

SAAC – Student Note-Taker Payment Form

DEADLINE TO SUBMIT is **April 15** for the **Winter semester** and **November 15** for the **Fall semester**.

- This completed form must be sent to saacnotetaking@dawsoncollege.qc.ca
- Your Social Insurance Number and Direct Deposit information must be updated in Omnivox as per instructions.

Current Semester:

Dawson ID number:

Last Name:

First Name:

Date of Birth (YYYY-MM-DD):

Dawson Email address:

Social Insurance Number (SIN)

Must be entered in your “personal file” in Omnivox

*Non-residents with a temporary number must also provide a Work Visa

Banking – Direct Deposit only

Must complete “Student Job Application Form” in Omnivox and upload your Direct Deposit information from your banking institution *Bank account must be in students name

Payment per semester course hours

30hr - \$60 45hr - \$90 60hr - \$105

75hr - \$120 90hr - \$135 \$20 per additional student

*These amounts are BEFORE taxes and deductions and you will receive income tax receipts.

Student you are taking notes for	Course #	Section #	Semester hours	Reserved for SAAC
Total				

**If you need to add more students, please use another form.

CONTRACTUAL AGREEMENT:

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

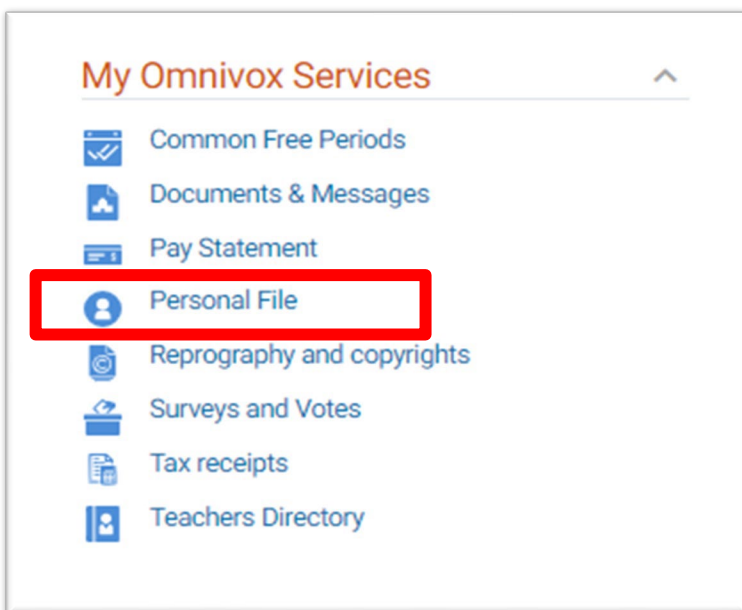
- To attend all classes. If you must be absent, inform the student(s) you are taking notes for.
- To provide your notes to the student in a timely manner.
- To write or print legibly. If you use abbreviations, you should provide a legend for those abbreviations.
- To include in your notes: Course, date, 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.
- To maintain confidentiality of student’s identity and personal information.

