

Fanshawe College Continuing Education Bursary

Eligibility Criteria

- * Canadian Citizenship; permanent resident; Protected Person, Refugee Claimant
- * 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 be 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 or day school programs 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.
- * Courses **must be** required to complete a Fanshawe College certificate or diploma.
- * The maximum amount of bursary you may receive is \$2, 500 per academic year.
- * **NEW:** 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 Training, Colleges and Universities 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 courses(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 Student Assistance 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 – 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.

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

Non OSAP approved programs

If you are in a non OSAP approved program you may apply for the Fanshawe College Student Assistance Bursary for Part-time Studies and 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.
- * **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
- * Report 12 months of income ending with the month your classes end.
- * Attach copies of all required supporting documentation.
- * If you wish to inquire about your bursary in person at the Financial Aid Office, you must **take a ticket from the machine located inside E2020. You will be required to show your valid government issued photo ID.**
- * If approved, you will be sent an Approval Letter to your email address. Print this letter and take it to the Registrar’s Office, Room E1012, 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. You must register in person and have your approval letter with you; you will not be able to register over the phone or Web Advisor.**
- * 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 on file with the Office of the Registrar. **Textbook funding will be issued within 10 days 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 and Refugee Claimants** -A Protected Person is defined in subsection 95(2) of the Immigration and Refugee Protection Act (Canada).
 - 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) or a copy of the Verification of Status document or a copy of the Protected Person Status Document, or Refugee Protection Claimant Document.
- * If you paid your tuition fees already, attach a copy your receipt to your application.

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 to the address below, 2 weeks before classes start. DO NOT email or fax your application form.

Fees and Financial Aid -Room E2020
Office of the Registrar | Fanshawe College
1001 Fanshawe College Blvd. PO Box 7005,
London, ON N5Y 5R6

Phone: (519) 452-4280

Email: FAD@fanshawec.ca

Hours: Monday, Tuesday, Thursday and Friday 8:30 am to 4:00 pm
Wednesday 9:30 am to 4:00 pm

Part-Time Studies and Continuing Education Bursary



Social Insurance Number	Student Number	Date of Birth
Last Name	First Name	Previous Social Insurance #
Mailing Address (Is this a NEW Address? <input type="checkbox"/> No <input type="checkbox"/> Yes)		Ontario
	City	Prov Postal Code
E-Mail Address		() Phone Number

Citizenship ☐ Canadian Citizen ☐ Permanent Resident ☐ **Protected Person*** ☐ **Refugee Claimant***

***Provide documentation:** -copy of temporary SIN card with valid expiration date,
 - The Immigration and Refugee Board Notice of Decision, or
 -Verification of Status document OR Protected Person Status Document with valid date,
 -Or Refugee Protection Claimant Document.

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 Number of dependent children living with you during your studies: ☐ **No children**

_____ 0-11 years of age _____ 12-16 years of age _____ 17+ years of age*

(*must in 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

Program of Study _____ **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 OSAP or Part-Time Canada Student Loans? ☐ No ☐ Yes
- Are educational costs funded by employer, student loan, OW, EI, WSIB or other agency? ☐ No ☐ Yes -attach letter
- Have you paid the tuition fees yourself for the courses and provided receipts? ☐ No ☐ Yes

List your courses below. **Note that a maximum of two-15 week courses are eligible at one time.**

Course Code & Section (ACCT-1004-20LC)		Course Name	Start and End Dates
A			
B			
C			

Office Use

1. Date/sign <input type="checkbox"/>	4. Family _____ Income _____ within limits <input type="checkbox"/> yes <input type="checkbox"/> no	6. Academics <input type="checkbox"/> ok <input type="checkbox"/> fail
2. SIN <input type="checkbox"/>	5. A. Graded <input type="checkbox"/> Yes <input type="checkbox"/> No Code 33 _____ T _____ B _____	7. Max:\$ _____ Years _____
3. Citizenship <input type="checkbox"/>	B. Graded <input type="checkbox"/> Yes <input type="checkbox"/> No Code 33 _____ T _____ B _____	8. Docs On file <input type="checkbox"/> Missing <input type="checkbox"/>
		9. Approved CEB <input type="checkbox"/> ISBP <input type="checkbox"/> Denied <input type="checkbox"/>

Financial Information

Report TOTAL GROSS INCOME from employment, ODSP, Ontario Works, Canada Pension, Native Support etc.

DO NOT INCLUDE: Child Tax Benefit, Universal Child Care, Income Tax Returns, Trillium Benefits, GST.

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 September to December -Report income January to August and estimate from September-December.

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

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

Your Income

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

Your Spouse's Income Your Spouse's Name: _____

If your marital status is Common-Law/Same Sex Relationship, or Married list your spouse's gross income below.

From Month/Year	To Month/Year	Source of Income	Total 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 Ontario College of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03; the Financial Administration Act, R.S.O. 1990, c.F.12, as amended; the Canadian Student Financial Assistance Act, S.C. 1994, c.28, as amended; and the Canadian Student Financial Assistance Regulations, SOR 95-329, as amended and the Budget Implementation S.C. 1998, c.21 for proper administration of the Ontario Student Assistance Program plus procedures for the proper administration of funds designated for financial assistance/awards to Fanshawe College students. 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 Manager, Financial Aid Services, 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 _____