Wilfrid Laurier University Waterloo, Ontario

**Supplementary Remuneration**

**- Contract Teaching Faculty -**

**Article 28.6 Deferred Assessments**

All fields mandatory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | |
| Laurier ID Number: | |  | | | | |
| Name: | |  | | | | |
| **Appointment Information** | | | | | | |
|  | | **Student #1** | | **Student #2** | | **Student #3** |
| Term and Year: | |  | |  | |  |
| Student’s name: | |  | |  | |  |
| Student’s ID #: | |  | |  | |  |
| Course number: | |  | |  | |  |
| Faculty and Department | |  | |  | |  |
| Article 28.6.1 – Deferred Exam | | $ | | $ | | $ |
| Article 28.6.2 - Re-assessment | | $ | | $ | | $ |
| Article 28.6.3– Field Supervision | | $ | | $ | | $ |
| End date of appointment:  (last day of term as defined by collective agreement) | | Click here to enter a date. | | Click here to enter a date. | | Click here to enter a date. |
| *Payment will be made following conclusion of work by way of University bi-weekly auto-deposit. For appointments that require submission of grades, payment will be processed after submission of the grade*. | | | | | | |
| **Member’s signature**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date. | | | | | | |
| **\*\*\*Submit completed form to appropriate Dean’s office for completion and further processing\*\*\*** | | | | | | |
| **Payment Approved by Dean:**  Signature: Date: Click here to enter a date.  Print Name Here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Index Code & account** | Student 1  # | | Student 2  # | | Student 3  # | |
| **Notification to Payroll to process payment**  grade submitted Member’s appointment concluded  **Signed (Dean’s Office):** Date: Click here to enter a date. | | | | | | |
| Send original completed form to Faculty Relations for completion and further processing | | | | | | |

Upload completed form to 1. FOR FACULTY RELATIONS PROCESSING folder

2022-2025 Faculty Relations