

## Emergency Relief Fund for International Students: Fact Sheet

### EMERGENCY RELIEF BURSARY

Occasionally, international students are faced with unexpected situations which may lead to immediate financial constraints. The University of Windsor has an Emergency Relief Fund for International Students that supports international students during a temporary and unexpected period of financial difficulty.

#### HOW TO QUALIFY

Bursaries of up to \$1,000 are intended to cover a temporary and/or unexpected loss of resources and are not intended to supplement a student's income or to pay for items which should have otherwise been budgeted for. A student's tuition and fees must be paid in full for a loan or bursary application to be considered and a student must be in good academic standing. Exceptions may be made in the case of graduate students where a tuition deferral arrangement has been made against the student's graduate assistantship or where civil unrest exists in the country of origin. A student may only receive 1 Emergency Relief Bursary per academic year.

Some examples of where a bursary may be approved are as follows:

- Travel resulting from a death in the immediate family,
- Medical expenses not covered by the University's Green Shield OHIP Equivalent Health Insurance Plan (GSHIP)
- Loss of essential property not covered by insurance.
- Wire transfers are delayed unexpectedly,
- Graduate assistantships arriving from countries where currency exchange controls do not allow them to bring enough money to cover initial expenses,

- Students on foreign scholarships whose cheques have been delayed by governments or banks abroad,
- Temporary loss of income due to an accident or injury.

Examples of situations which cannot be covered are basic rent and living costs, transportation and other costs involved in returning home at the end of studies, research expenses and thesis costs, sending money back home (even in an emergency with your immediate family that has not accompanied you to Canada), cosmetic medical costs such as non-emergency dental care, tuition fees, or direct educational costs that should have otherwise been planned for upon deciding to study internationally.

#### APPLICATION/REFERRAL PROCEDURES

International students are encouraged to first meet with an International Student Advisor in the International Student Centre when possible, **before** submitting a request.

To apply for the Emergency Relief Bursary, students must send an email to [isc@uwindsor.ca](mailto:isc@uwindsor.ca). The email **MUST** contain the following information:

- Full name, student ID, phone number
- A detailed description of (maximum 500 words) the emergency financial situation that they are experiencing **and** a financial plan if emergency financial assistance cannot be approved.
- Supporting documentation to corroborate the extenuating circumstances, i.e. medical notes, legal documents, etc.

**Documentation to corroborate the situation must be attached. Allow 7-10 business days for a decision.**

### International Student Centre

Joyce Entrepreneurship Centre, Second Floor

P: 519-253-3000 Ext. 3938 F: 519-561-1472

[www.uwindsor.ca/isc](http://www.uwindsor.ca/isc)

[isc@uwindsor.ca](mailto:isc@uwindsor.ca)

### Student Awards & Financial Aid

Chrysler Hall Tower, Room 210

P: 519-253-3000 Ext. 3300 F: 519-973-7087

[www.uwindsor.ca/awards](http://www.uwindsor.ca/awards)

<http://ask.uwindsor.ca/>

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### NEXT STEPS

Once a student's email has been received by the International Student Centre, the student's request will be reviewed by an ISC advisor who may reach out to the student for more information or additional clarification on the request.

If a student's circumstances meet the requirements for consideration, a referral to assign support of up to \$1,000 will be emailed to the Student Awards & Financial Aid (SAFA) Office. A SAFA representative may also reach out to a student should additional information be required.

Once approved by the Student Awards & Financial Aid Office, the value of the bursary will be assigned to the student's tuition account. If a student's tuition is paid in full, the value of the bursary will be available for the student to request a refund. If the student still has a tuition balance, the value of the bursary will be automatically used to reduce the student's tuition balance. Special arrangements to allow a student to access a bursary when a tuition balance is owed must be made in advance and as part of the request process.

### UNPAID TUITION BALANCE

If, due to the extenuating circumstances identified, a student's tuition remains unpaid, the student must contact the Student Accounts Office at [cashiers@uwindsor.ca](mailto:cashiers@uwindsor.ca) to discuss their situation. Additional information can be found on the Student Accounts [website](#). Acting early is critical to ensure that students are not negatively impacted by an unpaid student account balance.