



Semester:

STUDENT INFORMATION

Student ID No.:

Last name:

First name:

Date of Birth (YYYY-MM-DD):

Dawson Email address:

Social Insurance Number (S.I.N): It is required that students enter their social insurance number through Omnivox. To do so: Omnivox > Personal File > Social Insurance Number and enter your 9-digit social insurance number.

**Non-residents with a temporary number must provide copies of their Social Insurance Number and Work Visa with this form.

PAYMENT TO STUDENT'S BANK ACCOUNT

Banking information: You must provide a preprinted void cheque or direct deposit form available from your banking institution. If banking information was previously submitted, when (MM-YY):

<u>Gross payment per semester:</u>	30-hour course (2 hrs/week): \$60	60-hour course (4 hrs/week): \$105	90-hour course (6 hrs/week): \$135
	45-hour course (3 hrs/week): \$90	75-hour course (5 hrs/week): \$120	Stage/fieldwork: \$30

**Amount for each additional student in the same class: \$20

For payment to be issued, you must provide the following **before the end of the current semester** as failure to do so may result in delayed or non-payment of services:

- Enter your Social Insurance number in Omnivox (Omnivox > Personal File > Social Insurance Number)
- Email this completed form and your Direct Deposit form issued by your bank to: saacnotetaking@dawsoncollege.qc.ca

Payment will be made shortly after the semester has ended. You should expect tax deductions on this amount and tax receipts will be issued.

NOTE-TAKING INFORMATION

Name of student(s) you are taking notes for:	Course #	Section #	# hours/semester	(Reserved for SAAC)
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TOTAL: _____

CONTRACTUAL AGREEMENT

By accepting to be a note-taker and signing this document, you are agreeing to the following terms and conditions:

- To attend all classes. In the event that you must be absent, inform the student(s) you are taking notes for and arrange for a substitute note-taker for that class.
- To provide your notes to the student(s) in a timely manner. How notes are to be given should be discussed and agreed upon.
- To write or print legibly. If you use abbreviations, you should provide a legend for those abbreviations.
- To include in your notes:
 - Course, date, and page number on each page
 - All important points and supporting details of the lecture, including information written on the board and on overheads
 - All due dates for tests and assignments
 - All topics to study for tests and other review material noted by the teacher
- To advise the SAAC if the student(s) you are providing notes for is frequently absent

Signature: _____

Date: