

Faculty of Graduate Studies & Research Emergency Bursary Application Form

PROCEDURE:

- 1) Complete ALL FIELDS of this FILLABLE Emergency Bursary Application Form;
- 2) Download your four (4) MOST RECENT months of *Canadian* bank statements which are REQUIRED to be submitted along with your application form (if you have multiple accounts attach 4 months for all); **IMPORTANT:** These MUST be bank statements. We WILL NOT accept or review credit card statements.
- 3) Submit your application *electronically* via email to: Grad.Funding@uregina.ca
IMPORTANT: The subject line of your email MUST include your last name and U of R Student ID Number.

ITEMS TO NOTE:

- If any of the above requirements have not been met your application WILL be delayed.
- The Graduate Scholarships & Awards team may contact you to review your application and gather more information.
- Applications will be reviewed on a timely and case-by-case basis until funds are depleted.
- Students in their first semester of studies will normally be ineligible for this award.

Student Information:

<u>Last Name:</u>	<u>First Name:</u>	<u>U of R Student ID Number:</u>
<u>Mailing Address:</u>		
<u>Primary Email Address:</u> →		
<u>Faculty:</u>	<u>Department/Academic Unit:</u>	<u>Degree Program:</u> <u>Other:</u>
<u>Immigration Status:</u>	<u>Starting Date of Program:</u>	<u>Expected Date of Completion of Program:</u>

Have you previously applied for/requested FGSR Emergency Funding? Yes_____ No_____ If yes, why?

Students are normally permitted only one emergency funding request in their academic career at the University of Regina. Students who have received FGSR Emergency Funding may be eligible for additional funding. These requests will be looked at on a case by case basis, **only after 4 months** from when their initial funding was received.

Amount of Funding Requested:

Describe in detail what items you require emergency funding for. The maximum bursary amount is \$1,000.

Itemized Description	Amount:
	\$
	\$
	\$
TOTAL Amount Requested:	\$

Eligibility:

Please confirm that you are fully eligible for this bursary. You must fulfill all points of the eligibility criteria in order to apply. Please know we cannot fund any student who is not fully eligible for emergency funding.

Graduate Student Emergency Funding Eligibility Information:	Do you meet ALL Eligibility Criteria?
<ul style="list-style-type: none">-Registered student in any faculty-Demonstrates financial need-Students must complete the Student Emergency Fund application form explaining their need and the impact receiving the emergency fund would have on their education. The Student Emergency Fund will be used to support University of Regina students in the areas of:<ul style="list-style-type: none">-Housing and food insecurity-Technology-Medical care and prescriptions-Travel to return home-Other unforeseen expenses, such as repairing or replacing a laptop.-Additional criteria may be considered, which is up to the discretion of the Dean of FGSR <p>IMPORTANT: Emergency funding CANNOT BE USED TO PAY TUITION.</p>	

Purpose of Request:

Explain in as much detail as possible the circumstances that have led to your emergency bursary application. Please know that this fund is for students facing **extraordinary circumstances beyond their control.**

Financial Disclosure:

Provide the following financial information for the current semester (all **four** months). This section is important as it determines if you meet the criteria for financial need.

For example, if rent is \$800 per month, enter \$3,200 in the RENT field. If any categories do not apply to you, enter "0" in the dollar amount. A full example of how to complete this area can be found on **Page 4** of this document

Information that is left blank will result in a delay in processing.

**Please know you may be required to provide additional documentation.*

SEMESTER INCOME (for 4 months prior to this application) e-transfers are income, so include them.		SEMESTER EXPENSES (for 4 months prior to this application)	
Student Loan Funding:	\$	Tuition:	\$
Scholarships/Bursaries:	\$	Books:	\$
Third-party Assistance:	\$	Rent:	\$
Employment:	\$	Utilities:	\$
Spouse/Partner Income:	\$	Food:	\$
Child Tax Benefit:	\$	Bus/Car/Gas:	\$
Other Income (Explain):	\$	Child Care:	\$
Other Income (Explain):	\$	Other(Explain):	\$
Other Income (Explain):	\$	Other (Explain):	\$
Other Income (Explain):	\$	Other (Explain):	\$
Semester Income TOTAL:	\$	Semester Expenses TOTAL:	\$

Declaration of Application Submission:

By emailing this application, you declare:

1. That I have answered all questions applicable to me and that all information is true, complete and accurate;
2. I understand that all information I have provided in connection with this application is subject to verification and audit by the University of Regina;
3. All funding is at the discretion of the Dean of FGSR;
4. That I will notify the FGSR Scholarship and Awards Office if I withdraw from studies, or otherwise change my student status;
5. That the Faculty of Graduate Studies and Research may request additional information pertaining to this application;
6. That if I receive funding, pertinent information may be released to the donor of the award, faculty offices, appropriate University of Regina administrative offices and the Financial Services office;
7. That I understand that information provided on this application may be used for research and statistical analysis;
8. I understand that applications will be reviewed on a timely and case-by-case basis.
9. I understand that Emergency bursary funds are for students facing extraordinary circumstances beyond their control.

