Graduate Students’ Association
GSA Bursary (Formerly GSA Individual and Family Bursary)
Terms of Reference • 2017-2018 Academic Year

Fall Intake: November 6, 2017 - November 20, 2017
Fall Intake Deadline: Monday, November 20, 11:59 PM MT

Winter Intake: January 8, 2018 - January 22, 2018
Winter Intake Deadline: Monday, January 22, 11:59 PM MT

Submit applications online
Applications received outside of the intake period will NOT be evaluated.
Late or incomplete applications will NOT be evaluated.

Questions regarding this application should be directed to: Graduate Students’ Association Awards Committee Chair: awards.gsa@ucalgary.ca

Purpose
The GSA bursaries are funds for students in great financial need and whose need is greater than their current resources are able to cover. Applicants must explain in their application how their circumstances arose and how the bursary will result in greater financial stability.

Deadlines and Submissions
There are two intakes for the 2017-2018 academic year (November 20, 2017 & January 22, 2018). Complete applications must be submitted online by Monday November 20, 2017 11:59 PM MT, for the fall intake, and Monday January 22, 2018 11:59 PM MT, for the winter intake. Late or incomplete applications will not be accepted, but depending on timelines, may be submitted for the next round. Applications received outside of intake periods (above) will NOT be accepted. Applicants will be notified of decisions approximately 8 weeks following submission deadlines. Applications that are not complete will not be considered, but may be completed and resubmitted in the next round, provided they meet requirements.

Eligibility
- Applicants
  - Must be a full- or part-time graduate student at the UofC.
  - Individuals may only submit one (1) application per intake. Applicants must clearly indicate their financial resources, expenses, and total amount of money required (GSA bursary offers up to $2000 CDN).
  - Must not have received GSA Bursary or Emergency Bursary in the same academic year of this application.
  - Applicants will only be awarded one GSA Bursary per academic year.
Applicants may be forwarded for consideration for an Emergency Bursary.

Applicants cannot have received an Emergency Bursary for the same circumstances.

**Financial Circumstances**

- Applicants must demonstrate that their need is greater than their current resources are able to cover.
- Applications must adhere to the Alberta Student Aid Monthly Living Allowances (http://studentaid.alberta.ca/before-you-apply/education-and-living-costs.aspx),

  - These allowances cover the following:
    - Rent/mortgage cost
    - Utilities (water, heat, phone, internet, gas, electricity)
    - Food costs
    - Transportation (both public and personal vehicle)
    - Health care
    - Personal expenses (including entertainment)

  - There is also a limit on the amount that can be claimed for child care costs

**Submission Requirements**

- Applications received after the intake deadline will NOT be considered.
- Incomplete or inaccurate applications will NOT be considered.
- Applicants are solely responsible for the accuracy of the application.
- Completed applications MUST be submitted digitally.
- Applications MUST be a single PDF file (there are tools online to assist with this.)
- Applications MUST be written and signed in English.
- Applications are encouraged to be submitted with a UCalgary email address.

**Criteria**

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

- Accuracy of financial information
- Severity as a result of extenuating circumstances
- The effectiveness of this bursary to lead to financial stability for the student
- Financial responsibility of the applicant
- Application's organization and presentation, including spelling and grammar

**Additional Regulations**

1. Successful applications will be kept for 2 years after the date of notification of award. Unsuccessful applications will be kept for 8 weeks after the same date. All applications will be deleted after the indicated time points.

2. The Awards Committee is committed to answering questions regarding bursaries when possible. Questions that arrive less than 24 hours before the deadline may not be answered.

3. The GSA will not be responsible for any tax liability incurred from awarding funds