



Canada Refugee Bursary Program (for students of prior refugee status)
2019 Program Guidelines

APPLICANT INFORMATION

First Name: _____

Last Name: _____

Prefix: _____

Permanent Address: _____

City: _____

Province: _____

Postal Code: _____

Telephone: _____

Email: _____

How did you hear about this bursary program?

- Checkboxes for: Email, Employer, Facebook, Family or Friend, Internet, Magazine, Online ad, Twitter, School or Teacher, Other

ACADEMIC INFORMATION

Scholastic History

Please list the educational institutions you have attended during the last two academic years.

Table with 5 columns: Name of School, From (yyyy-mm-dd), To (yyyy-mm-dd), Country, Grade or level completed

Post-Secondary Data

Please list the educational institution you plan to attend during the upcoming academic year.

Table with 3 columns: Institution Name, Campus, Start Date (yyyy-mm-dd) and 3 columns: Length of program (yrs), Proposed Field of Study, Degree or Diploma Sought



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Additional Information

Citizenship Status

Are you a Permanent Resident or Protected Person of Canada who entered Canada as a refugee within the last six years? If so, please provide your current citizenship status and date of entry into Canada. A copy of the relevant document(s) must be attached to this application.

Financial Need

Please describe your personal and family financial situation (family employment, economic situation, etc.), and the financial needs you will face while attending university or college. Specific financial information that will allow us to evaluate your financial need is encouraged and supporting documentation may be attached to verify any information provided here. Maximum 250 words.



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Personal Statement

Please share any information you would like to about your personal story, achievements, voluntary contributions, and extra-curricular activities and interests that you feel are relevant to your application. You may include up to three web links to support your statement. Maximum 350 words.



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Personal & Career Goals

Please describe your interest in and future plans related to the program of study you have chosen. Maximum 200 words.

Empty text box for writing the response.



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Authorization for the Distribution of Personal Information

In compliance with Privacy Law, information about your application will not be released to anyone who has not been specifically authorized by you, the applicant. Third parties (parents, guardians, etc.) may contact Calgary Centre for Global Community on your behalf, in person, by phone, or by email, to receive information about your application but only if you have authorized them on your file.

To add an individual to your file, please provide the names of no more than two family members or legal guardians to whom Calgary Centre for Global Community may release your personal information. Please also provide a verbal password for their use when contacting Calgary Centre for Global Community. Information about your file will be only be given to those individuals who appear on your list and can provide this password. It is your responsibility to ensure the parties named below are aware of the password you have provided Calgary Centre for Global Community.

Note: You are not required to provide access to your file and may change access privileges at any time.

First Name: _____

Last Name: _____

Password: _____

First Name: _____

Last Name: _____

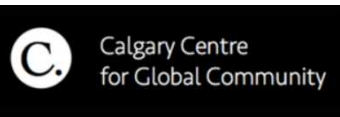
Password: _____

Supporting Documentation

As part of this application, please provide the supporting documentation described below. If any of the required documents are not received by the application date, your application will be considered incomplete and will not be evaluated. Supporting documents must be received by Calgary Centre for Global Community by **June 9, 2019**.

Letter(s) of Reference – *Optional*

Up to two letters of reference may be submitted. Reference letters must be dated, signed and include the reference's telephone contact information. Any referee must be willing to be contacted by phone for verification purposes. The letter should describe the referee's relationship to the applicant in the letter. Referees shall not be related to the applicant, directly or distantly. The referee should be familiar with your volunteer, community involvement and/or extracurricular activities, as well as your potential to succeed in your chosen program. Reference letters must be written within six months of the date your application is submitted.



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Transcript – Required

Existing post-secondary students must provide an official transcript of the last two terms of available grades. A transcript will be only considered acceptable if it is presented on the official paper of the institution AND it bears the appropriate signature(s) and/or seal of the institution.

Copy of transcripts may be included with your application, however an original copy may be requested at any time, in order to verify its authenticity.

If you are a student who will be entering the first term of an eligible academic course of study, please provide a copy of your acceptance letter and proof of registration, as well as your high school transcripts from the last two terms of available grades.

Proof of Financial Need – Required

You must provide proof of your income from all sources, including your spouse's income, if applicable, and give details of your financial circumstances supported by documentary evidence (pay stubs, bank statements, etc.).

If you are unemployed and supported by a third party, you must submit a signed and dated letter from them confirming support.

Citizenship Status – Required

The following documentation is required:

Protected Persons: A Protected Person is defined in subsection 95(2) of the Immigration and Refugee Protection Act (Canada). If you were designated as a Protected Person, you must provide a photocopy of your valid Protected Persons Status Document and a photocopy of your temporary Social Insurance Number (SIN) card.

