

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)

Banking – Direct Deposit only

Payment per semester course hours

	Must be entered in your “personal file” in Omnivox *Non-residents with a temporary number must also provide a Work Visa		
	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		
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

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

Total

CONTRACTUAL AGREEMENT:

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

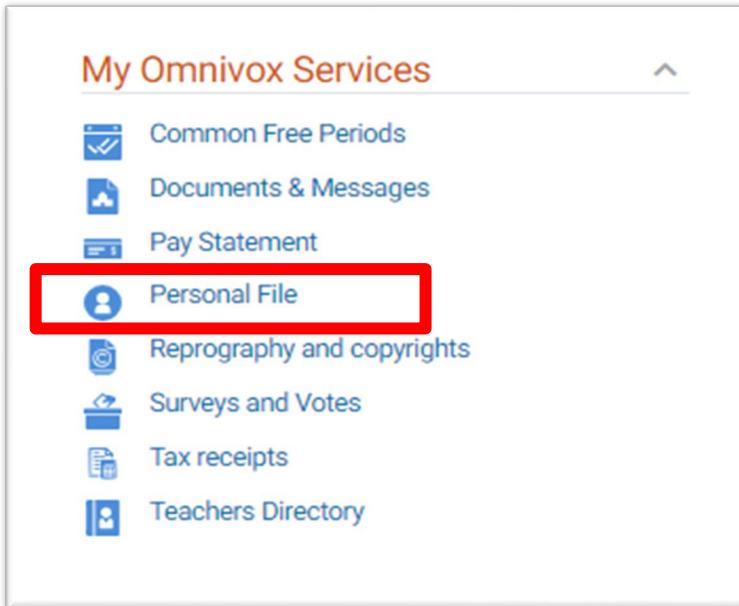
- To attend all classes. If you must be absent, inform the student(s) you are taking notes for.
- To provide your notes to the student in a timely manner.
- To write or print legibly. If you use abbreviations, you should provide a legend for those abbreviations.
- To include in your notes: Course, date,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

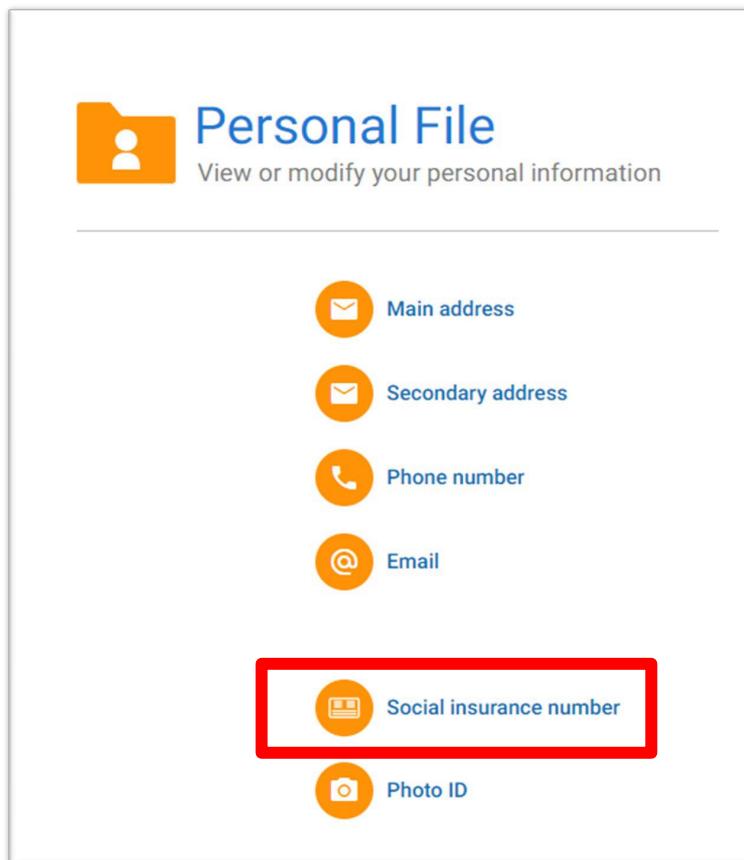
Students must enter their **social insurance number** under the “My Omnivox Services” banner, found in the Portal:



The screenshot shows a list of services under 'My Omnivox Services'. The 'Personal File' option is highlighted with a red box. The list includes:

- Common Free Periods
- Documents & Messages
- Pay Statement
- Personal File** (highlighted)
- Reprography and copyrights
- Surveys and Votes
- Tax receipts
- Teachers Directory

