

Bursary Application - Regulations and Information

Section I Student Information/Eligibility

Applicants are responsible for setting up an interview with an Executive member of The Royal Canadian Legion Branch *closest to where they reside*. Please do not simply drop off the application and expect someone to contact you; otherwise, the application is considered incomplete and will not be considered.

- Bursaries are awarded to students attending accredited institutions on a full-time basis for **two consecutive semesters**
- You must reside in Alberta or the Northwest Territories and be a Canadian Citizen
- You must prove **Financial Need**. A copy of the most recent Notice of Assessment for parents (if dependent) and applicant should be included.
- You must include a brief description of your goals and objectives
- Eligibility:
 1. Veterans and their Spouses
 2. Children/Grandchildren/Great Grandchildren of a Veteran

No other familial relationships are considered. Members of the Legion are not eligible unless they qualify under the above criteria

Section II College/University Information

- Provide the name and address of the post-secondary institution you will be attending
- The institution must be in Canada.
- Bursaries are awarded to students attending accredited institutions on a full-time basis for **two consecutive semesters**
- Up to \$1000.00 per student are awarded to successful applicants attending College, Vocational or Trade School.

This amount is a guideline only. The Branch may decide to adjust this amount as they consider their available funds and the number of applicants.
- Up to \$1500.00 per student are awarded to successful applicants attending University or a third or fourth-year College.

This amount is a guideline only. The Branch may decide to adjust this amount as they consider their available funds and the number of applicants.

Section III Financial Information

This section is **confidential** and must be completed at the Branch interview

- Eligibility:
 - Veterans and their Spouses
 - Children/Grandchildren/Great Grandchildren of Veterans only
- A Veteran is any person who is serving or who has honourably served in the Canadian Armed Forces, the Commonwealth or its wartime allies, or as a regular member of the Royal Canadian Mounted Police, or as a Peace Officer in a special duty area or on a special duty operation, or who has served in the Merchant Navy or Ferry Command during wartime
- Financial need is considered in part by the **gross household income** as determined by the Canada Student Grant for low and middle-income families.
<https://www.canada.ca/en/services/benefits/education/student-aid/grants-loans/full-time.html>
- Special exceptions may apply; Branches will utilize these thresholds as a part of considering financial need of the applicant.

Section IV Service Information

- Bring a copy of the proof of service documentation for your interview.
 - Service information (Canadian Forces only) can be obtained from:
ATIP and Personnel Records Division
Library and Archives Canada
395 Wellington Street
Ottawa, ON K1A 0N4
TollFree: 1-866-578-7777 in the menu press 1 for English, then 5.
Fax: (613) 947-8456 www.archives.ca
- Some requests for records can be submitted online to Library and Archives Canada via their website.
- Proof of relationship may be required.

Section V Interviewer Comments

Applicant must bring the following to the Branch interview:

- Proof of Service, as defined in Section IV.
- A letter of the aims and objectives written by the student
- **NOTE** – Transcripts, photographs, reference letters or any other scholastic achievements are not necessary, as bursaries are awarded based on **financial need**.

Interviewer – Must complete financial section with applicant

- Be sure proper documentation is presented
- Be sure applicant is at the right Branch (See Section (Student Information/ Eligibility))

- Provide any additional information that will assist the Bursary Committee in their decisions. The committee will consider recommendations and reasoning from the interviewer/branch.
- Sign the application form, including Branch position, Branch name and number.
- Interviewer signature certifies that the applicant was interviewed.
- Ensure that the applicant has signed the form

Please note:

Incomplete applications will not be considered – no follow-up will be taken

Completion of the application gives us consent to collect the information as per the Access to Information Act.

Information collected will be used **only** for determination of bursary eligibility.

Completed applications and necessary documentation (military papers and objectives letter) **must be submitted to:**

Please add Branch Contact Information:

Branch Name: _____

Branch Address: _____

City and Postal Code: _____

Branch Contact Name: _____

Phone Number: _____

Email: _____

Bursary Application

Section I Student Information

Full Name: _____

Current Address: _____

City Province Postal Code

Phone No. _____

Mailing Address (if different): _____

Student I.D #: _____

Date of Birth: _____

Section II College/ University Information

Name of School: _____

Campus: _____

Address _____

Phone: _____

What year of studies will you be in? _____

Bursary Applied for Previously? YES NO If yes, what year and what was the amount? _____

Enrollment Confirmed: Yes/No? _____

Section III **Financial Information – To Be Completed at Branch Interview**

If you are a dependent living at home, please fill out the following:

Family Taxable Income: _____

Number of people in household: _____

Mother's occupation: _____

Father's occupation: _____

PLEASE PROVIDE A COPY OF A REVENUE CANADA TAX ASSESSMENT FROM PREVIOUS TAXATION YEAR TO CONFIRM FAMILY TAXABLE INCOME.

Projected Income and Expense during the School Year:

Income & Resources		Expenses	
Employment income (Student)	\$	Tuition & fees	\$
RESP income	\$	Books & supplies	\$
Parents' contribution	\$	Rent, food, personal care	\$
Other awards & bursaries	\$	Transportation	\$
Other savings	\$	Other	\$
Student loans	\$		\$
Total Income	\$	Total Expenses	\$

Were you successful in applying for another student loan/grant?

YES NO

If yes, what amount? _____

Section IV Military Service Information

Full Name of Veteran: _____

Date of Birth: _____

Service #: _____

Enlistment Date: _____ Discharge Date: _____

Relationship to Student: _____

Please attached copy of proof of service documentation

Section V Interviewer Comments (Please write on back of this page)

*Please include any additional relevant information.

Interview Conducted by: _____

Branch Position: _____

Branch Name and Number: _____

Date of Interview: _____

Signature of Interviewer: _____

Signature of applicant certifying that all above information is true:

Date: _____

Please return this form to the sponsoring branch.