

## 2011 – 2012 MAPS BURSARY APPLICATION

DEADLINES:	August 15, 2011	Fall term
	November 28, 2011	Winter term
	April 17, 2012	Spring/Summer term

### *What is a bursary?*

- A bursary is a grant, for students demonstrating financial need, which does not require repayment. The bursary program is funded through donor contributions to the University and tuition reinvestment. Bursary funds are limited and are **not intended to fund a student's full deficit**.
- The University is required to issue T4A forms to all bursary recipients. Please consult with Canada Revenue Agency (CRA) when filing your annual income tax to determine if your bursary may be income tax-exempt.

### *To be considered for a MAPS bursary, you must*

- submit a complete, signed **ORIGINAL application** by the published deadline date; including a *letter outlining your financial situation and your reasons for requesting bursary assistance* **\*\*\*DO NOT FAX\*\*\***
- be paying MAPS fees
- have attended (*or will attend*) McMaster on a PART-TIME basis (minimum 50% of **all** terms in current program at McMaster have been/will be completed on a part-time basis)
- not be in receipt of funding for the courses requested through the Ontario Special Bursary Program or the Part-Time Canada Student Loan/Canada Study Grant Program
- have submitted your course registration to the appropriate office and **be successfully registered in the courses indicated on your bursary application at the time of bursary payment**
- remain registered in the courses for which bursary funding has been awarded

### *When will I find out if I am to receive a bursary?*

- You will be notified by letter approximately two weeks after the bursary application deadline date.
- All bursary decisions are final and amounts may be viewed on MUGSI.

### *What if I withdraw from studies?*

- Bursary offer will be rescinded if registration is cancelled or withdrawn. Your refund from the University will first be used to repay any bursary overpayment.

### *May I apply for more than one bursary?*

- Yes, as a MAPS member, you may apply *each term*.
- You should not assume that the total amount received in a current or previous term will be the amount granted in a subsequent term.

### *Did you know that...*

- We offer work programs for students who wish to work part-time during the academic year and/or full or part-time during the summer months and who demonstrate financial need? Work program applications are available online through MUGSI.

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**You are required to ATTACH A LETTER to this application describing your financial situation. The letter should clearly outline any extenuating circumstances that you wish to have taken into consideration and the steps you are taking to manage your financial deficit. The letter may be handwritten.\*\***

Please read carefully and complete the application in **INK**. Incomplete applications **will not** be assessed and you **will not** be contacted for missing information.

**SECTION A: PERSONAL INFORMATION**

McMaster Student ID # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City Province Postal Code

Phone # ( ) \_\_\_\_\_ Preferred e-mail address \_\_\_\_\_

What term are you requesting assistance for?  Fall  Winter  Spring/Summer

Have you resided in Ontario for the past 12 months? Yes  No

Are you registered with McMaster's Centre for Student Development (student with a permanent disability)? Yes  No

**PROGRAM NAME:** \_\_\_\_\_

<b>Course Name</b> _____	<b>Course #</b> _____	<b>Course Format</b> (Please <b>CIRCLE</b> one for each course)
		Lecture
		Correspondence
<b>Start Date:</b> _____	<b>End Date:</b> _____	Block
<b>Course Name</b> _____	<b>Course #</b> _____	Lecture
		Correspondence
<b>Start Date:</b> _____	<b>End Date:</b> _____	Block

**SECTION B: GROUP/STATUS INFORMATION (Please check one.)**

- I am married or living common-law.  
*# of dependent children living with me during study period* \_\_\_\_\_
- I am a sole-support parent.  
*# of dependent children living with me during study period* \_\_\_\_\_
- I am separated, divorced, or widowed AND have **NO dependent children** living with me.
- I have been out of high school for at least 4 years.
- I am a current or former Crown ward or BOTH of my parents are deceased.
- None of the above statements apply.

**OFFICE USE ONLY**

<b>NEED SCORE:</b>	<b>Payment Date:</b>	<b>Payment Amount:</b>
<b>Oracle Record:</b>	<b>Award Fund #</b>	<b>JE#</b>
		<b>FAO Initials:</b>

**SECTION C: FINANCIAL INFORMATION**

**\*\*\*IMPORTANT:** *If any budget line is left blank, the application will be considered incomplete.\*\*\**

All financial information provided should be for the upcoming **four month** study period for which bursary assistance is being requested (i.e. fall / Sept.- Dec or winter / Jan. – April or spring/summer / May – Aug). **All responses must contain one of the following: a dollar amount or '\$0' or 'n/a' (not applicable).** *Note: McMaster University reserves the right to request any invoices and/or copies of official or legal documentation in connection with this application.*

Study period start     /    /      
                                   dd    mm    yyyy

Study period end     /    /      
                                   dd    mm    yyyy

