

First Citizens Fund

Student Bursary Application Form

2007-08 Academic Year

Application Closing Date for 2007-2008 Academic Year: May 28, 2008

PROGRAM DESCRIPTION:

The First Citizens Fund student bursary program is funded by the Province of British Columbia and delivered by the BC Association of Aboriginal Friendship Centres. This program provides financial assistance to Aboriginal students enrolled in post-secondary education. Aboriginal students that are ordinarily resident in British Columbia and are enrolled full-time in a recognized post-secondary university or college in a minimum two-year program are eligible to apply for a First Citizens Fund student bursary. The level of assistance will be determined by need and will reflect the amount of assistance received from other sources. The maximum level of assistance is \$700/year for Band or Tribal Council funded students and \$2,000/year for non-funded students.

HOW THE PROGRAM WORKS:

The First Citizens Fund student bursary program is designed to reward students for successful completion of their term of study. When a student sends an application in, if all the eligibility criteria are met, funds will be committed to students on a first-come, first-serve basis. However, *funding will not be sent out until a student's official transcript is received*. Once the student's official transcript is received, if the student's grades and enrollment meet the program requirements, a cheque will be sent out to the student. That cheque may be used for any purpose. If a student chooses, they may send in a transcript at the end of their fall semester and at the end of their spring semester, and receive half of their total payment after each term, depending on availability of funds. They may also simply send in one transcript at the end of the academic year, and receive the full payment.

Students may apply for a bursary for the year *they are currently enrolled in* until May of that year. **If students would like to receive funding for the next year, they must reapply with a new application form.** They do not, however, have to send all the supporting documents again, unless they have switched programs.

WHO IS ELIGIBLE:

- Post-secondary students of Aboriginal ancestry (status, non-status, Metis, and Inuit).
- Applicants who are permanent residents in British Columbia for six months or more at the time of application (not including attendance at post-secondary institution).
- Applicants registered full-time in a minimum two-year academic program at any recognized post-secondary institution.

Full time is considered as follows:

- undergraduate students, at least 3 full time credit courses (60%) per term
- students with permanent disabilities, a least 2 full credit courses (40%) per term
- graduate students, a letter from your academic advisor confirming satisfactory progress at a full time level (for a maximum of 3 years for Masters students, and 5 years for Doctorate students).

WHAT ARE THE SELECTION CRITERIA:

- The applicant is of Aboriginal ancestry.
- The applicant provides a recommendation in writing by a band council or recognized Aboriginal organization.
- The applicant attains a minimum 2.5 grade point average or C+ grade equivalent.
- Applicants completing graduate studies demonstrate satisfactory progress at a full time level.
- Applicants completing a 40% course load have provided proof of a permanent disability.
- The applicant demonstrates financial need.
- Students will not be eligible for a bursary to repeat a course or academic year, for which a bursary has already been received.

HOW TO APPLY:

Students submitting an application must complete the following:

- A completed, signed and dated application form.

Only for first time applicants, or applicants who have switched programs since last applying:

- A letter written by the applicant on ancestry, family background, education and employment history, and career or academic goal.
- Proof of full-time registration in a college or university
- A letter of support from your band or recognized Aboriginal Organization.
- Supporting evidence of Aboriginal ancestry, or a further explanation.
- If a first time applicant, students with a permanent disability must include one of the following documents:
 - verification of receipt or qualification for federal or provincial assistance for persons with disabilities, or
 - a medical certificate from a licensed medical practitioner e.g. physician or specialist, or
 - a learning disability assessment, or
 - a Verification of Permanent Disability form.

(Note: Medical documentation must be signed and certified by the prescribing medical practitioner.)

- Graduate students must also provide:
 - an official transcript verifying enrolment,
 - a letter from your academic advisor confirming advisor's role, full time level and satisfactory progress, advisor contact information, and dated and signed on university letterhead.

Any additional information pertaining to the application can be included on a separate page.

WHAT ELSE DOES AN APPLICANT NEED TO KNOW:

- Students may apply for a bursary at any point from the beginning of the current academic year until May of that academic year. **The closing date for submissions for the 2007-2008 Academic Year is 4:30 pm May 28, 2008. Transcripts are not due until July 25, 2008.** Documents must have **arrived** in our office by these dates, so please take into account mailing time.
- Applications can be made for **each** academic year required to attain a diploma, degree or graduate degree. In the event that a student changes programs, the first academic year in the new program will not be eligible; however, second and subsequent years will be considered.
- Incomplete applications will not be considered for funding.
- Applicants may be asked to provide additional supporting information at the discretion of the BC Association of Aboriginal Friendship Centres.
- A declined application can be appealed within 30 days of the date of decision. Consideration will be based on the submission of supporting information or a change in circumstances.
- T4As will be sent in February of the next year for tax purposes.
- If you are moving or have a change of circumstance, it is your responsibility to notify the bursary office.

OFFICIAL TRANSCRIPTS:

Students who do not submit their official transcripts for the 2007-2008 Academic year by **July 25, 2008**, may be ineligible for funding for the academic year.

WHERE TO SEND APPLICATIONS AND MAKE INQUIRIES:

All applications, official transcripts, correspondence, and telephone inquiries should be sent to:

BC Association of Aboriginal Friendship Centres
200 – 506 Fort Street
Victoria, BC V8W 1E6

Phone: (250) 388-5522

Fax: (250) 388-5502

The guidelines for this program are subject to change without notice

Sections C And D Must Be Completed.

