



Distance and Online Course Payment Revision Form

Distance Education per student payments for Instructors are based on the student count at the end of the registration revision period. Fill out this form on or shortly after the **close of the registration revision period**. Per student rates are as set in the CUPE 3909 Student and CUPE 3909 Sessional Collective Agreements, whichever is applicable.

Employee and Position Information

Last Name	First (and middle) Name(s)	Employee Number
Position Number	Faculty	Department
Course and Section	Appointment Start Date	Appointment End Date
Requisition Number		

Details of Pay Adjustment

Revised Number of Students	Rate Per Student	Total Per Student Payable
Web Conferencing fee (if applicable)	Assignment Creation Stipend (if applicable)	

Total Amount Payable

Signatures

(as designated by the Head of the Faculty/Administrative Unit)

Department	Date
Faculty	Date

Contact Name and Number