### INFORMATION AND INSTRUCTIONS FOR STUDENTS

#### INFORMATION ABOUT THE INSTITUTION-FUNDED SPECIAL BURSARY PROGAM

What is the Institution-Funded Special Bursary?

The 2024-2025 (ISBP) offers financial assistance to help cover your educational costs.

The amount of bursary you may receive for the 2024-2025

The maximum bursary amount you can receive is \$3,000 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 2024-2025 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
- 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);  $\circ$  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 2023-2024, complete and submit to: contact@uwo.ca

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

#### 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

- 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 vou 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

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.



# Institution-Funded Bursary Program Application must be completed in ink SECTION 1: Personal Information

Student Number Academic Year							
Last Name							
First Name and Middle Initial							
Address (number and street)  Apartment							
City, town or post office Province							
Postal Code Area Code and Telephone Number Date of Birth Gender							
□ Female  Day Month Year							
Marital Status (* attach proof)							
☐ Single ☐ Divorced* ☐ Married/Common-law* ☐ Separated* ☐ Single-Support Parent* ☐ Widowed*							
Spouse's Information							
Name							
Address							
Citizenship Status (* attach proof)							
□ Canadian Citizen □ Permanent Resident* □ Protected Person*							
Children (* attach proof)  Number of Children 11 years and vounger that you and your engage (if applicable) support*							
Number of Children 11 years and younger that you and your spouse (if applicable) support*  Number of children 12 years and older that you and your spouse (if applicable) support							
SECTION 2: Employment Information							
Current employment status							
□ Full-time □ Self-employed □ Part-time □ Unemployed							
If unemployed, list sources of government income or third party support.							
Spouse's current employment status							
□ Full-time □ Self-employed □ Part-time □ Unemployed							
If spouse is unemployed, list sources of government income or third party support.							
SECTION 3: Income Information (*attach proof of income)  Note: Income will be verified with each renewal of this program.							
Type of income you expect to receive during your program of study							
<ul> <li>□ Employment insurance*</li> <li>□ Second Career*</li> <li>□ Loss of Earnings Benefits (WSIB)*</li> <li>□ Ontario Works*</li> <li>□ Ontario Disability Support*</li> <li>□ Other*</li> </ul>							
Your estimated gross income for the current year.							
Spouse's estimated gross income for the current year.							

Are you receiving assistance under any of the following po	rograms?	
Canada Student Loan Canada-Ontario Integrated Student Loan Part-time Canada Student Loan Student Financial Aid from another province/territory	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	
SECTION 4: Education History		
High School Information		
What is the highest grade you have completed?		
When did you complete this grade?	Month/Year	
Name of school.		
Last updated June 2024		



## Institution-Funded Bursary Program

List all courses or programs you have taken a me of postsecondary  City,  Fu		Full-			ni since	since you left high school.  From To					Certificate or degree			
titution province or		Time	Time Program		N	Month Year		Month			received			
	country													
Attach a separate sheet	if you need more	cnooo												
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The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: www.westerncalendar.uwo.ca.

### Institution Approval and Funding breakdown

FOR OFFICE USE ONL	Y			
Name of program				
Tuition	Compulsory Fees	Books	Total	
FAO Signature:		Date:		

Last updated June 2024