

INFORMATION ABOUT THE INSTITUTION-FUNDED SPECIAL BURSARY PROGRAM

What is the Institution-Funded Special Bursary?

The 2017-2018 Institution-Funded Special Bursary Program (ISBP) offers financial assistance to help cover your educational costs.

The amount of bursary you may receive for the 2017- 2018 costs.

The maximum bursary amount you can receive is \$2,500 per academic year.

A student's continued eligibility for future ISBP funding is based upon the successful completion of both past and currently funded ISBP sessions.

Eligibility

For 2017-2018 you may be eligible for a Special Bursary at Western University, if:

- You are a Canadian citizen, permanent resident, or Protected Person as defined in the *Immigration and Refugee Protection Act* (Canada);
- Your family income is below the threshold for a given family size;
- You are working toward your first certificate, diploma or degree program;
- You are not receiving grant or loan funding from:
 - The Ontario Student Assistance Program (OSAP);
 - The Canada Student Loans Program (CSLP);
 - Second Career;
 - A student financial assistance program from another province, territory or country.
- Your study period is at least four weeks in length.

If you are unemployed and being supported by your assets, you are not eligible for this program.

If you have extra education-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 Centre for Students with Disabilities for further information.

You may not be entitled to the full amount of the Special Bursary if you do not finish the course(s) as planned.

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

Application Process

To apply for a Special Bursary for 2017-18, complete and submit a paper copy of the application form to:

The Financial Aid Office
Western Student Services Building, Room 1100
Western University,
London, ON
N6A 3K7

Your application must be received by the Financial Aid office within the first 30 days of your study period start date.

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/documentation are listed in Section 1 (below). 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

Address

All correspondence will be sent to the address you enter on the application. If you move, you must provide your new address to the Financial Aid Office.

Marital status

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

If you are in a common-law relationship, check "Married." For the purposes of the ISBP, 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.

Indicate the name and address of your spouse on the application.

The following documentation is required:

- If you are **married**, provide a photocopy of your marriage certificate. If you do not have a marriage certificate, you must provide a jointly signed legal affidavit.
- If you are in a **common-law relationship**, provide a legal affidavit signed by you and your spouse confirming that you are in a common-law relationship.
- 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 a legal affidavit indicating the date of separation.
- If you are **divorced**, provide a copy of your divorce judgment or order.
- If you are a **sole-support parent**, and never married, provide a legal affidavit signed by you confirming that you are a sole-support parent.
- If you are **widowed**, provide a copy of your spouse's death certificate.
- If you have dependent children, you must provide proof of each of your child(ren)'s date of birth (e.g., Canada Child Tax Benefit statement).

Citizenship Status

The following documentation is required:

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.

Permanent Resident

If you are a Permanent Resident, you must provide a photocopy of your Canada Immigration Record or a copy of the front and back of your Permanent Resident Card.

SECTION 3: INCOME INFORMATION

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 this sheet to your application form.

Gross Income from the Current Year

Include income from all sources, except GST/HST rebates, Child Tax Benefits, assistance received through the federal Universal Child Care Benefit, and funding from the 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), pay stubs from other government income such as Canada Pension Plan Disability Benefits, Loss of Earning Benefits (WSIB) or Employment and Training Allowance, copies of employment pay stubs, and letters from employers confirming actual gross monthly income.

If you are unemployed and supported by a third party, you must submit a signed and dated letter from them confirming support.

Please bring a proof of your SIN number and government-issued photo identification or your Western student identification card. Please be advised that you are responsible for ensuring that copies of all the supporting documentation are submitted. Applications without photocopied supporting documentation will be considered incomplete.