C. Expenses During 07-08 Academic Year			
Monthly Living Costs:	Amount	One-Time Education Costs:	Amount
Rent/mortgage/residence (also strata fees, taxes, renters/home insurance)		Tuition and required fees for term of study	
Utilities (hydro, gas, water, etc.)		Mandatory books/supplies	
Local transportation (insurance, gas, public transport)		Return transportation (school/home 2 return trips)	
Food		Other (<i>Please Specify</i>):	
Medical/dental premiums and related costs			
Clothing, personal care		C.2. Total One-Time Education Costs:	
Child care		Calculation of Total Expenses:	Amount
Other (<i>Please Specify</i>):		Total monthly living costs (C.1) multiplied by number of months term of study \$ _____ X _____	
		Total one-time education costs (C.2)	
C.1. Total Monthly Living Costs:		C.3. Total Expenses (C.1 plus C.2)	

D. Income/Financial Resources for 07-08 Academic Year

List income and source of income. Include **all** actual or projected income from: employment earnings (full-time or part-time, net earnings after payroll deductions), co-op or assistantship earnings, employment insurance (EI), income assistance, WCB benefits, disability benefits, family allowance, childcare subsidy, child support, parents/guardians, etc. **Other income** is the total from scholarships, bursaries and merit awards, other sponsored sources, investments, gifts and income from sale of assets.

Applicant Income:		From Mo/Yr	To Mo/Yr	Amount
1.				
2.				
3.				
Other Income (<i>Please attach a detailed list</i>):				
Student Loans (<i>Please attach a detailed list</i>):				
Amount in savings account at start of term of study:				
Are you receiving First Nations or Metis sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No				Amount
1.	Tuition/books sponsorship allowance			
2.	Monthly living allowance multiplied by number of months term of study \$ _____ X _____			
Spouse/Common-Law Partner Income:		From Mo/Yr	To Mo/Yr	Amount
1.				
2.				
3.				
Other Income (<i>Please list</i>):				
Amount in savings account at start of term of study:				
D.1. Total Income/Financial Resources:				

E. Calculation of Request

Total Expenses (C.3)	
Total Income/Financial Resources (D.1)	< - >
Total Need (Expenses minus income)	
I hereby request financial assistance totaling	

Please Read And Sign Below.

F. Declaration

I declare that I need assistance to help finance my education and the information I have provided in this application form is, to the best of my knowledge, true, correct and complete.

I understand that the information I have provided herein is subject to verification and audit. If I do not provide complete, accurate information or if I obtain or attempt to access financial assistance by fraudulent means, I may be denied a First Citizens Fund Bursary now and/or in the future.

I consent to the exchange of information between appropriate financial institutions, schools, municipal, provincial and federal government ministries, departments and agencies solely for the purposes of verifying or investigating information pertaining to this application and related documents.

Collection and Use of Information. Personal information on this form is collected under the authority of the *Special Accounts Appropriation and Control Act* (RSBC 1996, c. 436). The information collected will be used solely for the purpose of determining eligibility for a First Citizens Fund Student Bursary. Public announcements may be made indicating the amount of the bursary and the recipient's name. For more information regarding the collection and use of this information, please contact the bursary office.

I understand that a First Citizens Fund Student Bursary is taxable income and must be reported to Canada Customs and Revenue Agency for Income Tax purposes.

Eligibility for this program is determined by **First Citizens Fund Student Bursary Program** provincial policy criteria.

Signature of Applicant

Date signed

First Citizen Fund Student Bursary Program: Student Survey

Completion of the following section is optional, however, your participation will assist in program evaluation and enhancement.

How did you learn about the First Citizens Fund Student Bursary Program? (please be specific):

What do you consider to be your home community?

What region are you from? (To see official regional divisions, visit: <http://www.bcstats.gov.bc.ca/data/pop/maps/drmmap.htm>)

Thank you for completing this survey!

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Checklist

If you are **applying for the first time**, have you:

- Completed, signed and dated the application form?
- Included a contact person (someone other than yourself) where you can always be reached or a message can be left for you?
- Provided evidence of Aboriginal ancestry (e.g. registry number and name of band or association, or photocopy of status or metis card, or recognition from Aboriginal Organization, or documented evidence in a self-written background letter)?
- Provided proof of registration in a minimum 2 year, full time post-secondary program (must be original documentation). Please refer to "who is eligible" for a definition of full-time?
- Obtained and included a letter of recommendation from a Band or recognized Aboriginal Organization?
- Included a self-written background letter on family background, ancestral background, education and employment history, and career or academic goal?
- For students with a permanent disability, provided one of the four documents listed under "how to apply"?

If you are **applying for a second time**, and it is the second or subsequent year of your program, or you are continuing in a graduate program of the same discipline, have you:

- Completed, signed and dated the application form?

If all the above requirements are completed, applications will be accepted for approval. Bursaries are released following the completion of your studies for the academic year and only after receipt of an official transcript and, for graduate students only, a letter from your advisor. Official transcripts and letters must be original and must be sent in to the bursary office. Bursaries can be released in two installments, provided an official transcript for each term is sent in. Following the completion of your studies, have you:

- Submitted an original official transcript by July 25, 2008?
- For graduate students only, submitted a letter from your advisor?

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**Submit applications to:
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