

# First Citizens Fund

## Student Bursary Application Form

**2017-2018 Academic Year only**

**(Please note: this program operates on a first come, first serve basis)**

### **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.

### **New this Year:**

- ❖ **For eligible sponsored students and non-sponsored students, the level of assistance will now be \$700 per semester (Fall, Winter and Summer).**

### **HOW THE PROGRAM WORKS:**

The First Citizens Fund student bursary program is designed to reward students for successful completion of their term of study. Funding is distributed to all students who meet the eligibility criteria on a first come, first serve basis. However, *funding will not be sent out until a student's official transcript is received and the student's grades and enrollment is verified.* Funding from this program may be used for any purpose.

### **IMPORTANT NOTES:**

- 1) Applicants must send in an official transcript at the end of *EACH* semester in order to be considered.
- 2) A successful application is only valid for one school year.
- 3) Supporting documents are necessary for all applications:

### **WHO IS ELIGIBLE:**

Aboriginal (status, non-status, Metis, and Inuit) post-secondary students that:

- Are Sponsored and Non-sponsored students
- Permanent residents in British Columbia for a minimum of six months at the time of application
- International/U.S. studies are not eligible unless a part of your BC studies and/or program and will be reviewed on a case by case basis.
- Registered full-time in a minimum two-year academic program at any BC recognized post-secondary institution.  
Full time is considered as follows:
  - undergraduate students - at least 3 full time credit courses per term
  - students with a disability affecting academic performance - at least 2 full credit courses 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).

### **SELECTION CRITERIA:**

- The applicant is of Aboriginal ancestry.
  - A copy of Status or Métis card must be provided.
  - If you are non-status you must provide a copy of your birth certificate and a copy of a parents' status card.
- The applicant must provide a recommendation in writing by a 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 disability affecting academic performance.
- The applicant must demonstrate a financial need.

Please note: 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 or will be denied funding:

1. A completed, signed and dated application form for the proper academic year.
2. A letter written by the applicant on ancestry, family background, education, employment history, and career or academic goal.
3. Proof of full-time registration in a BC college or university
4. A letter of support from a recognized Aboriginal organization.
5. Supporting evidence of Aboriginal ancestry.
6. Applicants with a **disability that affects academic performance** must provide one of the following documents explaining academic performance limitations:
  - 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.)
7. Any additional information pertaining to the application can be included on a separate page.

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

**Returning Applicants:** Must provide a **new, complete application** for each academic year as well as proof of academic enrolment. If you have a disability affecting academic performance you must provide a current document stating disability and academic limitations.

## **WHAT ELSE DOES AN APPLICANT NEED TO KNOW:**

### **Application deadline dates:**

- **Fall Semester (Sept-Dec 2017) – DUE Aug. 31, 2017** (transcripts due by Jan. 15, 2018)
- **Winter Semester (Jan-Apr 2018) – DUE Dec. 31, 2017** (transcripts due by May. 15, 2018)
- **Spring/Summer Semester (May-Aug 2018) - DUE Apr. 30, 2018** (transcripts due by Sept. 15, 2018)

Documents **must be received by** our office by the due date, so please take into account mailing time.

- Applications can be made for **each** academic year required to attain a diploma, degree or graduate degree.
- **\*\*\*Incomplete applications will not be considered for funding. Please be sure to fill out entire application form and verify that your financial section is correct and completed.**
- 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.**

### **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**  
**551 Chatham Street Victoria, BC V8T 1E1** Phone: (250) 388-5522 Fax: (250) 388-5502

**\*\*\*The guidelines for this program are subject to change without notice**

**FIRST CITIZENS FUND STUDENT BURSARY PROGRAM**  
**2017-2018 ACADEMIC YEAR APPLICATION FORM**

Please ensure you have read the instructions before completing. If not applicable, please complete section with N/A. Please print clearly in ink. Please complete all sections.

**A. Personal Information**

Office use only:

**SB2018-** \_\_\_\_\_

Name of Applicant:		Social Insurance Number: (Mandatory)		Age:	Birth Date: mm/dd/yy	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Street Address:		Town:		Province:		Postal Code:	
Phone:		Cell:		Email:			
Name of Emergency Contact Person:		Address of Emergency Contact Person:		Phone Number of Emergency Contact Person: (    )		Relationship:	
<b>Aboriginal Ancestry:</b>		<input type="checkbox"/> Status	<input type="checkbox"/> Non-Status	<input type="checkbox"/> Inuit	<input type="checkbox"/> Métis		
Name of Band, Métis local etc. (where applicable):				Status No.:			
Band Office Phone: (where applicable):							
<b>Disability:</b>							
Do you have disability that will affect your academic performance? <input type="checkbox"/> Yes <input type="checkbox"/> No							