Signature: _____

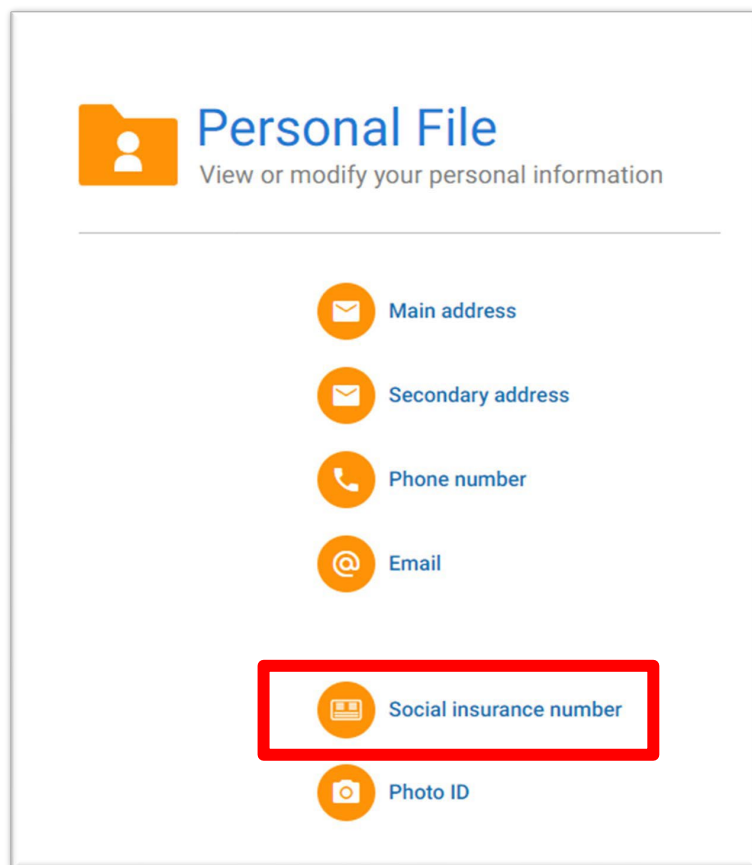
Date: _____

HOW TO ENTER YOUR SOCIAL INSURANCE NUMBER (S.I.N.) and UPLOAD YOUR BANKING INFORMATION

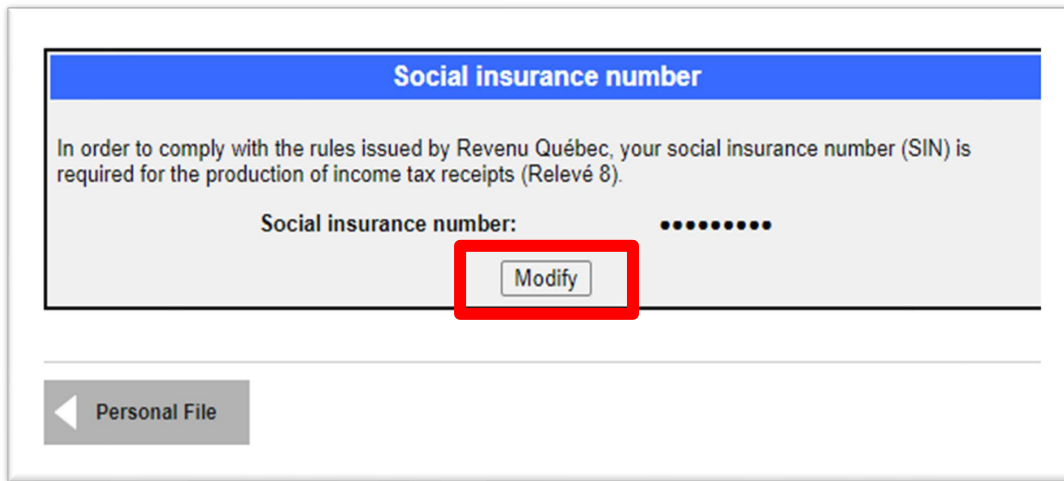
Students must enter their **social insurance number** under the “My Omnivox Services” banner, found in the Portal:



You will be prompted to enter your Omnivox password to continue to the next page. Select **Social insurance number**

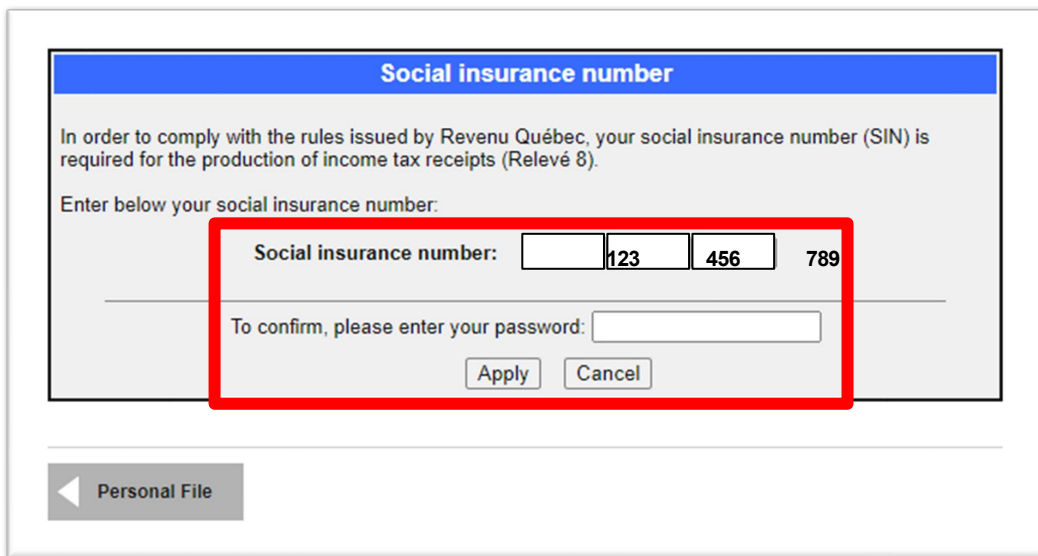
A screenshot of the 'Personal File' page in a web portal. At the top left is an orange folder icon with a person silhouette. To its right is the title 'Personal File' in blue, followed by the subtitle 'View or modify your personal information' in gray. Below this is a horizontal line. Under the line is a vertical list of options, each with an orange circular icon containing a white symbol. The options are: 'Main address' (envelope icon), 'Secondary address' (envelope icon), 'Phone number' (phone handset icon), 'Email' (at symbol icon), 'Social insurance number' (ID card icon), and 'Photo ID' (camera icon). The 'Social insurance number' option is highlighted with a red rectangular border.

Click **Modify**

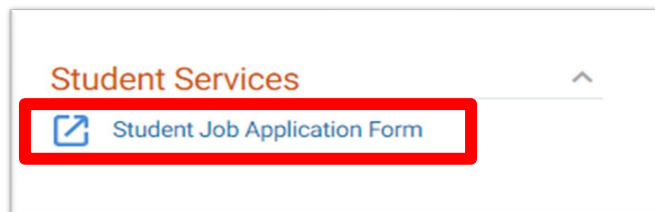


Enter your 9-digit social insurance number (split into 3 sections of 3 number (Ex:123-456-789) Confirm by re-entering your password

Click **Apply**



Next, complete the **Student Job Application Form**, under the “Student Services” banner in Omnivox:



Upload your **direct deposit information** from your banking institution. Bank accounts **must be in the student’s name** (not a parent or guardian).