	Total Income	\$

Number of Dependents: _____ Age of Dependents: _____ Current Debt to Trent: _____

Please provide a brief description of your financial situation that demonstrates the need for UHIP reimbursement. Please include any addition documents that may help in this regard.

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

Applicant's Signature: _____ **Date:** _____



PROFESSIONAL DEVELOPMENT AND EMPLOYEE ASSISTANCE (PDEA) APPLICATION AND INFORMATION

Application deadlines are:
November 15, March 15, and July 15

WHAT IS UHIP AND WHY DO I NEED IT?

UHIP is an insurance plan that provides medical coverage for international students and employees who are not eligible for the Ontario Health insurance Plan (OHIP), or for those who are in the 3 month waiting period for OHIP. If you're an international student or employee you are required to enroll yourself and your immediate family in UHIP.

Visit the employers website to learn more about what coverage you have with UHIP, and how to submit your claims:

www.trentu.ca/currentstudents/international/health-insurance

WHAT IS THE UHIP EMPLOYEE ASSISTANCE FUND?

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 \$200 per year.

UHIP ASSISTANCE: WHO IS ELIGIBLE?

All Unit 2 members, including Graduate Teaching Assistants, that are working appointments totaling 120 hours or more for the year, who are without OHIP coverage may submit applications for reimbursement.

APPLICATION PROCEDURES

Submit a copy of the completed UHIP application form(s) attached below. You can submit for Professional Development, UHIP, or both if you qualify.

Deliver your application by:

- **Email:** pdea-uhip@cupe3908.org.
- **Regular Mail:** Attn. Unit 2 PDEA Committee, CUPE Local 3908, Traill College, Trent University, 1600 West Bank Drive, Peterborough, ON, K9L 0G2.
- **Inter-Office Mail:** Attn. Unit 2 PDEA Committee, CUPE 3908, Traill College.
- **Drop Off:** Room 116 (ground floor), Wallis Hall, Traill College or put in the slot marked Mail Box, Wallis Hall (ground floor), Traill College.

If you submit original receipts please keep a copy for your own records, in case they are lost or misplaced.

Your claim will be processed by the Unit 2 PDEA Committee using the formula and criteria listed in this package.

You will receive an email notification whether you receive UHIP funding or not. If your application is approved you will be reimbursed within 45 working days of the committee decision. Your payment will be issued via direct deposit.

FUNDING FORMULA FOR PDEA REIMBURSEMENT

As outlined in Appendix C of the Unit 2 Collective Agreement, there is a fund of \$27,500 available to members for PDEA and UHIP coverage. This fund will increase to \$30,000 on September 1, 2026, and to \$32,000 on September 1, 2027.

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

If the amount of money requested by members in a process period is less than the amount of money remaining in the fund, all eligible applicants will be reimbursed for their requests, upon approval of the PDEA subcommittee, up to the \$600 maximum per member per year (or \$1000 per year until the surplus in funds is exhausted).

If the amount of money requested by members in a process period 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 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.