



International undergraduate and graduate students should use this form to be considered for a bursary, emergency funding, and/or a summer Work Study position.

Email the completed form and required attachments to [awards@uoguelph.ca](mailto:awards@uoguelph.ca) from your U of G email.

- **This Financial Need Assessment form will be used to evaluate you for the COVID-19 Emergency bursary.**
- Please read and complete the application thoroughly. Incomplete applications will be denied.
- Undergraduate students must be registered in a minimum of 1.5 credits to apply for a bursary and 2.0 credits to apply to the Work Study program.
- Graduate students must be registered full-time to apply for a bursary and/or Work Study.
- Apply for Work Study in the summer and then re-apply using a new Fall and/or Winter application.
- You will be notified of your eligibility by email to your @uoguelph.ca email address.
- Please provide your Canadian bank information to Student Financial Services using [WebAdvisor](#) if you have not already done so. Instructions are available on the [Direct Deposit](#) webpage.

COVID-19 Emergency Bursary Eligible Expenses: Each request for emergency aid is considered on its own merits and based on need associated with an educational program and unexpected critical costs incurred by students as a direct result of COVID-19. Expenses that may be considered include living costs, travel home, moving costs and other extraordinary and reasonable needs. Bursaries are not intended to fund non-educational expenses or to repay your debts.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Degree: \_\_\_\_\_ Program: \_\_\_\_\_ Department: \_\_\_\_\_

U of G email address: \_\_\_\_\_ Local phone #: \_\_\_\_\_

Is this your final semester?  Yes  No

Marital status:  Single  Married  Sole Support Parent

If you have indicated that you are married, is your partner:

A student at the University of Guelph? (Student ID #: \_\_\_\_\_)

A full-time student at another institution?

Other (e.g. employed): \_\_\_\_\_

If YOU have children, how many children in each age group will be living with you full time? \_\_\_\_ 0-11 yrs \_\_\_\_ >12 yrs

**Committee Use Only:**

**Awards Office Only:**

Decision/Comments/Signature:	Bursary: ___ Approve ___ Deny	Work Study: ___ Approve ___ Deny
	Amount:	Approved Summer:
	AIDE:	AIDE:
	On SAR:	Notified:
	Rfnd:	
Notification:	Notified:	

<b>I am applying for</b> (can select multiple):	<b>Deadline date to apply:</b> (NOTE if the deadline falls on a weekend or holiday, the form will be accepted the next business day.)
<input type="checkbox"/> In-Course Bursary	<b>July 2</b> for a summer bursary (unless there is an emergency, in which case you will need to email the International Student Advisor)
<input type="checkbox"/> COVID-19 Emergency Bursary	<b>August 4</b>
<input type="checkbox"/> Work Study	<b>Third Friday in June</b> for a summer position (The application for fall and winter Work Study will be available mid-August.)

1. What is your home country? \_\_\_\_\_

2. Please explain how you planned to finance your University of Guelph studies through to graduation. Explain what extenuating conditions happened to change or affect your budget and why you now require assistance. Attach a separate page if necessary. ***Include documentation that supports the extenuating circumstances.***

3. Explain how the COVID-19 pandemic has changed your situation to create your current financial difficulties. Attach a separate page if necessary. If you are requesting funding to cover travel costs, please attach receipts.

4. Are you a sponsored student?  No  Yes – if yes, who is your sponsor? \_\_\_\_\_

5. Have you received a bursary, scholarship with a financial need component or Work Study financing before?

Yes  No

## Graduate Students Only

Who is your advisor/supervisor? \_\_\_\_\_

Advisor's email address: \_\_\_\_\_ Ext. \_\_\_\_\_

**GTA/GRA/GSA Information:** To be completed by the **Chair (or designate)** of your Department. **Applications will be returned to the student if this is not completed in full.** Must be completed even if reporting '\$0.00' (no funding).

Semester	Year	Indicate GTA/GRA/GSA (Specify)	Amount Committed to this Student**
Summer			

\*\* This information will be verified against payroll data. Discrepancies will result in the re-evaluation of bursary and Work Study decisions and, in some cases, students may be required to return their funding to the University of Guelph.

X \_\_\_\_\_

Chair (or designate) full name

Date

### Required Documentation (All Students)

You **MUST** include a photocopy of **ALL** of your personal bank statement(s) with this form, showing a running balance for the past two months. (Your application will NOT be processed without these documents.)

Are you receiving the Canada Emergency Response Benefit (CERB)?  Yes  No

### Please complete the 4-month budget below (sections A, B and C for May to August)

#### A. Income/Resources

\*\*Married students' budget should reflect income and expenses for the family\*\*

Bank balance at the beginning of school period before paying tuition/expenses \$ \_\_\_\_\_

Parent's/Spouse's contribution towards tuition, fees, living expenses, etc. \$ \_\_\_\_\_

Academic Awards/Bursaries/Scholarships \$ \_\_\_\_\_

Graduate Students Only: GTA/GRA/GSA (specify) \_\_\_\_\_ \$ \_\_\_\_\_

Employment income during study period \$ \_\_\_\_\_ x 4 months  
(include Work Study, do not include GTA/GRA/GSA) \$ \_\_\_\_\_

Sponsorship funding \$ \_\_\_\_\_

Student bank loan/Personal line of credit (available balance only) \$ \_\_\_\_\_

Investments, e.g., GICs, mutual funds, bonds, etc. (specify) \_\_\_\_\_ \$ \_\_\_\_\_

Partner's monthly income after deductions (if applicable) \$ \_\_\_\_\_ x 4 months \$ \_\_\_\_\_

Any other income such as the Canada Emergency Response Benefit (CERB) \$ \_\_\_\_\_

**Total Income/Resources** \$ \_\_\_\_\_

## B. Expenses

Tuition and incidental fees	\$ _____ x 1 semester	\$ _____
Books and supplies	\$ _____ x 1 semester	\$ _____
Rent/Residence	\$ _____ x 4 months/ 1 semester	\$ _____
Utilities	\$ _____ x 4 months	\$ _____
Phone	\$ _____ x 4 months	\$ _____
Food/Meal plan	\$ _____ x 4 months/ 1 semester	\$ _____
Laundry	\$ _____ x 4 months	\$ _____
Entertainment/Personal costs	\$ _____ x 4 months	\$ _____
Clothing	\$ _____ x 4 months	\$ _____
Medical/Dental – (attach original receipts, including dispensing fees)		\$ _____
Childcare cost for married or sole support parent (must attach receipts)		\$ _____
Other (specify) _____		\$ _____
	<b>Total Expenses</b>	\$ _____

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## C. Need

Subtract total expenses from total income/resources **Total Need** \$ \_\_\_\_\_

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I have provided all bank account documentation and supporting documents as required. Please initial: \_\_\_\_\_

I have provided my Canadian bank information to Student Financial Services for Direct Deposit purposes.

Yes  No – If no, please submit this information on [WebAdvisor](#) (see the [Direct Deposit](#) instructions)

*If you have any additional comments, please attach a separate sheet.*

**I certify that the information contained in this application is complete and true. I agree to provide Student Financial Services with any documentation necessary to verify the above-noted information. I understand that failure to provide such documentation may affect current or future eligibility for the bursary and Work Study programs. I further understand that should my eligibility for the bursary or Work Study programs be terminated, I may be required to refund any funding I have received from the University under the bursary or Work Study programs.**

X \_\_\_\_\_  
Signature Date

Completed forms and required documentation can be emailed from your University email account to [awards@uoguelph.ca](mailto:awards@uoguelph.ca).