

Fanshawe College

Continuing Education Bursary

Eligibility Criteria

- * Canadian Citizenship; permanent resident; *Protected Person.
- * Have a Social Insurance Number.
- * Have low family income below the set threshold for a given family size.
- * Are pursuing post-secondary studies for the **FIRST** time.
- * Are not eligible for any other financial assistance programs for these courses.
- * Classes are needed for a Fanshawe College certificate, degree or diploma or to upgrade academic skills.
- * Your study period is at least 4 weeks in length, or several courses offered in a condensed format.

Students studying part-time in Continuing Education with **low family income** may be eligible for assistance with educational costs - tuition fees and books only. Personal living costs are not eligible.

- * Not all programs/courses listed in the Continuing Education Guide, Ontario Learn website or Fanshawe College program guide or website are eligible for this bursary.
- * Eligible courses **must** be graded and Ministry approved.
- * Courses that are part of **Professional Associations** are not eligible for funding.
- * The maximum amount of bursary you may receive is **\$2,500 per** academic year.
- * The maximum number of academic years you will be considered for funding is four.
- * Funding received through this bursary is taxable. If you receive a bursary, the College will issue you a T4A in February indicating the total amount of bursary assistance.

Approval is based on family income and family size, as established by the Ministry of Advanced Education and Skills Development for Institutional Special Bursary Programs. Funding is calculated based on the costs described below:

$$\text{Tuition Fees} + \text{Textbooks/Materials} = \text{Bursary Entitlement}$$

You must complete a new application for each new semester or course. If you are approved for bursary assistance and you do not use the assistance for the approved course(s) section numbers and start and end dates you must re-apply. Applications are processed in date order on a first come first served basis. **Late or incomplete applications will not be assessed and you will not be contacted for missing information.**

To guarantee a seat in a class, you must pay your fees first and submit a copy of your receipt with your application. If you are approved for the bursary, your tuition fees will be paid back to you.

Academic progress

You must pass the course (s) for which bursary funds have been issued. Students who have not successfully completed all courses are ineligible for further bursary assistance. Funding consideration for subsequent study periods may be reinstated provided that you successfully complete one semester study at your own expense.

Withdrawal, Course Cancellation & Refund Policy

The college's policies for full-time students, part-time day students and Continuing Education students apply. Please refer to <http://www.fanshawec.ca/admissions/registrars-office> and applicable campus Continuing Education guides for further information.

If bursary assistance was used to pay for your tuition fees or you were reimbursed with bursary assistance for tuition fees you paid, any refund of tuition fees resulting from course withdrawal or cancellation will be returned to the Financial Aid Office to pay down your bursary overpayment.

If you leave school or drop a course, you may be required to repay a portion of this bursary back to the college. You will be required to pay any outstanding tuition fees if you withdraw from class.

Course load

You are **part-time** if you are enrolled in less than 60% of a full course load. Course load at Fanshawe College is calculated based on the number of course hours per week. For example:

- If a full course load is 25 hours per week, a 60% course load is 15 hours per week
- If 15 hours of classes per week are a full course load, 7 hours of classes per week is 47% ($7 \div 15 \times 100 = 47\%$)
- If 20 hours of classes per week are a full course load, then 11 hours of classes per week is ($11 \div 20 \times 100 = 55\%$)

Ontario Student Assistance Program (OSAP) Approved Programs

If you are taking between 20 - 59% of a full course load in an OSAP approved program you must apply for part time OSAP assistance. If you are taking less than 20% of a full course in an OSAP approved program you must apply for the Fanshawe College CE Bursary for Part-time Studies and Continuing Education.

Students with Permanent Disabilities: If you are a student who has a permanent disability and are studying between 40% and 59% of a full course load in an OSAP approved program you can choose to be treated as full or part-time.

If you are a student who has a permanent disability and choose to be considered part-time and are taking between 20 to 59% of a full course load you are eligible to apply for part-time OSAP assistance.

If you have extra education expenses for services and equipment resulting from a disability, you may also be eligible for an Ontario Bursary for Student with Disabilities (BSWD) if you are studying part-time in an OSAP approved program.

Non OSAP Approved Programs

If you are in a non OSAP approved program you **may be eligible** to apply for the Fanshawe College CE Bursary for Continuing Education.

