

## Walker Wood Foundation Emergency Financial Aid Bursary Application (2020-2021)

### Overview

This bursary was created to provide Carlton Trail College post-secondary students with short-term, financial aid to cover basic needs or unexpected costs, including those related to impacts experienced by the COVID-19 pandemic.

**This fund is available to full-time and part-time students enrolled in a post-secondary program of 12 weeks or longer between July 1, 2020 – June 30, 2021.**

Emergency bursaries are:

- Non-repayable;
- Provided to address short-term, unplanned and unexpected financial hardship, including impacts arising from the COVID-19 pandemic;
- Not designed to meet educational costs common to all students, such as tuition fees;
- Approved on a case-by-case basis;
- Dependent upon the availability of funds. A limited amount of emergency funds are available for the 2020-2021 academic year.

Before applying for an emergency bursary, please consider whether you have applied for, received or exhausted other sources of funding, such as:

- Student loans and/or grants;
- Scholarship, bursary or award funds;
- Earnings from work;
- Financial support from family/friends;
- Savings and/or RESP;
- Band or other third-party sponsored funding;
- Government assistance programs;
- Canadian Emergency Response Benefit (CERB) or other emergency assistance provided by the federal or provincial government(s).

If you have exhausted all funding options and feel your situation meets the criteria for an emergency bursary, please see the 'How to Apply' instructions on page 2.

### Minimum Eligibility Criteria

1. Be a full-time or part-time student enrolled in a post-secondary program of 12 weeks or longer between July 1, 2020 – June 30, 2021;
2. Be a Canadian citizen or permanent resident;
3. Demonstrate sudden and unexpected financial need, including those arising from impacts due to the COVID-19 pandemic.

**Applications will be accepted until June 30, 2021 OR until emergency financial aid bursary funds are expended.**

## Selection Criteria

- A limited amount of emergency funds are available. Each request for emergency aid will be considered on its own merits, based on need as well as unexpected critical costs incurred.
- Applicants will be asked to provide a statement outlining the urgent nature of the need as arising from the pandemic.
- Allocations will take into consideration the volume and/or scale of need(s) across our student community.
- If eligible, students may receive up to \$750 to assist with immediate costs.
- Incomplete applications will not be considered.

## How to Apply

1. **Students are strongly advised to connect with a Student Advisor to review their application.**

Damon Steadman (306) 682-6857 [steadmand@carltontrailcollege.com](mailto:steadmand@carltontrailcollege.com)

Nicole Kinzel (306) 682-6871 [kinzeln@carltontrailcollege.com](mailto:kinzeln@carltontrailcollege.com)

Melanie Zimmer (306) 835-2923 [zimmerm@carltontrailcollege.com](mailto:zimmerm@carltontrailcollege.com)

Sarah Remenda (306) 223-3012 [remendas@carltontrailcollege.com](mailto:remendas@carltontrailcollege.com)

Students in current post-secondary programs will have been assigned an advisor. If you are unsure who your advisor is, please contact Carlton Trail College at 1-800-667-2623 or (306) 682-6857 or email [studentservices@carltontrailcollege.com](mailto:studentservices@carltontrailcollege.com).

2. The application form is fillable and can be completed electronically. Download and save the application prior to completing it. If internet connectivity or computer access is a concern, contact a Student Advisor for assistance.
3. Answer all questions carefully. Incomplete applications will not be considered.
4. Where possible, attach supporting documentation related to your sudden and unexpected financial emergency (e.g. receipts, proof of loss of employment, two recent paystubs, etc.).
5. Read, acknowledge and date the 'Applicant Declaration.'
6. **Save your completed document and email the completed application (and any supporting documentation) to your Student Advisor.**

## Application Processing

Applications will be processed in the order that they are received and may take up to 5-7 business days to be reviewed. Requests may be prioritized to those who demonstrate urgent, financial need for essentials such as food, shelter, medicine or other unexpected critical costs.

Eligible applicants will be contacted directly should they qualify to receive emergency bursary funding. Emergency funds will be issued in the form of a personal cheque. As physical access to our learning locations is impacted by the COVID-19 situation, cheques will be mailed to students. Acknowledgement of financial aid received by a student may be requested.

