

BSWD Tutoring Receipt Form

GENERAL INSTRUCTIONS

- Complete a separate form for each tutored course.
- Tutoring hours **cannot exceed 50%** of the number of course hours per week (e.g. if a course is 4 hours per week, you cannot receive more than 2 hours per week).

PAYMENT INSTRUCTIONS

- The BSWD is issued based on the quote(s) provided for specific services. You must provide receipts for the exact amount of funding issued.
- Submit this form and original receipts to Student Financial Assistance (SFA) via the ServiceHub.
- Any unused BSWD funds must be repaid via cheque (made payable to Toronto Metropolitan University)
- All receipts must be submitted no later than 30 days after the end of the study period.
- 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

First Name		Last Name	
Address			
Email		Phone	
Education & Qualifications		Agency name <i>(if applicable)</i>	

TUTORING SESSION INFORMATION

Course		Semester	
Session Start Date		End Date	

Date of Session	Number of Hours	Topic(s) Discussed	Hourly Rate (\$)	Amount Paid (\$)	Student Initials	Tutor Initials
Total Hours (A)			Total Amount			

TUTORING COST CALCULATION

_____	_____	\$ _____	\$ _____	\$ _____
Total Hours (A)	Rate per Hour (B)	Total Tutoring (A x B)	BSWD Funding	Amount Owed to TMU

TUTOR DECLARATION

I acknowledge services and payments were provided as outlined above.

Tutor Signature: _____ Date: _____

Student Signature: _____ Date: _____