



# Foregoing Payment Application for Full-Time Faculty

This form is to be used to forego remuneration for services or overload teaching rendered by faculty or to forego professional fees under a research contract and to request the approval of additional assistance from a department.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

## Foregoing Payment for Academic Services

- ☐ I wish to forego my remuneration for services rendered. (Please specify to the right.)

Continuing Education \_\_\_\_\_

Other \_\_\_\_\_

- ☐ I hereby request additional research assistance in the amount of \$   
to be deposited to cost center

**I agree and understand that no salary or professional fees are payable to me from the foregone remuneration or this assistance.**

## Professional Fees from Research Contract

Cost Centre:

Client/Sponsor:

- ☐ I wish to forego remuneration in the amount of \$   
for professional services rendered to the sponsor.

**I agree and understand that no salary or professional fees are payable to me from this research contract.**

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

## Approved:

\_\_\_\_\_  
Dept. Head      Date      /      /      /  
\_\_\_\_\_  
VP Academic      Date      /      /      /  
\_\_\_\_\_  
VP Admin      Date

## Processed by:

Financial Services: \_\_\_\_\_

Date: \_\_\_\_\_

**Decision to Forego Payment for Overload Teaching or for  
Professional Services Rendered**

**Foregoing Payment for Overload Teaching**

An individual may decide not to receive payment for teaching overload. In this case, taxable income has not been earned, nor has a donation occurred. This payment would be processed as a salary recovery to the faculty member's department.

The Department Head, in consultation with Financial Services and Research & Graduate Studies, may (but is not obligated to) agree to provide additional research assistance to the faculty member, or additional funds for academic travel or conferences. In such a case, the faculty member's Trust Fund account will be credited with the additional amount.

**Foregoing Professional Fees**

Fees or supplements are paid in recognition of additional work or research contracts.

A faculty member may, at the time of the contract being awarded or the commencement of the additional project, refuse the additional payment and negotiate additional research assistance.

Consequently, the Department Head in consultation with Financial Services and Research & Graduate Studies, may agree to provide additional research assistance to the professor, or additional funds for academic travel or conferences. In such a case the faculty member's Trust Fund account would be credited with the additional amount.

**The Foregoing Payment Application (Form TF2) is available through  
Financial Services, Research & Graduate Studies Office, Professor and  
Director of Research, or the NSAC website.**