



**SERVICES TIMELOG**

Instructions:

1. Prepare a Timelog by entering your name, student number, course code and the recommended type of service clearly below.
  - a. One Timelog is required for each course. You cannot use one Timelog for multiple courses.
2. Use the Timelog to keep track of your sessions on an on-going basis.
3. One Receipt Form (next page) with each Timelog must be submitted to Enrolment Services, 172 St. George Street, no later than the end of EACH term to confirm you have paid your service provider.
4. You and your service provider must sign at the bottom of the Timelog.

Notes: The cost range for a tutor is capped at a maximum of \$60 per hour. Dates of service must fall within your OSAP/BSWD-eligible term (e.g. fall, winter, summer). Your spouse/partner, other family members and friends cannot be used as a service provider. Copy this form as needed. Keep a copy of all documents for your records.

| Student's Name:                            |  |                    |
|--|--|--------------------|
| Student Number:                            |  | Course:            |
| Type of service (e.g. tutoring, coaching): |  |                    |
| Date of Session                            | # of hours   | Topic(s) Discussed |
| 1  |  |                    |
| 2  |  |                    |
| 3  |  |                    |
| 4  |  |                    |
| 5  |  |                    |
| 6  |  |                    |
| 7  |  |                    |
| 8  |  |                    |
| 9  |  |                    |
| 10   |  |                    |
| <b>Total Hours</b>                         |  |                    |
| <b>Total Fee</b>                           | Total Hours x \$ _____ Fee/Hour = \$ _____ Total Fee |                    |

X \_\_\_\_\_  
Service Provider signature

X \_\_\_\_\_  
Student signature

# SERVICE RECEIPT FORM

## Instructions:

1. Prepare a Receipt Form by entering your name, student number, course code and the type of service clearly below.
2. Ask your service provider to complete the boxed receipt form and their information below and match it with the corresponding Services Timelog to submit to Enrolment Services, 172 St. George Street, no later than the end of EACH term.
3. If you've been notified in your BSWD award letter that you may be eligible for service reimbursement, you should submit those Timelogs and Receipt Forms immediately to Enrolment Services for services up to the Date of BSWD Approval and submit the rest at the end of term.

|  |         |
|--|---------|
| Student Name:                              |         |
| Student Number:                            | Course: |
| Type of service (e.g. tutoring, coaching): |         |

|  |               |
|--|---------------|
| Date: _____(dd/mm/yyyy)  |               |
| I, _____, received \$_____ from this student to provide the service for the course(s) specified above. |               |
| <b>Service Provider signature:</b> _____   |               |
| <b>Service Provider Information</b>  |               |
| Name:  | Phone Number: |
| Address:   |               |
| Email:   |               |
| Service provider education/qualifications:   |               |