Queen's Student Accessibility Services
Queen's University
Côté Sharp Wellness Centre, Mitchell Hall
69 Union Street | Kingston, ON | K7L 3N6
613-533-2506
https://www.queensu.ca/studentwellness/accessibility-services/

Bursary Students with Disabilities

Time Log and Receipt for Services

Student's Information	
Student's Name:	Telephone Number:

Service Provider's Information	
Description of service provided (e.g., tutoring):	
Name:	Telephone Number:
Address:	
Email Address:	

Time Log for Services

Course Title:				Course Code:		
Week Starting (DD-MM-YY)	**Week Ending (DD-MM-YY)**	**Hours per Week (a)**	**Hourly Rate (b)**	**Amount (a) x (b) = (c)**	**Service Provider's Initials**	**Student's Initials**

Total Hours (a) _____ x Hourly Rate (b) _____ = $ Fees Billed to Student (c) _____

Receipt for Services and Declaration by Service Provider

Amount of payment: $ _____ (This amount should not exceed the total billed to student as indicated above)

Date of payment: _____

Method of payment: ☐ Cash ☐ E-Transfer ☐ Cheque/ Money Order ☐ Other: _____

I hereby acknowledge that I have given complete and true information on this form.

_____ _____
Signature of Service Provider Date

Declaration by Student

I hereby acknowledge that the information provided on this form is true and complete.

_____ _____
Signature of Student Date

Submit completed forms to:

Attn: Amanda Taillefer
Student Awards
Gordon Hall, 74 Union Street
Kingston, ON K7L 3N6
Phone: 613-533-2216
Fax: 613-533-6409
Email: amanda.taillefer@queensu.ca

Complete separate forms for each course and each service