What is the ESU Bursary?

The ESU Bursary is a financial aid program that can make it easier for students to attend ESU programs.

Who is eligible?

Eligible students must:

- Be an Ontario resident who is a Canadian Citizen, Permanent Resident or Protected Person
- Be from a low income family (see cut-off thresholds on page 2)
- Not have received an ESU Bursary in the past

Instructions

Follow the instructions below to ensure that your Bursary Application is processed. Only complete and signed applications will be considered. It is the applicant's responsibility to ensure that a complete application package is submitted. Late applications will not be accepted.

Step 1: Application form

Complete and sign all required sections of this application form. Definitions are provided at the end of this package and are identified throughout the application. A complete application includes the following:

- All pages of the application form.
- Your (and your spouse’s/parent’s, if applicable) signed Consents, Declarations and Signature pages.

Step 2: Required documents

Documents may be required to support the information that is provided in the application. If documentation is required, the section will be labelled accordingly. Complete details about required documents are listed on the application form.

Step 3: Submit the application

The completed application package must be received by the ESU office no later than 4:00pm on day of the posted application deadline.

Completed forms may be submitted by ONE of the following methods:

- Email- esu@queensu.ca
- Fax- 613-533-6903
- Mail- Enrichment Studies Unit, Queen’s University, 195 University Avenue, Kingston, ON K7L 3N6

Multiple applications will not be accepted. Consideration will only be given to the first application received.
Application Deadline: March 27, 2020
Notification of Bursary: April 3, 2020

In accordance with PIPEDA regulations, The Enrichment Studies Unit (ESU) limits the amount and type of personal information it collects to the minimum information required to assess this application. Information will only be kept until the application has been assessed. Personal information shall not be used or disclosed for purposes other than those for which it was collected. ESU has taken measures to ensure the confidentiality of your information and prevent unauthorized access or disclosure.

LOW INCOME CUT-OFF THRESHOLDS:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>7+</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Low Income Cut-off</td>
<td>$25,338</td>
<td>$31,544</td>
<td>$38,780</td>
<td>$47,084</td>
<td>$53,402</td>
<td>$60,228</td>
<td>$67,055</td>
<td>add $6,827 for each additional person</td>
</tr>
</tbody>
</table>

Source: https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/start-visa/work-permits.html#6.2

STUDENT INFORMATION:

Last Name: 
First Name: 
Date of Birth: 
Social Insurance Number: 
Street Address: 
City: 
Province: 
Postal Code: 
Email: 
Phone: 
School: 
School Board: 

PROGRAM INFORMATION:

Please indicate which program the student wishes to attend:

<table>
<thead>
<tr>
<th>Summer Sampler</th>
<th>SEEQ Commuter</th>
<th>SEEQ Residence</th>
<th>Core Leadership</th>
<th>Intermediate Leadership</th>
<th>Advanced Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FAMILY INFORMATION:

<table>
<thead>
<tr>
<th>Age of Dependents</th>
<th>e.g. 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>% time live with parent 1</td>
<td>100%</td>
</tr>
<tr>
<td>% time live with parent 2</td>
<td>100%</td>
</tr>
</tbody>
</table>
PARENT/GUARDIAN INFORMATION:

Parent 1

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
</table>

* Marital Status: | Phone Number: |

Street Address:  

<table>
<thead>
<tr>
<th>City:</th>
<th>Province:</th>
<th>Postal Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ONTARIO</td>
<td></td>
</tr>
</tbody>
</table>

Email:  

* Sole-support parent

The following documentation is required based on your response for Marital Status:

**Separated or Divorced:** You must provide a copy of one of the following documents:
- Separation agreement (if separated)
- Divorce judgement (if divorced)
- Court order
- An affidavit of separation as proof of your marital status.

The documentation must include the date of your separation, details of your custody arrangements that confirm your child(ren) reside with you full-time, and the birth dates of those children.

**Widowed:** You must provide a copy of your spouse’s death certificate that includes the date of your spouse’s death.
**Parent/Guardian 1: Income Reported on 2018 Canadian Income Tax Return**

Enter amounts in dollars only. Do not indicate cents or use commas or periods. If the amount is zero or negative, enter zero.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian 1’s total income from line 150: If parent 1 entered data on line 210 of their 2018 Canadian Income Tax Return, subtract the amount entered in line 210 from the amount in line 150. Enter the revised amount in this item.</td>
<td>$___  ___  ___  ___  ___  ___</td>
</tr>
<tr>
<td>Parent/Guardian 1’s net income from line 236:</td>
<td>$___  ___  ___  ___  ___  ___</td>
</tr>
<tr>
<td>Parent/Guardian 1’s total tax payable from line 435: If parent 1 entered data on line 421 and/or 422 on their 2018 Canadian Income Tax return, subtract the amount(s) from line 435. Enter the revised amount in this item.</td>
<td>$___  ___  ___  ___  ___  ___</td>
</tr>
</tbody>
</table>

**Parent/Guardian 1: Other Income:**

If Parent/Guardian 1 has income not reported on their 2018 Canadian Income Tax return enter the TOTAL value of this taxable and non-taxable 2018 income from all sources world-wide. Enter amounts in dollars only. Do not indicate cents or use commas or periods. If the amount is zero or negative, enter zero.

