Dear Contract Lecturer:

Should your student enrolment exceed the maximum for your assigned sections, you would be entitled to the options pursuant to Article 17.4 of the current collective agreement. Specifically, you have been assigned XX sections and the total number of allowable students for these sections, without additional compensation, is XX. Please note, in order to determine the compensation with respect to extra student payment, the student enrolment numbers used are the official count date numbers. The official count date for the XX term is XXXX [insert the appropriate date and term, i.e., Fall term is **November 1st**, Winter term is **February 1st** and Spring/Summer term is **June 30th.]** The estimated student enrolment for your section(s) is XX. **TA/GA support is not academically required to deliver the section(s|) assigned to you. As such, i**n light of the total number of estimated student enrolment, you are entitled to **the following choices with respect to** compensation should the enrolment exceed the above total number of allowable students**.**

You may elect to be compensated in the following manner:

*a)* **At the rate of** $80 or $90 per student beyond the maximum allowable as per Table 2 in the *Extra Student Payment Process for Contract Lectures* as per the CUPE Local 3904, Unit 1; **or**

b) **To give up the compensation outlined in (a) immediately above and elect instead that** appropriate support **be provided** through the hiring of a TA/GA **(appropriate support will involve a discussion with you and your Chair/Director and decided upon by your Chair/Director); or**

**c) Subject to mutual agreement between you and your Chair/Director, if you elect to choose the Extra Student Payment as outlined in (a) above, a portion of these funds may be allocated for TA/GA support.**

We ask that you please check off your election. Please note, should you elect option (a) or (c) above, you will receive the appropriate compensation as soon as reasonably possible after the applicable count date.

The University will take appropriate action to implement your election.

Should you have any questions please do not hesitate to contact me.

Sincerely,