

# PSAC Local 555 International Worker Fund

The International Worker (IW) Fund exists to aid PSAC Local 555 international academic workers who have to pay for permits to allow them to complete a Ontario Tech U PSAC Employment contract. The fund is structured to meet the needs of members who have financial demands, from working at Ontario Tech U. This policy defines eligibility for the International Worker Fund, guidelines for applications, and how PSAC Local 555 is authorized to respond to and assist applicants.

## Eligibility

- The International Worker Fund is open to International PSAC Local 555 members.
- And/or immediate family members of full-time (35+ hours per week) employees
- The Fund offers reimbursement for expenses already paid; future expenses are not covered.
- Ensure that you have applied for and exhausted any other sources of funding.
- Expenses related to Work Permits.
- All applications must be submitted with appropriate supporting documentation.

## Fund Information

The PSAC555 International Worker Fund maximum per member is \$500.00 per annum (year cycle May 1 to Apr 30).

The IW Fund is limited and, unfortunately, not all applications can be approved. You may receive an award that is less than the amount you requested. This is based on a number of factors, including: need, available funds, and number of applicants.

Please note that, at the discretion of the Adjudication Committee, application review and funding may be expedited for cases demonstrating immediate financial need.

## Deadlines

There are three application cycles and deadlines each year:

<b>Documentation for expenses incurred in this time frame:</b>	<b>Application deadline</b>	
<b>Summer</b>	May 1 – August 31	September 30
<b>Fall</b>	September 1 – December 31	January 31
<b>Winter</b>	January 1 – April 30	May 31

The PSAC Local 555 Adjudication Committee will evaluate applications and notify applicants of the decision within 30 days of the applicable application deadline.

## How to Apply

- Complete the IW Fund Application Form and submit it to PSAC Local 555 by the posted deadline.
- Applicants must provide proof of expenses incurred (i.e. receipts) and a brief explanation of the expenses, as necessary.
- Applicants must disclose household income and information about any other subsidies or bursaries received during the applicable semester.
- PSAC Local 555 reserves the right to request verification for all claims made on the application.
- Applications must include all requested information. Incomplete applications will not be considered.
- Please submit your completed application to [Office@PSAC555.ca](mailto:Office@PSAC555.ca).

## Application Review Process

Applications must be filled out in full, with supporting documentation (receipts), to receive consideration. The PSAC Local 555 Adjudication Committee will review all applications and notify applicants within 30 days of the application deadline via email. The application review process assures your confidentiality:

- Each applicant is assigned an ID number before the application is sent to the Adjudication Committee.
- Applications are then reviewed and assessed by the Committee.
- Applications are kept on file for the purposes of characterizing members' needs for future rounds of negotiations.

Recipients and award amounts are kept anonymous. If your application has been denied and you would like to know why, please contact [Office@PSAC555.ca](mailto:Office@PSAC555.ca).