University of Cape Town :
Department of Electrical Engineering

HR: _____   RATE:_____   TOTAL: _____

TUTOR MONTHLY CLAIM FORM

SUBMIT COMPLETED FORMS TO YOUR TA NO LATER THAN THE 24TH OF EACH MONTH. THE TA WILL SUBMIT THE CHECKED & SIGNED FORMS TO RACHMAT HARRIS ON 25TH.

Student No.		Date of Birth		Email	
First Name(s)		Surname		Cell No	

Please indicate what degree you are currently registered for and i.r.o. UG studies specify the year of study.

PhD		MSc		UG		Year	

Dates for which this claim applies (it must be within one month e.g. 25/4/20 – 24/5/20)	FROM		TO	

Please give detailed desription of duties you are performing in order to claim each month. If you are **tutoring 2 courses, use one form for both claims**. **Both TA's should sign the form**. You cannot exceed a **maximum of 10 hours per week**. You may only tutor a max of 2 courses. In total it should not exceed 40 hrs/month You also have to claim within the month that you worked. **No claims will be accepted for previous months**. Liaise directly with your TA. Your claim should be handed to the TA by 23rd of each month and only the TA will submit your claim to Rachmat Harris for processing.

Course Code	

Day egThurs	Date eg 25/02	Description of Task eg. Marking, Tut, Prac etc	Time From eg 10:00	Time To eg 12:00	Duration eg 2 hours
		TOTAL HOURS CLAIMED FOR THE MONTH			
Student Signature			Date		

I, the Academic responsible for the above course and the Teaching Assistant (if applicable) hereby confirm that the above student student worked the total number of hours as stated above.

Verification by **LECTURER** Responsible for Course (compulsory)		Verification by **TEACHING ASSISTANT**	
Print Name		Print Name	
Sign		Sign	
Date:		Date:	

Course Code	

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Sign		Sign	
Date:		Date:	