

## INFORMATION AND INSTRUCTIONS FOR STUDENTS

### What is the Special Bursary Program?

The Special Bursary Program offers financial assistance to part-time low income students to help cover educational costs for obtaining their first degree, diploma, or certificate program. The amount of funding is based on eligible educational costs (e.g. tuition, books, supplies and transportation).

Applications must be submitted to the Financial Aid Office for consideration by July 12, 2019 for the Fall semester. Funds are limited and late applications are not considered. You do not need to meet the qualifying criteria to receive OSAP to be considered for this bursary.

### Eligibility

For the 2019-20 academic year, you may be eligible for a Special Bursary if:

- You are a Canadian Citizen, Permanent Resident, or Protected Person of Canada;
- Your family income for the previous year and current study period is below the threshold or primarily derived from social assistance;
- You are unable to study on a full-time basis due to disability, child care, or other personal or family situations;
- You are not receiving grant or loan funding from:
  - The Ontario Student Assistance Program (OSAP) or Canada Student Loans Program (CSLP)
  - Postsecondary Student Support Program
  - Second Career
  - A student financial assistance program from another province, territory or country
- You are studying toward your first degree, diploma, or certificate at the postsecondary level, or are upgrading your skills for employment;
- Your study period is at least four weeks in length;
- You are in good academic and financial standing with the university, and have no prior bursary overawards.
- If you drop a course that you received Special Bursary Assistance for you will be required to repay a portion back.

You are considered a **part-time** student if you are enrolled in courses that constitute less than 60% of a full course load. If you are a student who has a permanent disability and are studying at a 40 – 59% of a full course load you can choose to be treated as a full- or part-time student. If you choose to be considered a part-time student, you are eligible to apply for the Special Bursary Program.

### Conditions

You cannot receive a Special Bursary during the same study period in which you are receiving OSAP, CSLP, second career, postsecondary student support (band), or student financial assistance from another province, territory, or country.

However, if you have extra educational-related expenses for services and equipment resulting from a disability, you may also be eligible for an Ontario Bursary for Students with Disabilities (BSWD). Contact your financial aid office for more information.

Funding received through a Special Bursary is taxable. If you receive a bursary, Algoma University will issue you a T4A in February indicating the total amount of bursary assistance.

### Application Process

To apply for a Special Bursary, complete and submit to the Financial Aid Office a paper copy of this application form with all required supporting documents by the posted deadline.

### Completing the Bursary Application

You will find instructions for completing individual questions or items on the application form itself. Questions or items that need additional explanation are listed below for several sections of the application. If you need more information or help completing the application, contact the Financial Aid Office.

If you are married or are in a common-law relationship, the application form must be completed by you and your spouse.

## SECTION 1: PERSONAL INFORMATION

### 104-108 Address

All correspondence regarding this application will be sent to the address you enter here. If you move, you must give your new address to the Financial Aid Office. You are responsible for updating your address via the student portal, payroll office, OSAP site, and NSLSC site as applicable.

### 112 Marital Status

Indicate what your marital status will be as of the last day of the month in which your program begins.

#### 112-2

If you are in a common law relationship, check "Married". For the purposes of the Special Bursary Program, a common-law relationship exists when:

- You and your spouse have been living together in a conjugal relationship for at least three years; or
- You and your spouse are raising any children of whom you both are the natural or adoptive parents.

#### Documentation Requirements:

- If you are married, provide a photocopy of your marriage certificate
- If you are separated, provide a copy of your legal separation agreement or court order. If you do not have a separation agreement or court order, you must provide an affidavit indicating the date of separation
- If you are divorced, provide a copy of your divorce judgement order
- If you are in a common-law relationship, provide an affidavit signed by you and your spouse confirming that you are in a common-law relationship. Include the applicable date.
- If you are widowed, provide a copy of your spouse's death certificate
- If you are a sole-support parent, and never married, provide an affidavit signed by you confirming that you are a sole-support parent. Include the name(s) and date(s) of birth of each child.

### 113 Citizenship Status

The following documentation is required:

#### Permanent Resident

If you are a permanent resident, you must provide a photo of your Permanent Resident Card or your Canada Immigration Record.

#### Protected Persons

A protected person is defined in subsection 95(2) of the Immigration and Refugee Protection Act (Canada). If you are a protected person, you must provide a photocopy of your valid Protected Persons Status Document and a photocopy of your temporary Social Insurance Number (SIN) card.

### 114-115 Dependent Child(ren)

If you have dependent children, you must provide proof of each of your child(ren)'s date of birth (e.g. birth certificate). Provide an estimate or proof of child care costs you will incur during your study period.

## SECTION 3: INCOME INFORMATION

### 300 Type of Government Income

Indicate the type of government income you expect to receive during your program of study. If you checked "Other", provide details about the type of assistance you will receive on a separate sheet and attach the sheet to this application form.

### 301-303 Gross Income from the Current Year

Include income from all sources, except GST/HST rebates, Child Tax Benefits, Universal Child Care Benefit, and funding from BSWD.