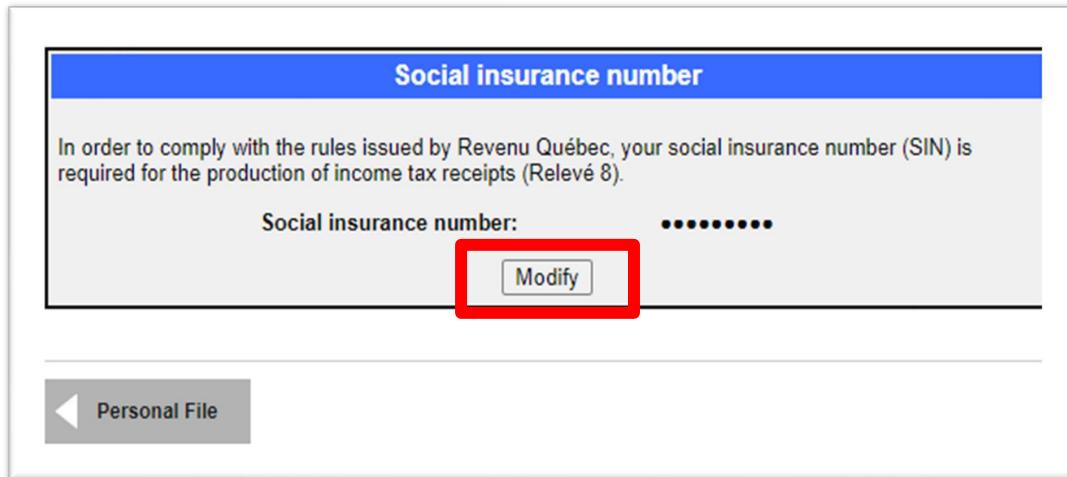
You will be prompted to enter your Omnivox password to continue to the next page. Select **Social insurance number**



The screenshot shows the 'Personal File' page with the following options:

- Main address
- Secondary address
- Phone number
- Email
- Social insurance number** (highlighted)
- Photo ID

Click **Modify**



Social insurance number

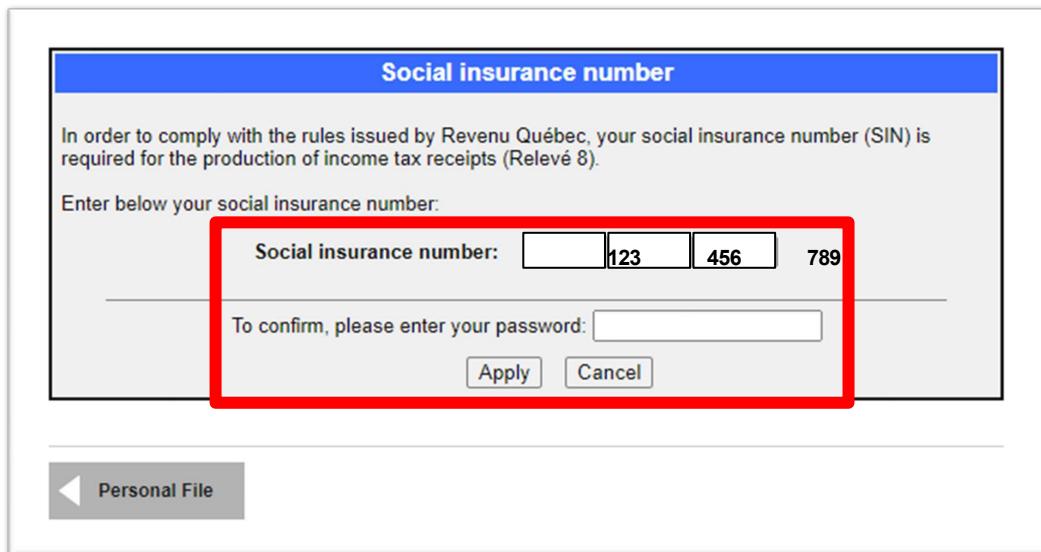
In order to comply with the rules issued by Revenu Québec, your social insurance number (SIN) is required for the production of income tax receipts (Relevé 8).

Social insurance number: Modify

Personal File

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**



Social insurance number

In order to comply with the rules issued by Revenu Québec, your social insurance number (SIN) is required for the production of income tax receipts (Relevé 8).

Enter below your social insurance number:

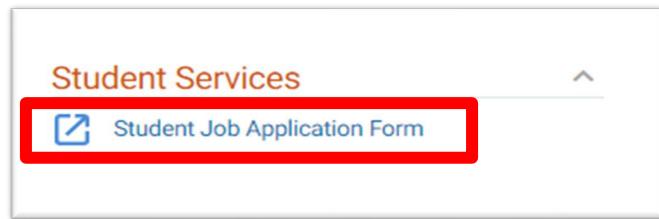
Social insurance number: 123 456 789

To confirm, please enter your password:

Apply Cancel

Personal File

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



Student Services

Student Job Application Form

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