



SUMMARY OF IMPORTANT INFORMATION & INSTRUCTIONS

The UWindsor Institution-Funded Special Bursary Program (ISBP)

- Offers financial assistance to help cover your educational costs for part-time studies (less than 59% of a full course load) where family income is below a certain level;
- Intended for students who are **unable to study on a full-time basis** due to specific limitations (e.g. responsibility for care of children under age 12 or restrictions due to a disability) and is intended to encourage financially needy students to pursue post-secondary studies for the **first time**.
- Once a student has transitioned over to the full-time OSAP program, this program cannot be used to fund intermittent part-time studies. These students should apply to the OSAP Part-time Program available at osap.gov.on.ca.
- See over for information on value of bursary, eligibility, important conditions and the application process.

DEADLINES:

Fall Term	Winter Term	Intersession	Summer Session	Inter/Summer Session
September 30	January 31	May 15	July 15	May 30

LIFETIME FUNDING MAXIMUMS:

- Actual cost of attendance per term which includes tuition, fees, books, transportation and child care (if applicable/requested) to a maximum of 6 courses or 18 credit hours. After this time, students will be expected to transition to the OSAP full-time program (available for students taking 60% or more of a full course load), or for students wishing to continue on a part-time basis, students can apply for the OSAP part-time program (for students taking 59% or less of a full course load). Students with a permanent disability are considered full-time if taking 40% or more of a full course load so it is up to the student as to whether they wish to be considered part-time or full-time.

MAINTAINING ELIGIBILITY:

Students must successfully complete all courses funded through this program. If a student is unsuccessful or withdraws from the course(s), they will be required to self-fund a minimum of one part-time semester and demonstrate successful completion of that self-funded course(s), before they can be eligible for additional funding in a subsequent term.

ALL STUDENTS must submit the following with their application:

- If mailing your application, a photocopy of your Social Insurance (SIN) Card and one piece of valid government-issued photo identification. **Note: the government no longer permits schools to keep copies of your ID on file. As a result, they must be submitted each time you apply. Your documents will be noted as received and confirmed and then destroyed.**
- If submitting your application in person, you must present your valid government-issued photo ID and your Social Insurance Card for authentication.
- If you are not a Canadian citizen, proof of Permanent Resident status.
- A **detailed explanation** of your career goals and why you are unable to attend full-time. (**A letter from a doctor** is required when a medical reason prevents you from attending full-time **and** you are **not** in receipt of income from Ontario Works or the Ontario Disability Support Program.)
- A statement indicating that your education **costs are NOT being covered** in whole or in part by another agency. If you **are** receiving benefits for education costs, a letter is required from that agency detailing what is being covered.
- Proof of current income dated within one month of the application (see over for additional details):
- An explanation of any anticipated **transportation** costs to attend class, if requesting assistance with this expense.

MARRIED STUDENTS

- Must submit a copy of their spouse's most recent pay stub dated within 1 month of the application
- Must submit copy of marriage certificate.

SOLE-SUPPORT PARENTS OR MARRIED STUDENTS WITH CHILDREN

- Proof of each of your child(ren)'s date of birth (if applicable) (e.g., Copy of Birth Certificate, Canada Child Tax Benefit statement).
- An explanation of **child care costs**, if any, during class hours (if requesting assistance with this expense).
- Must submit proof of marital status (separation or divorce agreement). If you have never been married, an affidavit can be provided to confirm your status and must state the following: Name and date of birth of child, a statement confirming that the child resides with applicant full-time, a statement of the amount (if any) of support being received.

APPLICATION SUBMISSION PROCESS:

- For applications submitted in person, you will be required to present valid government issued photo ID and your Social Insurance Card for authentication.
- For applications mailed, a copy of your valid government issued photo ID and your Social Insurance Card must be attached. Note: Documentation will not be kept on file once the application has processed.
- Submit application (in person or by mail) to: Student Awards & Financial Aid (see address/location over)

IMPORTANT INFORMATION AND INSTRUCTIONS FOR STUDENTS

INFORMATION ABOUT THE INSTITUTION-FUNDED SPECIAL BURSARY PROGRAM

What is the Institution-Funded Special Bursary?

The UWindsor Institution-Funded Special Bursary Program (ISBP)

- offers financial assistance to help cover your educational costs for part-time studies where family income is below a certain level;
- intended for students who are **unable to study on a full-time basis** due to specific limitations (e.g. responsibility for care of children under age 12 or restrictions due to a disability).

How much?

The amount of bursary you may receive for the academic term will depend on your eligible educational costs (e.g., tuition, fees, book allowance, child care and transportation allowance).

Eligibility

You may be eligible for a Special Bursary 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 not receiving grant or loan funding from:
 - o The Ontario Student Assistance Program (OSAP);
 - o The Canada Student Loans Program (CSLP);
 - o Second Career;
 - o A student financial assistance program from another province, territory or country.
- You are taking courses at a provincially-assisted college or university in Ontario and are:
 - o Enrolled on a part-time basis in a postsecondary program that leads to a degree, diploma, or certificate, or;
- Your study period is at least four weeks in length.

You are considered **part-time** 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 between 40% and 60% of a full course load you can choose to be treated as full- or part-time. If you choose to be considered part-time, you are eligible to apply for ISBP.

Here are examples of a part-time course and credit load:

- If 5 courses are considered a full course load, then 2 courses are 40 percent ($2 \div 5 \times 100 = 40$).

