

## Emergency Bursary Application

### *Conditions:*

- 1) The purpose of the Emergency Bursary is to provide additional and immediate financial support for graduate students who are experiencing an unexpected and harmful financial burden that is not covered by the Trent Benefits Plan (the health and dental plan), pre-existing governmental support, community support, or support from Trent University. Graduate students seeking financial support for a health or dental emergency must be a part of the Trent Benefits Plan.
- 2) Emergency Bursary applications may be submitted at anytime.
- 3) Emergencies covered by the Emergency Bursary fall into three categories:
  - Health and dental emergency (procedures not covered by the current Trent Benefits Plan)
  - Basic income emergency (unable to pay costs associated with basic living needs)
  - Grocery emergency
- 4) **Attach all ORIGINAL receipts, proof of costs, expense quotes, medical estimates from a health care professional, unpaid invoices, or unpaid bills if you are claiming a Health and Dental emergency or Basic Income emergency.** Photocopies will 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.
- 5) Each category has a limit on the amount that can be claimed:
  - Health and Dental Emergency shall have a limit of \$250 per student per 6-month period
  - Basic Income Emergency shall have a limit of \$450 per student per 12-month period
  - Grocery Emergency shall have a limit of \$75 per single student and \$200 per student with a minimum of 2 dependents per 4-month period
- 6) Due to budgetary constraints, if there is a high volume of applications exceeding the allocated budget this will result in fund pro-ration. In the event of fund pro-ration, the TGSA cannot guarantee that applicants will receive funding.
- 7) Submit applications by email: [vpfinancetgsa@trentu.ca](mailto:vpfinancetgsa@trentu.ca) or by mail: TGSA VP Finance, Wallis Hall 223 Traill 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

Are you requesting (please select one):

Health and Dental Bursary \_\_\_\_\_ Basic Income Bursary \_\_\_\_\_ Grocery Bursary \_\_\_\_\_

Have you received a Health and Dental bursary in the last 6 months?

Y / N            If yes when did you receive the bursary:

Have you received a Basic Income bursary in the last 12 months?

Y / N            If yes when did you receive the bursary:

Have you received a Grocery bursary in the last 4 months?

Y / N            If yes when did you receive the bursary:

If this is a Health and Dental emergency, are you a part of the Trent Health and Dental Plan?

Y / N

Please describe why you require an Emergency Bursary and the benefit of receiving a bursary:

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Budget:

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

FUNDING AMOUNT REQUESTED: \_\_\_\_\_

I certify that the amounts claimed are accurate, I have not received financial support for this claim from another source, and that this claim represents an immediate and harmful financial cost.

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: \_\_\_\_\_