

BURSARY FOR STUDENTS WITH DISABILITIES
Log Form – Tutor/Note-Taker/Reader Services

First Name: _____ **Study Period** Fall Winter Spring/Summer
Last Name: _____ **Student Number:** _____
Access Centre Counsellor: _____

The *Bursary for Students with Disabilities* is issued based on quotation(s) provided for specific articles or services to be purchased. It is imperative that you provide receipts for the **exact** amount of funding issued to you for those articles and or services.

If you used your BSWD funds to acquire services (e.g. tutoring, note-taking, or other hourly service), you must submit this completed form and it must be signed by you and your tutor/note-taker. Use as many copies of this form as required to report all of your sessions. **Complete separate form(s) for each course.**

Along with this form, submit original receipts demonstrating payment. All receipts must be submitted no later than 30 days after the end of the study period. Failure to submit receipts on time may result in an overpayment for all or a portion of the assistance provided.

Student's Name:				Course:		
Tutor/Editor/Note-taker Information						
Name:				Telephone Number:		
Address:						
Email Address:						
Tutor/Editor/Note-taker's education/qualifications:						
Date of Session	Number of Hours	Topic(s) Discussed	Hourly Rate	Amount Paid	Student's Initials	Tutor/Editor/Note-taker's Initials
	Total Hours:			Total Fees:		
Total Hours _____ x Hourly Rate _____ = \$ Total Fee _____						

_____ **Student Signature** _____ **Tutor/Editor/Note-taker's Signature** _____ **Date**

Any unused BSWD funds must be repaid to the university by the end of the study period. If you fail to provide acceptable receipts or a repayment cheque, you may become ineligible from further OSAP funding.