Conditions for Special Bursary

You cannot receive a Special Bursary during the same study period in which you are receiving OSAP, CSLP, Second Career, or student financial assistance from another province, territory or country.

However, 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 the Disability Services Office at ext. 3288 for more information if an accommodation is required.

If you leave school or drop a course, you may be required to repay a portion of the Special Bursary back to your institution. 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, your institution 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 your financial aid office the attached paper application form.

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 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 will be sent to the address you enter here. If you move, you must give your new address to your financial aid office.

112 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.

The following documentation is required:

- 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 or 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.
- 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.
- 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).

Indicate the name and address of your spouse if his or her address is different from yours.

113 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 your Permanent Resident Card.

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 this sheet to your application form.

301-303 Gross Income from the Current Year

Include income from all sources, except GST rebates, Child Tax Benefits, assistance received through the federal Universal Child Care Benefit, and funding from the BSWD.

Do not include pain and suffering awards, including WSIB Non-economic loss (NEL) awards, in amounts less than \$100,000. Any amount over \$100,000 is considered income in the period it was received. If payments are made for different incidents, the payments related to each incident are exempt up to \$100,000.

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.

Application Submission Process:

- For applications submitted in person, you will be required to present valid government issued photo ID and your Social Insurance Card for authentication.
- For applications mailed, a copy of your valid government issued photo ID and your Social Insurance Card must be attached. Note: Documentation will not be kept on file once the application has processed.
- Submit application (in person or by mail) to:

Student Awards & Financial Aid
University of Windsor
401 Sunset Ave. Windsor, ON N9B 3P4
(located on the corner of Sunset & Fanchette Ave.)

SECTION 4: EDUCATION HISTORY

400 What is the highest secondary school grade you have completed? 401 When did you complete this grade? 402 Name of school and province or country in which school is located

Grade	Month	Year	

403 List all courses or programs you have taken at a postsecondary institution since you left high school. Attach a separate sheet if you need more space.

Name of postsecondary institution	City, province, and country	Full-time	Part-time	Program	From		To		Certificate or degree received
					Month	Year	Month	Year	

SECTION 5: INFORMATION ABOUT YOUR COURSE OR PROGRAM

500 Name(s) of course(s)	501 Course number	502 Course dates						503 Course length (number of weeks)
		From			To			
		Day	Month	Year	Day	Month	Year	

SECTION 6: CONSENTS AND DECLARATIONS

Applicant's Declaration (REQUIRED)

- I have given complete and true 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 investigation purposes.
- I understand that I am responsible for providing all required supporting documentation as indicated on my application or as directed by the Student Awards & Financial Aid Office in respect of my eligibility for this award.
- I will promptly notify Financial Aid Services in writing of changes to my address and/or financial, academic, family, and/or study-period status, or if any other information that I have provided changes.
- I understand that any change to the information I provide and any change resulting from verification and audit may affect my eligibility and the amount of my bursary.
- I will not receive student financial assistance from any other province, state, or country while receiving this bursary.
- I understand that if I fail to provide complete and true information or any changes to my address and/or financial, academic, family, and/or study period status, the university may restrict me from receiving ISBP in the future.

I have read and understood this section, including the notice of collection, use and disclosure of my personal information, and my signature attests to my consent to the indirect collection, use, and disclosure of my personal information, and that my declaration is complete and true.

Signature of applicant _____ Date _____
Day Month Year

Consents, Declarations and Signatures of Spouse

Spouse's Consent to the Indirect Collection and Disclosure of Personal Information (REQUIRED)

- I understand that the information on this form, including my employment and income information, is a necessary part of the calculation of an ISBP award to the applicant. The information I have given is complete and true.
- I understand that the personal information I provide in connection with this application can be accessed by the applicant. Other personal information relevant to a reassessment will be disclosed to the applicant and any person(s) authorized by the applicant to have access to all information in the applicant's ISBP file.
- I understand that I can withdraw any consent I have given in this section by writing to Student Awards & Financial Aid, any time **before** the applicant accepts an ISBP award. I understand that if I withdraw any consent it will affect the applicant's eligibility for and the amount of an ISBP award.

I have read and understood all parts of this section, including the notice of collection, use and disclosure of my personal information, and my signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true.

Signature of spouse _____ Date _____
Day Month Year

The University of Windsor is committed to the protection of privacy and confidentiality of all its constituents. The information collected in this process is collected under the authority of the University of Windsor Act, 1962 and is collected for the purposes of administering the Institution-Funded Special Bursary Program and any other need-based financial assistance as administered by the University of Windsor. If you have any questions about the collection of information or the uses to which it will be put, please direct your questions to the Director, Student Awards & Financial Aid, University of Windsor, 401 Sunset Ave. Windsor, ON N9B 3P4

INSTITUTION APPROVAL AND FUNDING BREAKDOWN

FOR OFFICE USE ONLY											
800 Name of program			801 Institution code			802 Percentage of full course load			803 If applicant is a previous bursary recipient, were courses in which he or she was registered successfully completed?		
									<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
804 Tuition fees		805 Compulsory fees		806 Books & Equip		807 Travel costs		808 Child Care costs		809 Total requested	810 Cheque amount
Additional Information											
I certify that the above-named person is registered as a student in the course(s) shown in line 500 in an OSAP approved program and that he or she is eligible to receive assistance under the Institution-Funded Special Bursary Program. I recommend that this applicant receive a bursary in the amount indicated in line 810.											
FAA signature				Title				Date			
X											