Graduate Student Emergency Bursary
Terms of Reference and Procedures

1. Purpose
The Graduate Student Emergency Bursary was developed to support graduate students at the University of Calgary, who, from time to time require emergency or temporary financial assistance to continue in or complete their studies.

2. Value
Students are normally eligible for a maximum of $1500 per year.

3. Eligibility
Applicants must:
3.1. be registered as a full or part-time graduate student at the University of Calgary at the time of application and at the time of payment, and have paid GSA fees (i.e., be an Active Member of the GSA as defined in bylaw -); or
3.1.1. be on an approved leave; and
3.2. demonstrate financial need due to extenuating circumstances and/or maternity.

4. Documents Required
The following documents may be required, depending on the circumstances.
4.1. Police Report for theft or vehicular accidents
4.2. Receipts or invoices
4.3. Proof of approved leave

5. Submission Requirements
5.1. Applications must be submitted to the GSA Governance Coordinator by email – governance.gsa@ucalgary.ca or in person to the GSA Office.
5.2. Applicants must complete all sections of the application form.

6. Selection Criteria
6.1. The severity of the need;
6.2. The temporary nature of the need;
6.3. The unforeseen nature of the need; and
6.4. The effectiveness of the bursary in alleviating the student’s financial challenges.

7. Adjudication Process
7.1. The applications will be anonymized by GSA staff.
7.2. Incomplete applications will not be considered.
7.3. The GSA’s Board of Directors will evaluate applications based on the selection criteria stated above.
7.4. Applications will be reviewed in batches at least twice per month at regular GSA Board of director meetings.
7.5. Applicants will be notified of the outcome of their application via an approval or denial receipt within three weeks of application.
7.6. Should new information or circumstances become available after a determination has been made by the Executive Board, the student must complete a new application.
8. **Payment Process**  
As per section 5 of the agreement:  
8.1. The fund will be held in trust by the Faculty of Graduate Studies.  
8.2. The GSA will select recipients and direct the FGS Scholarship Office to make the payments on their behalf.  
8.3. The bursary payment will be made as a scholarship for income tax purposes.

9. **Joint Committee**  
As per section 3 of the agreement:  
9.1. A Joint Committee comprised of at least one (1) representative from each of the GSA, the Faculty of Graduate Studies and Human Resources, shall establish Terms of Reference for the distribution of the award (criteria, priorities, and procedures for application to and distribution of the fund).

10. **Reporting**  
As per section 5 of the agreement:  
10.1 The GSA will prepare an annual report on the disbursement of monies of this fund.  
10.2 The annual report shall be submitted to the Joint Committee.

11. **Carry-Over of Funds**  
11.1. Funds that are not distributed in the first year of the agreement shall be carried-over to the second year.

**Appendices**  
Memorandum of Agreement  
Application Form