

PAYMENT INFORMATION

NEW POLICY: THIS FORM MUST BE COMPLETED BY THE ASSOCIATE TEACHER (AT) FOR EACH BLOCK TO ENSURE PAYMENT OF THE HONOURARIUM.

Complete the form below and fax the information to the Practice Teaching Office at (705-495-1303). Thank you!

Please select the applicable practicum block.

- Fall block: Sept. 8-11, Oct 13.-23, Nov. 16-Dec. 4
 February block: Feb. 8-Feb. 26
 March block: Mar.1-Mar. 26 (excluding Mar.15-Mar. 19)

Student Teacher: _____ **Grade/Subj.:** _____

AT Name: _____ **OCT Registry #:** _____

School: _____ **Email:** _____

Former surname (if applicable): _____

(If you have previously hosted a student teacher using a different surname, we require that information so that we can ensure you are given proper credit towards our Tuition Credit Voucher Program.)

**If you do not know your OCT registry number, please visit www.oct.ca and click on "Find a Teacher".*

I AM SHARING THIS STUDENT TEACHER WITH THE FOLLOWING ASSOCIATE TEACHER(S):

AT Name: _____ **OCT Registry #:** _____

AT Name: _____ **OCT Registry #:** _____

\$35 per week has been allocated for each student teacher. The honorarium will be divided equally among associate teachers who share a student teacher. The cheque will be sent directly to the associate teacher(s) at the school address.

Please allow eight weeks from the date our office receives the evaluation and this Payment Information Form for the cheque to be issued and mailed. Send your student evaluation to the Practice Teaching office by email to ptoffice@nipissingu.ca or fax it to (705) 495-1303. Thank you!

Protection of privacy

The information on this form is collected under the authority of the Nipissing University Act, 1992. It is related directly to and needed by the University in order to pay you an honorarium for taking a student teacher. The information will be used for identification and will be disclosed to the Practice Teaching and Finance Office. If you have any questions about the collection, use and disclosure of this information please contact the Practice Teaching Office, Nipissing University, 100 College Drive, North Bay, ON P1B 8L7, (705) 474-3461 ext. 4345.