Fanshawe College Continuing Education Bursary

Application Instructions

- * Answer **ALL** questions on the application form in black ink. Sign your application.
- * All correspondence will be sent to the email address provided on the application. If you move, or you change your email address, you **must** give your new information for the Financial Aid Office or through your webadvisor.
- * **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 purposes of this bursary, a common-law relationship exists when:
 - You and your spouse have been living together in a conjugal relationship for at least one year
OR
 - You and your spouse are raising any children of whom you both are the natural or adoptive parents
- **Siblings:** If you are single and reside with your parent(s) you are required to declare both parent’s income (if applicable) and indicate the number of siblings you have to determine eligible income threshold (*siblings 17+ must be full time high school or college and be out of high school for less than 4 years*)
- * Report 12 months of income ending with the month your classes end.
- * Attach copies of all required supporting documentation.
- * If approved, you will be sent an Approval Letter to your email address. Have this letter available when calling the Registrar’s Office to use instead of money to register in your classes. **You may only register in the class and section number stated in your Approval Letter.**

If approved, register your banking information on Fanshawe College Web Advisor at this website: <https://www.fanshawec.ca/student-life/online-tools/web-services-applicants-students-employees>

- * If you do not register your banking information a cheque will be mailed out to the address we have on file with the Office of the Registrar.
- * You are responsible for providing the list of required textbook(s) at the time of application submission. If the textbook list is not available at that time, submit the list to our office at a later date for approval. If applicable, **textbook funding will be issued after the 10 day of your class starting.**

Required Supporting Documentation

- * Attach recent year to date proof of gross income for student and spouse. Please do not send in bank statements. **Acceptable proof includes paystubs, letter from employer, statement from OW, ODSP.**
- * ***Protected Persons** - A Protected Person is a person as described under subsection 95(2) of the Immigration and Refugee Protection Act (Canada). The Immigration and Refugee Board (IRB) and Citizenship and Immigration Canada (CIC) decide who is a protected person.
 - Provide a copy of your temporary Confirmation of Social Insurance Number Letter; and a copy of the Notice of Decision from the Immigration and Refugee Board (IRB), a copy of the Verification of Status document or a copy of the Protected Person Status Document
- * If you paid your tuition fees already, attach a copy of your receipt to your application.
- * International students are not eligible for Special Bursaries.

Deadline: Applications must be received two weeks before classes start.

Academic Progress:

You must pass all courses that were funded by this bursary. If you do not pass your previous classes, or if you withdraw, you will no longer be eligible for funding under this bursary.

Sending in your Application Form and Supporting Documentation

Return your original completed application and proof of income, 2 weeks before classes start. Email your application form and required supporting documentation to studentawards@fanshawec.ca .

Contact the **Student Awards Office** for more information.

Office of the Registrar | Fanshawe College

Student Awards

1001 Fanshawe College Blvd. P.O. Box 7005,
London, ON N5Y 5R6

Email: studentawards@fanshawec.ca

Phone: (519) 452-4430

Phone Hours: Monday to Friday 10:00 am to 6:00 pm

Part-Time Studies and Continuing Education Bursary
Deadline: Applications must be received two weeks before classes start.

Student Number

Date of Birth

First Name

Last Name

Mailing Address (Is this a NEW Address? ☐ No ☐ Yes)

City

Province

Postal Code

()

E-Mail Address

Phone Number

Citizenship ☐ Canadian Citizen ☐ Permanent Resident ☐ Protected Person*

*Provide required documentation: A copy of temporary SIN card with valid expiration date

AND one of the following:

- Protected Persons Status Document (Issued by Citizenship and Immigrations Canada)
- Verification of Status document issued by Citizenship and Immigrations Canada
- Notice of Decision Letter issued from the Immigration and Refugee Board (IRD), Refugee Protection Division
- Refugee Travel Document (Valid, not expired)

Marital Status ☐ Common-Law/Same Sex Relationship* ☐ Divorced or Separated ☐ Married ☐ Single ☐ Widowed

*NOTE: Marital status for Common-Law/Same Sex Relationship is living together for at least 1 year

Dependent Children/ Siblings: Number of dependent children or siblings living with you during your studies:

