

Academic Development Bursary Application

Conditions:

1) The purpose of the Academic Development Bursary is to provide support for Members to further their academic development by reimbursing fees not covered by other sources of funding. The fees that may be reimbursed must be related to the academics of the person related but not limited to workshop or conference fees, membership fees in an organization, travel for conferences, and the purchase of materials like books. Food is not an eligible expense.

2) Academic Development Bursary application may only be submitted once a year from May 1st to April 31st of the following year during the TGSA financial year.

2) Applications will be assessed three times per year. Applications will be accepted no later than 5 business days after the period end and late applications are subject to a financial penalty of 5%:

Fall submission deadline to TGSA is Sept 15th

Winter submission deadline to TGSA is Jan 15th

Summer submission deadline to TGSA is May 15th

5) **Attach all ORIGINAL receipts, proof of expenses, and proof of attending the conference or workshop (if asking for a bursary for a conference or a workshop).** Photocopies with NOT be accepted. Electronic documents or photographs of original documents may be submitted so long as they clearly demonstrate the expense. It is your responsibility to obtain proof of the cost. If receipts are in currency other than Canadian dollars, please make a note of the Canadian dollar equivalent. Grocery emergency applications do not require documentation.

3) The TGSA will reimburse only reimburse expenses up to \$250.00. Due to budgetary constraints, rounds that experience a high volume of applications exceeding the allocated budget will result in fund pro-ration. In the event of fund pro-ration, the TGSA cannot guarantee that applicants will be reimbursed the entirety of their claim. Please allow up to 6 weeks past the deadline for your cheque to arrive.

4) Submit applications by email: vpfinancetgsa@trentu.ca or by mail: TGSA VP Finance, Wallis Hall 223 Trill College, 315 Dublin St, Peterborough, Ontario, Canada K9H 7P4

Application:

Full Name: _____

Graduate Program: _____ Year of study: _____

Mailing Address: _____

Email Address: _____ Delivery Preference: Mail or Pick-up

Have you been awarded an Academic Development Bursary any time between May 1st of this year to April 31st of the following year? Y / N

If yes when did you receive the bursary:

Description of Cost	Amount CAD (\$)	Other Funding Received? (If yes, indicate where)
Total Expenses		

FUNDING AMOUNT REQUESTED: _____

Please write a brief summary of how the expenses listed are part of your academic development and contribute to the completion of your program, course, degree, or graduate research:

I certify that the amounts claimed are accurate, were incurred by me for academic purposes, and have not been reimbursed from another source. I understand that if my request contains any items not eligible OR not supported by appropriate documentation, the item(s) will not be considered for a bursary and remain my personal responsibility.

I understand that if my request contains any items not eligible OR not supported by appropriate documentation, the item(s) will not be considered for a bursary and remain my personal responsibility. Incomplete or incorrectly submitted applications may not be considered for a bursary.

Claimant's signature: _____ Date: _____