

CATEGORY:	Human Resources	NUMBER:	TBD
SUBJECT:	Bursary Policy (Encounters with Canada)	ISSUED: REVISED:	August 2019

Policy

The Historica Canada (HC) - Encounters with Canada (EWC) Bursary Program is intended to assist students as a supplement to other forms of financial assistance. Many of the provincial and territorial governments of Canada offer subsidies to EWC participants, which are granted on a first come, first served basis. This subsidy value is the same for each participant, regardless of economic background. The second type of subsidy available is a “Need-based” bursary that is granted on an ad-hoc basis based on demonstrated financial need. This value will be \$100 for each selected applicant. The total amount of bursary available will be dependent upon available funds available that fiscal year. This policy focuses on the “Need-based” bursary. Need-based bursaries are approved by the Director, Programs and Education, who will consider applications throughout the sessions. This policy is intended to be applied in a manner equitable to all students. Students are expected to first access support from their own (and their family’s) resources, before requesting subsidy assistance.

Purpose

The purpose of this policy is to:

- Provide a clear statement of HC’s equitable practice in administering the EWC Bursary Program.
- Outline student requirements and responsibilities in the bursary program
- Define the process of evaluating, awarding and administering need-based, \$100 bursary to students.

Scope

This policy applies to Canadian citizens and permanent residents enrolled in a Canadian educational institution recognized by their provincial/territorial Ministry of Education and home school students, between ages 14 to 17 years.

Definitions

- 1) **Bursary**: Financial support provided to a student based primarily on proven financial need as assessed by HC.
- 2) **Donor**: An individual, group, foundation or corporation that donates money, to HC in order to create a subsidy to provide financial assistance to students that meet established criteria.

Eligibility

- Student applicants must be a Canadian citizen or a permanent resident of Canada.
- Student applicants must be between ages 14 to 17 years when they attend the EWC program.
- Student applicants must be enrolled in a Canadian educational institution that is recognized by their provincial/territory Ministry of Education or a home school.
- Student applicants must be participating the EWC program for the first time.
- Consideration will be given to families whose net income falls below the following threshold amounts:
 - Families with one (1) dependent: \$50,000
 - Families with two (2) dependents: \$55,000
 - Families with three (3) dependents: \$60,000
 - Families with four (4) dependents: \$65,000
 - Families with five (5) or more dependents: \$70,000

Application Procedures

- Students must complete a “Historica Canada – Encounters with Canada Bursary Application” form and submit it alongside their initial registration. No student will be considered except by application via this form. Only online applications will be accepted.
- Applicants must submit the required documentation from both parents, unless they are deceased. (In the case of single parent households, EWC only requires the signature of one parent, but documentation must be produced to confirm custodial status.)

Application Assessment and Selection

- Students are expected to have realistic financial plans to cover their costs. All applicants are expected to have explored all reasonable sources of funding (e.g. part-time employment, parental contributions, and other subsidies: schools, community organizations, local businesses, government etc.).
- The selection of bursary recipients is based on demonstrated financial need. The assessment of financial need is based on household income and number of dependents. All successful applicants will be notified by email.

Subsidy Funding and Payment

- The total amount of bursary funding available will be determined by management and based on expected available funds.
- Individual bursary awards are based strictly on financial need. Applicants are expected to fully disclose details of their financial situation including all resources.
- Individual awards granted will be \$100.00.

Acknowledgement and Agreement (for HC employees)

I acknowledge that I have read and understand the Bursary Policy of Historica Canada. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Historica Canada: Encounters with Canada Bursary Application

Instructions

Historica Canada (HC) bursary awards are meant to assist and encourage students with financial difficulties to enroll in the Encounters with Canada (EWC) program. HC believes all students should be given a fair chance to participate in the enriching experience of the EWC program. Awards are granted in the amount of \$100.00. Students cannot receive more than one bursary award. The information collected on this application will be used to assess an applicant's level of financial need for the purpose of selecting need-based bursary awards. Complete and submit this form only once.

Eligibility and Application Applications must be received alongside your registration to Encounters with Canada (EWC) program. Only online applications will be accepted.

To complete this application, you must:

- Have applied to the Encounters with Canada (EWC) Program
- Be an EWC participant for the first time
- Be a Canadian citizen or Permanent Resident of Canada
- Be between ages 14 to 17 years when you attend the EWC program
- Be enrolled in a Canadian educational institution that is recognized by your provincial/territorial Ministry of Education, or home school.
- Consideration will be given to families whose net income falls below the following threshold amounts:
 - Families with one (1) dependent: \$50,000
 - Families with two (2) dependents: \$55,000
 - Families with three (3) dependents: \$60,000
 - Families with four (4) dependents: \$65,000
 - Families with five (5) or more dependents: \$70,000

Required Information

Please include a copy of the following information or documents to complete this application.

- Your parent(s) or legal guardian most recent Notice of Assessment: taxable income (line 260)
- Form RC66: Canada Child Benefits Application and/or your parent or legal guardian most recent Canada Child Benefit Notice (CBB) indicating the number of eligible dependent(s).
- Letter demonstrating financial need (optional)

Offer timeline

Successful applicants will be notified by email of the decision within two weeks of application submission.

Section A: Bursary Information

Specify selected theme weeks on your registration:

Theme week/Date	Require bursary
1. _____ Date: _____	<input type="checkbox"/>
2. _____ Date: _____	<input type="checkbox"/>
3. _____ Date: _____	<input type="checkbox"/>
4. _____ Date: _____	<input type="checkbox"/>

Section B: Participant Personal Information

Last Name:	First Name:
Address:	City:
Province:	Postal Code:
Country:	Birth Date:
Email:	Phone:
Citizenship: <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident	

Section C: Academic Information

School Name:	Grade:
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Section D: Financial Information

Income

Parental (or single parent) income as recorded on the most recent Notice of Assessment (line 260)

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Including yourself, how many dependents do your parents have? Please note that children 16 years of age or older must be full-time students or have a disability to be considered dependent.

Number of dependents: _____

Mother's occupation: _____

Father's occupation: _____

Section E: Applicant's Declaration and Consent

I authorize Historica Canada (HC) to release a copy of this application to the appropriate awards selection member(s) including copies of any information attached to this application.

I understand that I am responsible for providing all required documentation as indicated on this application or as directed by the HC-EWC bursary award member(s). I understand that if I do not submit the required documentation or information I may not be considered for a bursary.

I understand that the collection of personal information provided on this application or accompanying documentation is used solely for the purpose of determining my eligibility for bursary assistance. For more information on HC's Privacy Policy, please go to "[Historica Canada Privacy Statement](#)."

I declare that all of the information that I have given on this form is true and accurate. If any information is inaccurate, I understand that any bursary awarded may be reassessed and/or withdrawn.

Parent/Legal Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please complete this application online. Should you have questions regarding this bursary application, you can mail or email inquiries to:

Encounters with Canada
1805 De Gaspé Ave.
Ottawa, ON K1K 0A4
Attention: Martin Bergeron, Senior Recruitment Officer
Email: mbergeron@historicacanada.ca