

UNIT 3 GENERAL ASSISTANCE FUND CLAIM FORM - 2019

ELIGIBILITY:

- A. **CUPE 3904 Unit 3 members** (with a current contract) - **GA's or TA's**.
- B. **Limited to 1 application / claim per term to a maximum of \$150 per calendar year.**
- C. **Funds are limited** (based on the Collective Agreement) **and paid on a first come first serve basis.**
- D. Receipts must be dated in the same year as the claim **i.e. no receipts from prior year(s).**
Expenses related to conferences, seminars, workshops and meetings must be submitted after the event has occurred.
- E. **Claims must be submitted prior to the end of the following contract periods.**

** Claims for Winter 2019 must be submitted: Feb. 01 to Apr. 30, 2019 (receipts must be dated in 2019) **

** Claims for Spring & Summer 2019 must be submitted: May 15 to Aug. 15, 2019 (receipts must be dated in 2019) **

** Claims for Fall 2019 must be submitted Sept. 01 to Nov. 30, 2019 (receipts must be dated in 2019) **

ELIGIBLE EXPENSES:

- A. Membership fees in learned societies and professional organizations;
- B. Registration fees for conferences, seminars, workshops, meetings of learned societies or other professional organizations (**DOES NOT** cover Continuing Education at Ryerson or other Institutions);
- C. Travel expenses & accommodations related to conferences, seminars, workshops, meetings of learned societies or other professional organizations not covered by or in excess of monies available from other funds for similar purposes (e.g Ryerson Graduate Travel Fund or RSU Graduate Travel Grant);
- D. Books and subscriptions to scholarly journals for professional development purposes;
- E. Thesis binding.
- F. Expenses directly associated with professional programs (**excluding: pencils, pens, paper & Toner**);
- G. Maternity-related costs and or costs from registered child-care providers;
- H. Costs associated with economic hardship due to emergency, approved by CUPE 3904.

NON ELIGIBLE EXPENSES:

- A. Costs of medical and dental expenses (maximum of \$350) must be claimed through Prosure Group Administrators and mailed directly to Prosure.
- B. Electronic devices and/or accessories, software and/or software-as-a-service, consumable supplies (pens, pencils, paper, toner etc.) tuition, parking, metro pass / presto card, passports, visa applications, living expenses (rent, utilities, groceries ...), personal items (winter jackets, backpacks, bags, purses ...), or the expenses for your dependents and/or relatives.

DUE TO THE HIGH VOLUME OF CLAIMS WE ASK THAT MEMBERS DO NOT CONTACT THE CUPE OFFICE FOR AN UPDATE TO YOUR APPLICATION:

- Incomplete forms and claims submitted on older versions of the claim form will NOT be processed (please visit the website to download the claim form prior to submitting each claim);
- Claims will be processed once per month from September to December & March to June;
- Claims submitted December 01 to February 28 will be processed the end of March;
- Claims submitted June 01 to August 31 will be processed the end of September;
- **Processing time is 6 to 12 weeks; all cheques will be mailed to members.**