University of Ottawa | Request for Compensation

5.2.2.2 (c): *"When a member is requested to assist with accommodation measures for students during in-class examination, and that such accommodation is arranged through the Student Access Service Centre and involves additional e-mail, telephone or in-person support on the part of the member, he/she shall be paid upon request an amount of $250 per course for such accommodation assistance."*

If you wish to submit a request for compensation, please fill the form below and **submit it by email** to your Academic Unit or Department.

To receive compensation, the request shall show that the additional work spent cumulatively on student accommodation in relation to in-class examination equals a minimum of approximately 60 minutes of work. Supporting documentation, **where applicable**, should not be submitted with the form but must be retained and supplied on request of the Department or Faculty .

Accommodation Action Required for In-Class Examination	**Explanation (Including Approximate Time Required and Dates)**	**Professor's Information**
☐ **In Person**		**Professor Name:** **Professor Employee Number:**
☐ **Email Communications**		**Organization Unit:** **Faculty:** **Course Code:**
☐ **Telephone Communications**		
☐ **Form**	Time Spent*: (Maximum of 15 minutes allowed)	