



University of Calgary Graduate Students' Association
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Graduate Students' Association (GSA) Bursary Terms of Reference 2023 - 2024 Academic Year

Winter Intake Period: January 8 – 15, 2024

Winter Intake Deadline: **Monday, January 15, 2024 4:00 PM MT**

Submit applications [online](#)

Applications and/or letter of reference received outside of the intake period will **NOT** be evaluated. Late applications will **NOT** be evaluated. Incomplete applications (unanswered questions or additional information) will **NOT** be evaluated. It is the sole responsibility of the applicant to ensure completeness of the application.

This document and application link are available on the GSA's [website](#).
Questions regarding this application should be directed to the GSA Awards Committee Chair or Vice Chair at awards.gsa@ucalgary.ca

This information is collected following the standards set by the Personal Information and Privacy Act (PIPA). It is required to determine your eligibility for the bursary and maybe used for research and statistical analysis. If you have any questions about the collection or use of this information, please contact the Awards Committee Chair at awards.gsa@ucalgary.ca.

Purpose

GSA Bursaries are intended to ease financial strain for graduate students who demonstrate financial need.

Value

Up to \$1,500 CDN.

Applicants are not able to receive more than their demonstrated need.

Eligibility

To be eligible for this bursary:

- Applicant must be an Active Member of the GSA as defined by Section 4, sub-section 4.2 of the [GSA Bylaws](#) during the 2023/2024 academic year;
- Applicant must show a financial deficit for the current academic year (from September 2023 to August 2024);
- Applicants are only able to receive one GSA Bursary in an academic year (from September 2023 to August 2024).
- Applicants must not have received a GSA Bursary in Fall 2023
- Students may use AI (e.g., Chat GPT) as support to gather ideas for their applications but Students must not submit text generated by AI. If it is found that text is copied verbatim, the application will be deemed incomplete.

Documents Required

Applications should be completed **online on the [GSA awards website](#)** (click

“GSA Bursary Application Portal – APPLY HERE”) and consist of:

- 1 • A complete application

- A complete Income and Expenses Budget Worksheet
- Proof of enrollment showing Winter 2024 (see instructions on page 3)
- **Incomplete applications (missing information, extra information/documents and incorrectly filled out) or applications received after the intake deadline will NOT be considered.**

Application Specifications

When applying for this award, the following process must be followed:

- Completed applications MUST be submitted using the [online](#) awards portal;
- Applications MUST be submitted with a UCalgary email address
- Income and Expenses budget template must be completed according to the instructions outlined in the excel template (DO NOT TAMPER WITH THE SHEET); and
- Proof of enrollment must be uploaded (see instructions on page 3)

Adjudication Criteria

Applicants must meet eligibility and submission requirements as described above. All eligible applications will be assessed using the following criteria:

- Severity of financial need (food, shelter, medical needs, etc.);
- Effectiveness of bursary to address deficit; and
- Demonstration of effort to resolve the financial problem (in addition to applying for this bursary) and evidence of financial responsibility.

Additional Regulations

- All applications will be blinded;
- The GSA Bursaries are evaluated by the Awards Committee under the supervision of the GSA VP Academic;
 - As the number of applicants far surpasses the amount of available spots, we are unable to award all graduate students who apply
- Questions about the application process must be directed to the Awards Committee Chair at awards.gsa@ucalgary.ca.
 - The Awards Committee Chair is committed to answering questions regarding this award when possible. Questions that arrive less than 72 business hours before the Intake Deadline may not be answered.
- The Awards Committee will evaluate all application packages based on the adjudication criteria stated above.
- GSA Bursary decisions will be made 10 – 12 weeks from the intake deadline and application feedback will NOT be provided;
- The GSA will not be responsible for any tax liability incurred from awarding funds;
- Applications must be written in English

Instructions for downloading Proof of Enrollment

- 1) Log into your UofC Student Portal – My UCalgary (<https://my.ucalgary.ca/>)
- 2) Scroll down. In the bottom brown banner click “Confirmation of Registration”

Quick Links - Student

[View my T4/T4A](#)
[Download T2202](#)
[My Student Donation Receipt](#)
[D2L \(Desire2Learn,Brightspace\)](#)

[Office 365 Student Email](#)
[Academic Requirements Reports](#)
[Student Success Centre](#)
[PS Enterprise Learning](#)

Course Registration

[Schedule Builder](#)
[Confirmation of Registration](#)
[Registration Dates & Deadlines](#)
[Enrolment Appointment](#)
[Grad Degree Completion Letter](#)

My Financials

[T2202 Tax Form](#)
[Fee Dates & Deadlines](#)
[Fee Payment Options](#)
[My Student Donation Receipt](#)
[Winter 2022 Welcome Back Grant](#)

My Academics

[Academic Requirements Reports](#)
[Academic Advisors](#)
[D2L \(Desire2Learn,Brightspace\)](#)
[Request Official Transcript](#)
[Access My USRIs](#)

Miscellaneous

[Academic Calendar](#)
[Contact Us](#)
[FGS Calendar](#)
[GSA Health & Dental](#)
[GSA Website](#)
[QLess](#)
[Student Forms](#)

- 3) A window will open titled “Request for Confirmation of Registration”, under “Letter Type” click “General Letter”. For “Anniversary Term” select “Fall 2023”, then click “Print”. The letter **must show** registration for the **current** term.

Request Confirmation of Registration

[Career](#) [Program](#) [Degree Plan](#) [Primary Plan](#) [Joint](#) [Acad Load](#)

Select Processing Options

*Institution:

Request Date:

*Letter Type:

Date Printed:

General Letter

Anniversary Term:

Include fee assessment

Include Max Prog Completion Date

- 4) A letter will be generated. Save it as a PDF and upload to the awards portal.