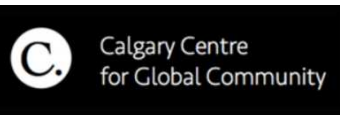
Permanent Resident: If you are a Permanent Resident, you must provide a photocopy of your Canada Immigration Record or a copy of the front and back of your Permanent Resident Card.

Citizen: If you have become a Canadian Citizen, you must provide a photocopy (front and back) of your Canadian Citizenship Card.

Application Consent & Declaration

Calgary Centre for Global Community (CCGC) administers this bursary program. This administration role includes the application process, the evaluation and selection process, the processing of recipients' files and the administering of payments for the bursary. The purpose of this statement is to set out CCGC's commitment to the protection of personal information collected, used, disclosed or retained in performing this function. CCGC will comply with the requirements of the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information provided by you in the course of your bursary application.

Please find below a summary of CCGC's privacy practices concerning the collection, use, disclosure and retention of the personal information you will be submitting in this application. Please read the information below carefully as by submitting your application you are consenting to the collection, use, disclosure and retention of your personal information as summarized below.



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PURPOSE OF COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION

Your personal information is being collected on behalf of Calgary Centre for Global Community for the purposes of processing and evaluating bursary applications, selecting and processing bursary recipients and administering bursary payments once awarded. Your personal information will be collected from you and may also be collected from references, secondary and postsecondary educational institutions, government, community or other sources based on the information provided by you in this application. This process will include the release of any or all of your personal information to CCGC's Selection Committee members as well as any other third parties where such release is necessary for verification, bursary evaluation, selection, administration purposes as well as internal CCGC system administration purposes. Your personal information may be used in the future for the purposes of contacting you and by CCGC in evaluating outcomes associated with the bursary program. There will be no other uses or disclosures of your personal information by CCGC unless required or authorized by law or unless you are contacted, and your permission is obtained. The personal information being collected in the application is limited to only that information which is necessary for the full consideration of your bursary application and the purposes noted herein.

PROMOTION PURPOSES FOR RECIPIENTS

Calgary Centre for Global Community would like to publicly share the name of bursary award recipients, their current educational institution, the university or college where they intend to study and the course of study funded by the bursary, as well as the amount of the bursary, and/or to use or disclose recipient information (such as a recipient biography and photograph) for promotional and sharing purposes. Where extenuating circumstances exist that preclude a recipient to allow the use of information in this way, CCGC will take reasonable steps to accommodate.

ACCESS TO AND ACCURACY OF YOUR PERSONAL INFORMATION

Upon written request to Calgary Centre for Global Community, you will be given access to your personal information held by CCGC. CCGC will, on request, correct inaccuracies in your information. Please be advised that inaccuracies relevant to your selection must be brought to the attention of CCGC prior to the selection of a bursary recipient in order for us to record and bring the correction to the attention of the Selection Committee. CCGC reserves the right to revoke an award of a bursary and require repayment by the recipient where inaccurate information supplied by the recipient caused the bursary to be awarded where it would not otherwise have been awarded.

RETENTION OF PERSONAL INFORMATION

Calgary Centre for Global community will securely retain personal information about applicants for the purposes of verifying applications, completing the assessment and evaluation, selecting a recipient, administering bursary payments, and addressing any concerns regarding bursary awards. Furthermore, CCGC will retain certain personal information collected throughout the application process for the purposes of contacting you in the future, and for assessing the efficacy of the bursary program. This personal information may be kept indefinitely. CCGC will retain a permanent listing of the names and internal identification numbers of the recipients of the bursary program in any given year.

CONSENT

You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit your bursary eligibility and our ability to administer the bursary payments. By completing and signing [submitting] this application you are consenting to the collection, use, disclosure and retention of your personal information for the above stated purposes.



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I have read and agree with the above consent. I have also read the bursary guidelines and understand the eligibility requirements for this program. I certify that all information provided in this application form and attached documents are true and accurate to the best of my knowledge. I understand that acceptance of this application and/or receipt of any bursary issued to me may be revoked without notice if any information in this application is subsequently found to be false or inaccurate and that repayment of the bursary to CCGC in full may be required by me as a result.

Print Name: _____

Signature of Applicant: _____ Date: _____

CONTACT US

Electronic applications and other correspondence will be received via email at:

info@calgarycgc.org

Paper applications will be received via mail or courier at:

Calgary Centre for Global Community
205, 223 – 12 Ave SW
Calgary AB T2N 3H9
Tel: (403) 457-5534