Please ensure you include in your email to grad.funding@uregina.ca: your four (4) most recent Canadian bank statements as supporting documentation of your finances, in order for this application to be reviewed. Please ensure your last name and U of R Student ID number are on the subject line of your email.

Privacy:

Personal information in connection with this application is collected under the authority of The University of Regina Act and is needed for educational, administrative and statistical purposes, to process your application and decide your eligibility for the emergency funding for which you have applied.

STUDENT SIGNATURE: _____ **DATE:** _____

Once ALL parts of this application have been completed, the application must be submitted **electronically** to the Faculty of Graduate Studies and Research **via e-mail to:** grad.funding@uregina.ca

Instructions for completing FGSR Emergency Bursary Application

Checklist for application submission

Completed student information

Confirmed Eligibility

Completed Financial Disclosure correctly (see instructions below)

You have signed the application

Provided 4 most recent months of bank statements which show expenses

(Including chequing, savings, or spouses account if necessary)

Instructions for Financial Disclosure

This is the most important part of the application. This information helps us review the bank statements you have provided. **Remember, if it shows up on your bank statements it should be listed.** Please make sure that you calculate for the last four months. For example, if rent is \$800 per month, enter \$3,200 in the RENT field. *See below the grid for an explanation of each term.*

SEMESTER INCOME (for 4 months prior to this application)		SEMESTER EXPENSES (for 4 months prior to this application)	
Student Loan Funding:	\$ 0	Tuition:	\$ 3552
Scholarships/Bursaries:	\$ 2500	Books:	\$ 150
Third-Party Assistance:	\$ 1200	Rent:	\$ 2800
Employment:	\$ 3500	Utilities:	\$ 1000
Spouse/Partner Income	\$0	Food:	\$ 800
Child Tax Benefit:	\$0	Bus/Car/Gas:	\$ 200
Other Income (Explain):	\$ 150 (borrowed)	Child Care:	\$0
Other Income (Explain):	\$	Other (Explain):	\$ 400 (money returned to friends)
Other Income (Explain):	\$	Other (Explain):	\$
Semester Income Total:	\$ 7350	Semester Expenses Total:	\$8902

Guide to terms

Student Loan Funding- funding you borrow from the government to cover the costs of school.

Scholarships/Bursaries- funding you receive, most often from U of R. Examples include but aren't limited to Entrance scholarships, UR Graduate Scholarships, Thesis Only Scholarships.

Third-Party Assistance- this is most often money provided from family for your schooling and living needs.

Employment- money from all jobs worked which includes Co-ops, Stipends, and Teaching Assistanceships.

Spouse/Partner Income- any income made by your spouse or partner

Child Tax Benefit- money received from the Government of Canada for support for any children in your household.

Other Income- this includes income tax refunds, climate action incentive, money borrowed from friends and family, rebates earned from bank or rewards programs, and e-transfers. If it is money you have received it should be noted here with an explanation next to it, see above (*even if it money you have to return- see other expenses*).

Tuition- money you have paid in the past four months for classes. *If you prepaid your tuition at the start of your degree do not enter an amount here since it will not have been an expense in the past four months.*

Books- money for textbooks required for your courses.

Rent- money you have spent in the last four months on accommodations. *You should only include your portion of any rent, for example if you share an apartment with another person that is 1200 a month then your portion is 600 and should be entered as 2400 onto the application.*

Utilities: any household bills you are responsible for such as heat, light, internet, cell phone, insurance, security system.

Food- money spent on food both at the grocery store and from restaurants. *Excessive use of restaurants may be considered in our evaluation of applications.*

Bus/Car/Gas- all costs associated with your transport including licensing and insurance.

Child Care- costs of daycare for any children under 12.

Other (Explain)- this includes money you have to pay back, emergency travel expenses, medical or dental expenses, costs of laptop repair or purchase etc. **It is important to include an explanation.**