Graduate Students’ Association (GSA) Bursary Terms of Reference
2019 - 2020 Academic Year

Fall Intake Period: October 14 – 28, 2019
Fall Intake Deadline: Monday, October 28, 2019 4:00 PM MT

Winter Intake Period: December 31, 2019 – January 13, 2020
Winter Intake Deadline: Monday, January 13, 2020 4:00 PM MT

Submit applications online
Applications and/ or letters of reference received outside of the intake period will NOT be evaluated. Late applications will NOT be evaluated. Incomplete applications will NOT be evaluated. It is the sole responsibility of the applicant to ensure completeness of the application package.

This document and the application form are available on the GSA’s web site. Questions regarding this application should be directed to the Vice President Academic at vpa.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 may be 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 2019/2020 academic year;
- Applicant must show a financial deficit for the current academic year (from September 2019 to August 2020);
- Applicants are only able to receive one GSA Bursary in an academic year;
  - Applicant must not have received a GSA Bursary or Emergency Bursary in the current academic year (from September 2019 to August 2020).
Documents Required
- Applicants must submit a complete application form.

Submission Requirements
When applying for this award, the following process must be followed:
1. Completed applications MUST be submitted online;
2. Applications MUST be in a single PDF file;
3. Applications MUST be written and signed in English;
4. Applications MUST be submitted with a UCalgary email address; and
5. Incomplete applications or applications received after the intake deadline will NOT be considered.

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;
● 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
1. All application packages are anonymized by GSA Staff;
2. The GSA Bursaries are evaluated by the Awards Committee under the supervision of the GSA VP Academic;
3. GSA Bursary decisions will be made 8 – 10 weeks from the intake deadline;
4. The GSA will not be responsible for any tax liability incurred from awarding funds;
5. Questions about the application process must be directed to the Awards Committee Chair at awards.gsa@ucalgary.ca.
   a. The Awards Committee Chair is committed to answering questions regarding this award when possible. Questions that arrive less than 48 hours before the Intake Deadline may not be answered.