#### Proof of Income

You must provide proof of your income and your spouse's (including common-law) income, if applicable. Proof of income includes:

- Copies of pay stubs from Ontario Disability Support Program (ODSP) or Ontario Works (OW) or a letter from a caseworker
- Copies of pay stubs from other government income such as Canada Pension Plan, Loss of Earnings (WSIB), Employment and Training Allowances
- Copies of employment pay stubs or a letter from employer(s) confirming actual gross monthly income

## REQUIRED DOCUMENTATION CHECKLIST

You are required to provide with your application, the following supporting documentation:

- Marital Status (if married, common-law, separated, divorced, widowed, or sole-support parent)
- Citizenship Status (if a permanent resident or protected person)
- Proof of Income
- Proof of each of your child(ren)'s date of birth (if applicable)
- Letter outlining the reason(s) you are studying part-time (N/A for ESL students)

# ALGOMA UNIVERSITY SPECIAL BURSARY PROGRAM APPLICATION

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## SECTION 1: PERSONAL INFORMATION

\_\_\_\_\_  
<sup>100</sup> Social Insurance Number

\_\_\_\_\_  
<sup>101</sup> Student Number

\_\_\_\_\_  
<sup>102</sup> Last Name

\_\_\_\_\_  
<sup>103</sup> First Name and middle initial

\_\_\_\_\_  
<sup>104</sup> Address (number and street)

\_\_\_\_\_  
<sup>105</sup> Apartment

\_\_\_\_\_  
<sup>106</sup> City, Town or Post Office

\_\_\_\_\_  
<sup>107</sup> Province

\_\_\_\_\_  
<sup>108</sup> Postal Code

\_\_\_\_\_  
<sup>109</sup> Area Code and Telephone Number

\_\_\_\_\_  
<sup>110</sup> Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
<sup>111</sup> Academic Term

<sup>112</sup> Marital Status (\*attach proof):

Single

Divorced\*

Married/Common-law \*

Separated\*

Sole Support Parent\*

Widowed\*

<sup>113</sup> Citizenship Status (\*attach proof):

Canadian Citizen

Permanent Resident\*

Protected Person\*

<sup>114</sup> Number of children 11 years and younger that you and your spouse (if applicable) support (\*attach proof): \_\_\_\_\_

<sup>115</sup> Number of children 11 years and younger that you and your spouse (if applicable) support (\*attach proof): \_\_\_\_\_

<sup>116</sup> Do you receive subsidized child care?

Yes

No

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## SECTION 2: EMPLOYMENT INFORMATION

<sup>200</sup> Your current employment status:

Full-Time

Part-Time

Self-Employed

Unemployed

If unemployed, list source(s) of government income/support \_\_\_\_\_

(e.g. Ontario Works, ODSP, Employment Insurance)

<sup>201</sup> Spouse's current employment status:

Full-Time

Part-Time

Self-Employed

Unemployed

If unemployed, list source(s) of government income/support \_\_\_\_\_

(e.g. Ontario Works, ODSP, Employment Insurance)

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## SECTION 3: INCOME INFORMATION (attach proof of income)

<sup>300</sup> Type of government income you expect to receive during your study period:

Employment Insurance

Loss of Earnings Benefits (WSIB)

Employment and Training Allowance

Ontario Works

Ontario Disability Support Program

Other \_\_\_\_\_

<sup>301</sup> Your confirmed total income for the previous year \_\_\_\_\_

<sup>302</sup> Your estimated weekly income during study period \_\_\_\_\_

<sup>303</sup> Spouse's confirmed total income for the previous year \_\_\_\_\_

<sup>304</sup> What does your spouse expect his/her weekly income to be during your study period? \_\_\_\_\_

<sup>305</sup> Please check off any assistance you are receiving under any of the following programs?

Part Time OSAP

Second Career

OSAP

Postsecondary Student Support Program

Student Financial Assistance from another province/territory

Student Financial Assistance from another country

# ALGOMA UNIVERSITY SPECIAL BURSARY PROGRAM APPLICATION

## SECTION 4: EDUCATION HISTORY

<sup>400</sup> What is the highest high school grade you have completed? \_\_\_\_\_ <sup>401</sup> When did you complete this grade? \_\_\_\_\_

<sup>402</sup> Name of school and province/country in which school is located

School \_\_\_\_\_

Province/Country \_\_\_\_\_

<sup>403</sup> List all courses/programs you have taken at a post-secondary school since you left high school. Attach a separate sheet if needed.

Name of postsecondary institution	City, province and country	Full-Time	Part-Time	Program	Start Date (MM/YYYY)	End Date (MM/YYYY)	Certificate or degree received

## SECTION 5: INFORMATION ABOUT YOUR CURRENT COURSE(S) OR PROGRAM

<sup>500</sup> Name(s) of course(s)	<sup>501</sup> Course Number	<sup>502</sup> Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)	<sup>503</sup> Course length (number of weeks)

## SECTION 6: CONSENTS AND DECLARATION

- I have given true and complete information on this application form.
- I will keep a copy of my application and all required supporting documentation in the event that I am required to produce this information for audit, verification, inspection, or investigative purposes.
- I understand that I am responsible for providing all required supporting documentation as indicated on my application or as directed by the Financial Aid Office. It is my responsibility to ensure all required documentation is received by the program deadline.
- I will promptly notify the Financial Aid Office in writing of any change to my application or situation, including financial, academic, address.
- You and your spouse (if applicable)'s information will be used to verify and administer aid through this program. It may also be used to verify information as provided on any other financial assistance application with the university.
- I authorize the institution under FIPPA to disclose my (and my spouse's, if applicable) personal information with the ministry.
- If you have questions regarding the collection and use of your information, you may contact the President's Office, Algoma University, 1520 Queen St E, Sault Ste. Marie, ON, P6A 2G4.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

### INSTITUTION APPROVAL AND FUNDING BREAKDOWN (FOR OFFICE USE ONLY)

Name of Program		% Course Load		If applicant is a previous bursary recipient, were courses in which he/she was registered successfully completed?		
_____		_____		Yes	No	N/A
Tuition Fees	Comp. Fees	Books/Equip	Travel Costs	Child Care Costs	Total Request	Cheque Amount
_____	_____	_____	_____	_____	_____	_____

Additional Information: \_\_\_\_\_

FAA Signature \_\_\_\_\_

Title \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_