



SIMON FRASER UNIVERSITY
Policies and Procedures

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Mortgage Subsidy and Down Payment Assistance
Application Procedure

1. Eligible members will be advised of the subsidy or down payment assistance at the time of appointment.
2. SFUFA bargaining unit members must apply for the subsidy or down payment assistance to the Director of Faculty Relations. Application form available [here](#).
3. Once the application for the subsidy or down payment assistance is approved, the Director of Faculty Relations will provide confirmation of the offer of employment and salary level in the form of an Eligibility Letter, which is forwarded to the personnel administrator, and copied to the member, for inclusion with the application made to CIBC Group Mortgage Plan, and to the SFU Finance department.
4. Approved mortgage subsidy or down payment assistance applicants should contact CIBC Group Mortgage Plan at 1-800-663-4819 or groupmortgages@cibc.com. Additional information regarding the mortgage subsidy can be found at Group Mortgage Plan (<http://www.groupmortgages.com/>).