Canadian non-taxable income and foreign income includes:

- income earned in a country other than Canada that has not been reported to the Canada Revenue Agency (CRA) through line 104 (e.g. employment income, rental income or gains from investments),
- child support received,
- income earned on a First Nations Reserve in Canada,
- lottery winnings totalling over $3,000,
- gifts and inheritances totalling over $3,000,
- life insurance compensation,
- strike pay you received from your union,
- income from a TFSA.

Despite being exempt from tax, these earnings are still considered income for the purposes of determining eligibility for bursaries and must be included in the application. You may be asked to verify these amounts.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian 1’s all taxable and non-taxable 2018 income:</td>
<td>$___  ___  ___  ___  ___  ___</td>
</tr>
</tbody>
</table>
PARENT/GUARDIAN INFORMATION:

Parent 2

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marital Status:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>Province:</th>
<th>Postal Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ONTARIO</td>
<td></td>
</tr>
</tbody>
</table>

Email:

Parent/Guardian 2: Income Reported on 2018 Canadian Income Tax Return

Enter amounts in dollars only. Do not indicate cents or use commas or periods. If the amount is zero or negative, enter zero.

<table>
<thead>
<tr>
<th>Parent/Guardian 2’s total income from line 150: If parent 1 entered data on line 210 of their 2018 Canadian Income Tax Return, subtract the amount entered in line 210 from the amount in line 150. Enter the revised amount in this item.</th>
<th>$___ ___ ___ ___ ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian 2’s net income from line 236:</td>
<td>$___ ___ ___ ___ ___</td>
</tr>
<tr>
<td>Parent/Guardian 2’s total tax payable from line 435: If parent 1 entered data on line 421 and/or 422 on their 2018 Canadian Income Tax return, subtract the amount(s) from line 435. Enter the revised amount in this item.</td>
<td>$___ ___ ___ ___ ___</td>
</tr>
</tbody>
</table>
Parent/Guardian 2: Other Income

If Parent/Guardian 2 has income not reported on their 2018 Canadian Income Tax return enter the TOTAL value of this taxable and non-taxable 2018 income from all sources world-wide.

Enter amounts in dollars only. Do not indicate cents or use commas or periods. If the amount is zero or negative, enter zero.

Canadian non-taxable income and foreign income includes:

• income earned in a country other than Canada that has not been reported to the Canada Revenue Agency (CRA) through line 104 (e.g. employment income, rental income or gains from investments),
• child support received,
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• gifts and inheritances totalling over $3,000,
• life insurance compensation,
• strike pay you received from your union,
• income from a TFSA.

Despite being exempt from tax, these earnings are still considered income for the purposes of determining eligibility for bursaries and must be included in the application. You may be asked to verify these amounts.

Parent/Guardian 2’s all taxable and non-taxable 2018 income: $___ ___ ___ ___ ___ ___
SUPPORTING DOCUMENTATION:

Parent/Guardian 1: Copy of 2018 Notice of Assessment for Canadian Income Tax return attached
☐ Yes  ☐ No

Parent/Guardian 1: Documentation to support claim as Sole Support Parent attached
☐ Yes  ☐ No

Parent/Guardian 2: Copy of 2018 Notice of Assessment for Canadian Income Tax return attached
☐ Yes  ☐ No

CERTIFICATION:

Parent/Guardian 1
I certify that I have provided full and complete information in this application for an Enrichment Studies Unit Bursary. I understand that withholding of information or providing false information will result in the withdrawal of any bursary and full repayment of any bursary already awarded.

Name:

Signature:

Date:

CERTIFICATION:

Parent/Guardian 2
I certify that I have provided full and complete information in this application for an Enrichment Studies Unit Bursary. I understand that withholding of information or providing false information will result in the withdrawal of any bursary and full repayment of any bursary already awarded.

Name:

Signature:

Date:

For Office Use Only

Application Received:  

Bursary Awarded:  YES  NO  

Bursary Amount:  

September 9, 2019