

BSWD Tutoring Receipt Form

INSTRUCTIONS

- The Bursary for Students with Disabilities (BSWD) is issued based on the quote(s) provided for the specific service to be purchased. You must provide receipts for the exact amount of funding issued for that service.
- Prepare a separate BSWD Tutoring Receipt Form for each registered course. Use as many copies of this form as needed to report all of your sessions.
- Attach original receipts demonstrating payment. All receipts must be submitted no later than 30 days after the end of the study period.
- Tutoring hours **cannot exceed 50%** of the number of course hours per week (e.g. if a course is four hours per week, you cannot receive more than two hours per week).
- Any unused portion BSWD funds must be repaid and attached to this form. **Make cheque payable to Ryerson University.**
- Failure to provide acceptable receipts and/or repayment, may impact future funding, including OSAP
- **Keep a copy of this form for your records.**

STUDENT INFORMATION

First Name		Last Name	
Student Number		AAS Facilitator	

TUTOR INFORMATION

Tutor Full Name			
Tutor Address			
Email		Telephone	
Tutor Education & Qualifications (Agency name if applicable)			

TUTORING SESSION INFORMATION

Course		Semester	
Start Date of Sessions (DD/MM/YY)		End Date of Sessions (DD/MM/YY)	

Date of Session (DD/MM/YY)	Number of Hours	Topic(s) Discussion	Hourly Rate (\$)	Amount Paid (\$)	Student Initials	Tutor Initials
Total Hours: (A)			Total Fees:			

TUTORING COST CALCULATION

$\frac{\text{Total Hours (A)}}{\text{Total Hours (A)}} \times \text{Rate per Hour (B)} = \text{Total Tutoring (A x B = C)}$	$- \$ \text{BSWD Funding}$	$= \$ \text{Amount owed to Ryerson University}$
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TUTOR DECLARATION

I acknowledge services and payments were provided as outlined above.

Tutor Signature: _____

Date: _____

Student Signature: _____

Date: _____