No children # of siblings

Children: 0-11 years of age 12-16 years of age 17+ years of age*

*must in be full time high school or college/university and be out of high school less than 4 years)

Living Arrangements Will you or do you currently live with your parents while you are studying part-time? ☐ No ☐ *Yes

*** If yes, you must declare both parent's total gross income in Financial Information to determine eligibility**

Program of Study

Program Code:

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Level: ☐ Certificate ☐ Degree ☐ Diploma

Campus Location

☐ London ☐ Simcoe ☐ St. Thomas ☐ Tillsonburg ☐ Woodstock ☐ Other _____

Course Selection

- Have you previously applied to the Continuing Education Bursary? ☐ No ☐ Yes When? _____
- Have you previously received full time OSAP or Part-Time OSAP? ☐ No ☐ Yes _____
- Are educational costs funded by employer, student loan, OW, EI, WSIB or other agency? ☐ No ☐ Yes- attach letter
- Have you graduated previously from a post-secondary program? ☐ No ☐ Yes-credential attached

Course Code & Section (Example- ACCT-1004-20LC)		Course Name	Start and End Dates
1			
2			
3			
4			
Revised May 5 2021			

Financial Information

Report **TOTAL GROSS INCOME** from employment, ODSP, Ontario Works, Canada Pension, Native Support, Spousal Support, Child Support etc. ****DO NOT INCLUDE:** Child Tax Benefit, Universal Child Care, Income Tax Returns, Trillium Benefits, GST. *If living at with parents, you must provide your parent's total gross income for the study period.*

List **TOTAL GROSS INCOME** for the 12 month period ending with the last month of your proposed part-time studies. For example,

If the course is from Fall- September to December -Report income January to August and estimate from September-December.

If the course is from Winter- January to April -Report income May to December and estimate from January to April.

If the course is from Summer- May to August -Report income September to April and estimate from May to August.

Your Gross Income

From Month/Year	To Month/Year	Source of Income	Total Gross Income

Your Spouse's or Parent's Gross Income Your Spouse's /Parent's Name: _____

If you are living with your parent's or your status is Common-Law/Same Sex Relationship, or Married list their gross income below.

From Month/Year	To Month/Year	Source of Income	Total Gross Income
If applicable:			
Parent 1 Gross income			
Parent 2 Gross income			

Supporting Documentation

You must provide proof of your current year to date income for yourself and your spouse. Do not send in bank statements. **Proof of income must be dated within the last 2 months.** Acceptable documentation includes:

- photocopy of a paystub or a letter from your employer
- a record of employment
- Ontario Works or ODSP social assistance drug card and statement

If you do not currently have an income, or you wish to clarify your situation, please attach a letter of explanation stating how your daily living costs are being met, and copies of your most recent Revenue Canada Notice of Tax Assessment form. You may be asked for additional information or financial documentation to support your financial situation.

If proof of income is not included your application will be denied.

Declaration and Release of Information Waiver

The information contained in this application is complete and true in all aspects. I understand that failure to provide complete, accurate and updated information and supporting documentation may deny the applicant from receiving assistance now or in the future and may also result in the original decision being reassessed. I may be asked to return the bursary funds to the Financial Aid Office, and that I will be responsible for any non-refundable costs, should I change courses, class sections, drop or withdraw from class.

The information on this form is collected under the authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c.M.19, as amended, O. Reg. 70/17 as amended, and O. Reg. 282/13 as amended; s.10.1 of the Financial Administration Act, R.S.O. 1990, c.F.12, as amended; the Canada Student Financial Assistance Act, S.C. 1994, c. 28, as amended and the Canada Student Financial Assistance Regulations, SOR 95-329, as amended and s. 266.3(4) of the Education Act. The information is used for the administration and statistical purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada and/or private donors to include the determination of eligibility for assistance. For further information contact the Associate Registrar, Financial Aid Service, Fanshawe College, 1001 Fanshawe College Blvd, P.O. Box 7005, London, Ontario, N5Y 5R6, telephone 519-452-4280, website: fanshawec.ca.

By signing below, I agree that I have read and understand the Fanshawe College Policies regarding the CE Bursary, Registration, and Withdrawals.

Student's Signature: _____

Date: _____