

# Bursary Policy

## General Guidelines & Student Eligibility:

### ***Student Residency and Eligibility***

Graduate students who are Canadian citizens, permanent residents or protected persons as defined by Citizenship and Immigration Canada enrolled in a graduate program at Trent University are eligible to access TSA and endowed bursary and award funding. To access bursary and award funds matched by the OSOTF and OTSS programs, students must meet the OSAP definition of an Ontario resident. The OSAP definition states that students must reside in Ontario for at least one year, without being a full-time post-secondary student, to be considered an Ontario resident. Students who have been in Canada for less than one year, and have only resided in Ontario, are also considered Ontario residents.

International (Visa) students are not eligible for TSA, OTSS or OSOTF funded bursaries. There are a limited number of privately funded bursaries available to international students.

Bursaries are meant to supplement, not replace, provincial government aid programs and a student's own resources. Students must generally be in receipt of OSAP, another provincial student aid program, First Nations council funding or tribal council funding to qualify for a bursary. Out-of-province students must provide the assessment notice from their province's student aid program.

### ***Bursary Application***

To be considered for bursary funding, students must complete and submit a Trent University graduate bursary application by the advertised deadline.

### ***Registration status & course load***

To qualify for assistance, students must be registered as a graduate degree seeking student in their program of study. Students may be registered either full time or part time in their program. Normally, students will not be eligible to receive a bursary in their last semester of registration and must be actively registered at the time of the bursary allocation.

## ***Academic standing***

All students that are qualified to attend Trent University in a graduate program, that is eligible for MTCU funding, are eligible to receive bursary and award funding.

## ***Bursary Award Amounts***

The School of Graduate Studies will set maximum bursary awards each year based on the needs of students and funds available. Normally, this maximum amount will not exceed \$1500/semester or up to \$3000/year.

### **Student Resources**

Students must declare all resources when applying for a bursary. This includes, but is not limited to, money received from family, scholarships, awards, and employment earnings.

## ***Allowable expenses***

Allowable expenses include all direct educational costs, including tuition, books, and living expenses.

The Financial Aid office establishes and shares a list of reasonable living and education costs, based on costs allowed by OSAP. Students with extra costs because of special circumstances must use the bursary appeal process to access additional funding.

Gas expense may be allowed, if public transit is not available, and the student must travel by car for their program of study or research. Only gas costs will be considered; car payments, repairs and insurance will NOT be considered in the bursary process. Costs for household items such as furniture and computers will also NOT be considered.

Students with dependent children may include additional living and child care costs on the bursary application. Students responsible for the care of their parents are encouraged to provide supporting documentation.

If specialized equipment is needed to complete thesis or dissertation research, equipment costs may be included. The School of Graduate Studies will consult with the program administrators and the faculty supervisor to determine program requirements. The bursary program may not be able to address all student equipment costs.

## ***Appeals***

Bursary appeals will be reviewed after all regular applications have been processed. Students must submit a letter explaining the student's special circumstances, and all documentation to support the student's appeal, must be provided before the appeal can be considered. Appeals will be reviewed by the Dean of Graduate Studies and will be considered on a case by case basis.

Students may appeal for additional funds because of extra expenses, such as uninsured medical or dental expenses. Cosmetic medical expenses and expensive dental procedures such as orthodontic work or tooth replacements will not be covered by the bursary program. Students are required to claim medical and dental expenses through the University's medical coverage, or their own private medical coverage, and provide a statement outlining their claim. Only the uninsured portion of the expense will be considered.

Bursaries are not designed to cover all of a student's expenses. The School of Graduate Studies will set reasonable limits for additional expenses (such as medical and dental costs).

Students may face hardship because of difficult family circumstances and require additional support for living expenses. Special situations will be considered on a case by case basis.

Although students are required to apply for government aid before applying for any bursary, there may be situations when government aid is not available to the student. If students can demonstrate a legitimate reason why they cannot access government student assistance, then they may be considered for aid. Reviews will be on a case by case basis.

Appeals for additional aid cannot be considered if bursary funds are exhausted.

### ***Responsibilities:***

The School of Graduate Studies

- Determines student financial need and bursary eligibility based on MTCU guidelines and bursary application
- Allocates bursary amounts to graduate students based on financial need

*March 3, 2016 (GSC approval)*