ESTIMATED EXPENSES		RESOURCES	
Tuition & supplementary fees	\$	Assets (RRSPs, bonds/term deposits, etc. as of study start date) DO NOT INCLUDE PERSONAL SAVINGS AMOUNT	\$
Books & supplies	\$	Personal savings (before any tuition is/was paid) DO NOT INCLUDE ASSETS	\$
Residence/rent <u>    </u> /month X 4 months	\$	Gross Study Period Income <u>                    </u> / month X 4 months	\$
Utilities, etc. <u>    </u> / month X 4 months	\$	Spouse's Gross Income <u>    </u> /month X 4 months	\$
Phone/cable <u>    </u> / month X 4 months	\$	Parental Contribution (if applicable)	\$
Food <u>    </u> /month X 4 months	\$	Bank loan/ line of credit	\$
Clothing <u>    </u> / month X 4 months	\$	Scholarship(s) (McMaster, external)	\$
Entertainment <u>    </u> /month X 4 months	\$	All Bursaries (Faculty, external, etc.)	\$
Personal <u>    </u> / month X 4 months	\$	Government income... <i>please underline source...</i> (EI / ODSP / Ontario Works / CPP / Native Student Support / WSIB, etc.) <u>                    </u> / month X 4 months	\$
Uninsured medical (receipt required)	\$	OSAP (or other provincial government loans)	\$
Uninsured dental (receipt required)	\$	Part-time: Canada Student Loans Program	\$
Uninsured optical (receipt required)	\$	Part-time: CSG High Need Part-Time Students	\$
Child care ( <b>unsubsidized</b> amount) <u>                    </u> / month X 4 months	\$	Part-time: Ontario Special Bursary Program	\$
Transportation (including car loan, gas, insurance, repairs, parking, trips home)	\$	Child Care Assistance... <i>please underline source...</i> Universal Child Care Benefit (UCCB) / Child Tax Benefit (CCB)/ Child Care Bursary / Child Care Subsidy <u>                    </u> / month X 4 months	\$
Minimum credit card payment <u>                    </u> / month X 4 months	\$	Other (State source and type)	\$
Other (state source and type)	\$		
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>

**\*\*\*IMPORTANT INFORMATION FOR PART-TIME STUDENTS\*\*\***

MAPS funding is limited. To ensure its best use, we require that students, who are eligible for one of the government bursary programs (*see below*), access this source of funding first. You may access more than one program **only** if the course format differs (for example, OSBP for a lecture or correspondence course and MAPS for your block course.)

**You should apply to the Ontario Special Bursary Program (OSBP) if ALL of the following apply:**

- you are a Canadian citizen, permanent resident or a Protected Person in Canada who has resided in Ontario for 12 months prior to the start of post secondary studies, **and**
- you are attending university part-time because you are **unable** to attend on a full-time basis, **and**
- you are attending university or college for your **FIRST** degree, diploma or certificate, **and**
- you have never attended at a postsecondary institution in the past on a full-time basis (greater than 60% course load), **and**
- your gross family income is below Ministry established cut-offs (listed on reverse of *Part-Time Students: Financial Aid Programs* sheet) or you are in receipt of Government Social Assistance or a Disability Pension, **and**
- you are studying in an approved degree program. If you are registered with Centre for Continuing Education, the only approved courses are **Addiction Studies/Addiction Care Worker** - lecture or correspondence courses only (**no block courses are approved**).

**You should apply to the Part-time/Canada Study Grant Program if:**

- you are a Canadian Citizen, Permanent Resident or a Protected Person in Canada, **and**
- you are studying in an approved degree program. (*‘Continuing’ and ‘irregular’ studies and CCE courses are NOT eligible.*)

**and one or more of the following apply:**

- you are a single parent, responsible for the primary care of dependent children who are living with you full-time during your period of studies.
- you are responsible for the primary physical and financial care of elderly dependent(s) requiring supervised care and /or dependent(s) with a permanent disability requiring supervised care.
- you are a mature student restricted to conditional studies by McMaster (maximum 2 courses / 6 units per four month term)
- you are permanently disabled and, due to the disability, unable to undertake at least 40% of a full-time course load.

**SECTION D: SIGNATURE AND DECLARATIONS**

**STUDENT’S DECLARATION**

**I declare that I have provided true and correct information on this bursary application. I understand that providing incorrect or fraudulent information, either on this application, or in support of this application, may prevent me accessing bursary assistance now or in the future and may also result in the bursary decision being rescinded and disciplinary action being taken. I understand that McMaster University reserves the right to audit and verify the information provided on this application. I understand that information provided on this bursary application may be compared and/or used in conjunction with information maintained by the University and/or provincial student assistance programs (e.g. OSBP, PT CSL/CSG, OSAP) to determine my bursary eligibility. I understand that if I withdraw or cancel courses, my refund (if any), from the University will first be used to repay any bursary overpayment.**

*I understand that any bursary amount granted will be used to pay my University student account first.*

I have received MAPS bursary assistance for a past term(s)... YES  NO   
My courses, previously funded through MAPS, were successfully completed (**Attach Transcript**)... YES  NO

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**RELEASE OF INFORMATION TO DONORS**

Some bursaries are funded by private donors who wish to receive limited information about the recipient(s).  
Do you agree to the release of your name, program and level to the donor of your bursary? YES  NO

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the Director, Student Financial Aid & Scholarships, Gilmour Hall 120, McMaster University.