



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

OBJECTIVE

Calgary Centre for Global Community's Canada Refugee Bursary Program is focused on supporting students who came to Canada as refugees in their desire to seek post-secondary education. The program provides financial support to students who may otherwise not be able to attend university.

NUMBER, VALUE AND DURATION OF BURSARY

Several bursaries will be awarded in each of the four academic years, 2019-20, 2020-21, 2021-22 and 2022-23. The bursaries currently available are as follows:

- Canada Refugee Bursary Program Award - \$1,000
- Dr. Arthur Clark Bursary - \$1,200
- Lilian Tuyet Nguyen Memorial Bursary - \$1,000
- Theresa Faustine Ludwig Memorial Bursary - \$1,250
- Üllāni Lailah Bursary - \$1000

By completing the Bursary Program Application Form, students apply for and are considered for all available bursaries. Students are eligible to apply in each of the first and second years of their program. There is no guarantee that a student who receives a bursary in year one will receive a bursary in the second year and consideration for a second bursary will require a new application.

ELIGIBILITY

Applicants must fulfill the following requirements in order to be considered eligible:

- Canadian citizen, Permanent Resident, or Protected Person of Canada
- Entered Canada as a refugee within the six years prior to applying for the bursary
- Entering or already enrolled in first or second year of an undergraduate, diploma or professional program at a Canadian educational institution that has recognized provincial degree/diploma-granting powers (e.g., universities, colleges/CEGEPs). Program must be a minimum of two years in duration.
- In good academic standing over the last two terms of available grades, if applicable
- Ability to show financial need

ADMINISTRATOR

Calgary Centre for Global Community (CCGC) administers the bursaries and will pay the awarded funds directly to the institution for tuition and fees.

CCGC retains the right to change and/or end this bursary program without notice.



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SELECTION PROCESS

The selection of bursary recipients is made by a committee of the CCGC. Once complete, the committee’s decision cannot be appealed. The committee reserves the right to award more than one available bursary to an eligible applicant.

Evaluation criteria includes:

- Application letter
- Academic performance indicator (if applicable)
- Proof of financial need
- Optional letter(s) of reference

All applicants will receive confirmation by email of the results of the selection process, once available.

2019 TIMELINE

- Application deadline: **June 9**
- Award Notification: **August 5**
- Payment to Institution: **by September 6**

SUCCESSFUL APPLICANTS

Successful applicants will receive confirmation of their bursary in the summer prior to the award year. Recipients will be required to complete the bursary acceptance process and forward any required documentation such as an official transcript and proof of registration from the educational institution they will be attending. It is the responsibility of the recipient to keep CCGC informed of any changes to their contact information.

PAYMENT

Bursary payment(s) will only be issued by CCGC upon completion of the bursary acceptance process and review and acceptance of all required supporting documentation (which includes invoice from the institution for tuition and fees) by CCGC.

CCGC will forward payment of the bursary to the educational institution to be directly applied to tuition and fees.

If you leave school, drop a course, or do not finish course(s) as planned, you may be required to repay all or a portion of the bursary back to CCGC. CCGC will provide at least 30 days following email notice for you to effect repayment.



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APPLICATION PROCESS

1. Applicants must complete the application process as instructed on the application form.
2. It is the applicant's responsibility to ensure that all supporting documents have been received and accepted by the application deadline.
3. Application must be submitted to CCGC via email, mail or courier no later than the application deadline of **JUNE 9**. Mail or courier applications must clearly indicate a postmark of no later than the application deadline of **JUNE 9**.
4. It is recommended that you send your application by registered mail or courier, to ensure the package can be tracked.
5. Your application will be acknowledged in writing via email once it has been received and processed by CCGC.

SUPPORTING DOCUMENTATION

As part of this application, the supporting documentation described below is required. If any of these documents are not received and accepted by the deadline, your application will be considered incomplete and will not be evaluated. Documents may be sent by email or by mail or courier directly to the address below.

Optional Letter(s) of Reference

Up to two letters of reference may be submitted. Reference letters must be dated, signed and include the referee'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.

Transcript

Existing post-secondary students must provide an official transcript of the last two terms of available grades. A transcript will be only considered an original 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.



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Proof of Financial Need

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.

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

Citizenship Status

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 are 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.

SELECTED SCHOLAR REQUIREMENT

CCGC will request the selected recipients of the bursaries to provide their photo and biography which will be used by CCGC for promotional purposes, unless extenuating circumstances (such as family security considerations) make this inadvisable for the recipient.

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