Please be aware that the volume of emergency requests received over 2020-2021 may mean that not all students who apply may receive emergency funding.

## Carlton Trail College Emergency Financial Aid Bursary Application (2020-2021)

APPLICANT INFORMATION		
<b>Last Name:</b>	<b>First Name:</b>	<b>Citizenship:</b> Canadian Citizen Permanent Resident
<b>Mailing Address:</b>	<b>City/Town:</b>	<b>Province:</b>
<b>Postal Code:</b>	<b>Phone:</b>	<b>Cel:</b>
<b>Email:</b>		
<b>Social Insurance Number:*</b>		
<b>Marital Status:</b> Single Married or Common-Law Single Parent Separated, Divorced or Widowed	<b>How many children do you have?</b> 0 1 2 3+	<b>Are you currently living with your parent(s), step-parent(s), sponsor, legal guardian, or in a home owned by them?</b> Yes    No
<b>Which program are/were you enrolled in between July 1, 2020 – June 30, 2021?</b>		
Continuing Care Assistant (Humboldt, Wynyard)	Office Administration (Humboldt)	
Early Childhood Education (Punnichy)	Practical Nursing (Watrous)	
Electrician (Humboldt)	Welding (Applied) (Humboldt)	

*\*SIN is collected for the purposes of bursary administration, including issuance of a T4A, if an applicant is eligible to receive payment. Refer to Canada Revenue Agency's "Students" section of their website for more information: <https://www.canada.ca/en/revenue-agency/services/tax/individuals/segments/students.html>*

STATEMENT OF CIRCUMSTANCE
<p><b>Outline your sudden and unexpected financial emergency, including:</b></p> <ul style="list-style-type: none"> <li>▪ If you have been financially impacted by the COVID-19 pandemic;</li> <li>▪ Efforts made in pursuing other financial resources and supports;</li> <li>▪ A description of the expenses that emergency funding would support.</li> </ul>

## Budget Worksheet

- Calculate expenses & resources for the current learning term. Enter \$0 if none.

BUDGET INFORMATION	
RESOURCES	AMOUNT
Student Loan Funding	\$
Provincial Training Allowance	\$
Scholarships/Awards/Grants/Bursaries confirmed prior to this application	\$
Employment Income	\$
Savings	
Parental/Family Support	
Spouse/Partner Income	\$
Band, Indian/Northern Affairs or other third-party sponsored funding	\$
Childcare subsidies/Child Tax Credit	\$
Other (Please specify. This may include emergency assistance provided by the federal or provincial government.)	\$
<b>Total Income</b>	<b>\$</b>
EXPENSES	
Tuition	\$
Books and Materials	\$
Rent	\$
Utilities (e.g. power, gas, water, sewer, internet/phone)	\$
Food	\$
Transportation (e.g. car, gas)	\$
Child care	\$
Medical	\$
Other (Please specify. This may include exceptional expenses incurred due to impacts from the COVID-19 pandemic.)	\$
<b>Total Expenses</b>	<b>\$</b>
<b>Total Income</b>	<b>\$</b>
<b>- Total Expenses</b>	<b>\$</b>
<b>Estimated Financial Need</b>	<b>\$</b>

*Applications may be subject to audit and verification. Applicants may be required to submit supporting documentation as part of the audit process.*

### APPLICANT DECLARATION

I certify that the information provided on this application is true and complete to the best of my knowledge. If requested, I understand that I may need to provide supporting documentation for verification of information provided and/or for award eligibility. I understand that my information is assessed in accordance with *Saskatchewan Innovation and Opportunity Scholarships Administrative Guidelines for Educational Institutions*. I authorize Carlton Trail College to verify information collected on this application and I consent to the disclosure of information on this application to be used for the purposes of bursary administration, as well as for statistical purposes by Carlton Trail College and/or by provincial or federal ministries and agencies. I understand that any intentional, false representation provided may result in the cancellation of any application or award that I may receive. I understand that this information is collected in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*.

**First Name Last Name**

**Date of Submission**