**B. Education Information**

Previous school/university/college attended <b>before</b> enrollment in current program:				Year attended:				
University/college attending this academic year:				Phone number: (    )				
Name of education coordinator/counsellor:				Phone number: (    )				
What is the length of your program? (minimum 2 years):				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please tick the box to indicate what year of your program you are entering for the 2017-2018 academic year.				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program of studies</b> (include anticipated degree, diploma, etc.):								
<b>Major focus of Program:</b>								
Please check the dates of your term(s) of study for the <b>2017-18 academic year</b> .				<b>Fall 2017</b>	<b>Winter 2018</b>	<b>Spring/Summer 2018</b>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Career Goal:</b>								
Have you applied for First Citizens Fund Student Bursary Program assistance before? <input type="checkbox"/> No <input type="checkbox"/> Yes								

**C. Expenses During 2017-2018 Academic Year** \*\*\* Sections C and D must Be Completed or application will be ineligible for funding

<u>Monthly Living Costs:</u>	<u>Amount</u>	<u>One-Time Education Costs:</u>	<u>Amount</u>
Rent/mortgage/residence <i>(also strata fees, taxes, renters/home insurance)</i>		Tuition and required fees for term of study <i>(Do not enter amount if being <b>sponsored</b> by Band or Métis sponsorship)</i>	
Utilities (hydro, gas, water, etc.)		Mandatory books/supplies <i>(Do not enter amount if being <b>sponsored</b> by Band or Métis sponsorship)</i>	
Local transportation (insurance, gas, public transport)		Return transportation (school/home 2 return trips) <i>(Do not enter amount if being <b>sponsored</b> by Band or Métis sponsorship)</i>	
Food		Student Loans <i>(Please attach a detailed list):</i>	
Medical/dental premiums and related costs		<b>C.2. Total One-Time Education Costs</b>	\$
Clothing, personal care		<b>Calculation of Total Expenses:</b>	<b>Amount</b>
Child care		*(C.1) Total monthly living costs multiplied by number of months term of study \$ _____ X _____ mths	
Other <i>(Please Specify):</i>		*(C.2) Total one-time education costs	
<b>C.1. Total Monthly Living Costs (Per Month):</b>	\$	<b>*C.3. Total Expenses (C.1 plus C.2)</b>	\$

**D. Income/Financial Resources for 2017-2018 Academic Year**

List income and source of income. Include **all** actual or projected income from scholarships, bursaries and merit awards, and other sponsored sources.

<b>Applicant Income:</b>	<b>From Mo/Yr</b>	<b>To Mo/Yr</b>	<b>Amount</b>
1.			
2.			
3.			
<b>Are you receiving First Nations or Metis sponsorship?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Amount</b>
1.	Tuition/books sponsorship allowance		
2.	Monthly living allowance multiplied by number of months term of study	\$ _____ X _____ mths =	
<b>D.1. Total Income/Financial Resources:</b>			\$

**E. Calculation of Request**

<b>Total Income/Financial Resources (D.1)</b>	\$
<b>Total Expenses (C.3)</b>	\$
<b>Total Need</b> (Income minus expenses)	\$
<b>I hereby request financial assistance totaling</b>	\$

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.

I understand that 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 recipients' 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 will be reported to Canada Customs and Revenue Agency for Income Tax purposes and a T4a will be provided to the student for the calendar year.**

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

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Signature of Applicant

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Date signed

Please review First Citizen Fund, Student Bursary Application Checklist before signing. (Page 6)

**\*\*\*Incomplete applications will not be considered for funding.**

**Please be sure to complete the entire application form and ensure that your financial section is correct and completed.**

**\*\*\*Applications for any other academic year other than 2017-2018 will not be accepted.**

# First Citizens Fund

## Student Bursary Application Form

### (2017-2018 Academic Year)

## Checklist

Have you completed the following?

- Completed, signed and dated the application form for the current academic year
- 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. photocopy of status or metis card, and recognition from your band or Aboriginal Organization, Non-Status must provide a copy of birth certificate and a copy of a parents Status card *or* documented evidence in a self-written background letter (to be reviewed))
- Provided proof of enrolment 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 recognized Aboriginal Organization
- Included a self-written background letter on family background, ancestral background, education, and career or academic goal
- \*\*\*For students with a disability affecting academic performance please provide one of the four documents listed under “how to apply”

### Official Transcripts:

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**. Official transcripts must be original and must be sent in to the bursary office. Official Transcripts must show **completed** grades (In progress – CIP, is **not** acceptable). Following the completion of your studies, you must:

- Submit original official transcripts by:**
  - 2017 Fall Semester - Transcripts due Jan. 15, 2018
  - 2018 Winter Semester - Transcripts due May. 15, 2018
  - 2018 Spring/Summer Semester - Transcripts due Sept. 15, 2018

Documents **must have arrived** in our office by these dates, so please take into account mailing time.

Submit applications to:  
**BC Association of Aboriginal Friendship Centres**  
**551 Chatham Street**  
**Victoria, BC V8T 1E1**  
Phone: (250) 388-5522  
Fax: (250) 388-5502