

# Retired Teachers' Association of Manitoba Post-Secondary Program Bursary CRITERIA & CHECKLIST

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The Retired Teachers' Association of Manitoba (RTAM) Post-Secondary Program Bursary is open to all students who are enrolled full-time in any post-secondary program at University College of the North. Selection is based on acceptable academic performance (GPA of 2.5 or higher) and demonstrated financial need. Applicants are required to complete a UCN Retired Teachers' Association of Manitoba Post-Secondary Program Bursary application and provide a current copy of their university/college unofficial transcript(s) -if grades are unavailable have instructors sign their name by the WIP to confirm regular attendance. Applicants are also required to write a one-page autobiography and a 500 word essay describing their educational goals and future plans. Students funded by student loan must submit loan documentation detailing the loan amount, disbursement dates, etc. *Applicants agree that by applying for this award, they give permission for the Retired Teachers' Association of Manitoba to use their autobiography and essay in RTAM publications.* Deadline for application is **February 12, 2025 at 4:30 pm (CST)**; bursaries: 1; bursary amount: \$1,000.

## *Specific Instruction*

### Thompson Campus Students:

Completed application and required documentation must be received by 4:30 pm (CST) on February 12, 2025. The completed application package can be emailed to: [emmckay@ucn.ca](mailto:emmckay@ucn.ca), mailed/delivered to: University College of the North, Attention: Emerald McKay, Learners' Assistance Centre Coordinator, 55 UCN Drive, Thompson, Manitoba, R8N 1L7, or faxed to: (204) 677-6416.

For more information, please contact Emerald McKay, Learners' Assistance Centre Coordinator for University College of the North at (204) 677-6402 or e-mail [emmckay@ucn.ca](mailto:emmckay@ucn.ca).

### The Pas Campus & Regional Education and Training Centre Students:

Completed application and required documentation must be received by 4:30 pm (CST) on February 12, 2025. The completed application package can be emailed to: [mballantyne@ucn.ca](mailto:mballantyne@ucn.ca), mailed/delivered to: University College of the North, Attention: Michelle Ballantyne, Financial Awards Officer, Box 3000, The Pas, Manitoba, R9A 1M7, or faxed to: (204) 627-8514.

For more information, please contact Michelle Ballantyne, Financial Awards Officer for University College of the North at (204) 627-8517 or e-mail [mballantyne@ucn.ca](mailto:mballantyne@ucn.ca).

## **CHECKLIST:**

- open to all students who enrolled full-time in a Post-Secondary program at University College of the North
- selection is based on acceptable academic performance (GPA of 2.5 or higher)
- selection is based on demonstrated financial need
- applicants are required to complete a UCN Retired Teachers' Association of Manitoba Post-Secondary Program Bursary application
- applicants are required to provide a current copy of their university/college unofficial transcript(s) -if grades are unavailable have instructors sign their name by the WIP to confirm regular attendance
- applicants are required to write a one-page autobiography
- applicants are required to write a 500 word essay describing their educational goals and future plans
- students funded by student loan must submit loan documentation detailing the loan amount, disbursement dates, etc.

**Note: Decisions made by the UCN Awards Committee are final and not subject to appeal. It is the student's responsibility to ensure all forms are filled out completely and the application package includes all supporting documents.**



University College  
of the North

The Pas Campus & Regional Education and Training Centre Students

Michelle Ballantyne, Financial Awards Officer  
Box 3000, The Pas, Manitoba, R9A 1M7  
Phone: (204) 627-8517 Fax: (204) 627-8514  
Toll-free: 1-866-627-8500 Extension: 8517

Thompson Campus Students

Emerald McKay, Learners' Assistance Centre Coordinator  
55 UCN Drive, Thompson, Manitoba, R8N 1L7  
Phone: (204) 677-6402 Fax: (204) 677-6416  
Toll-free: 1-866-677-6450 Extension: 6402

## Award, Bursary & Scholarship Application

**-PRINT ALL INFORMATION IN BLACK INK ONLY-**

**APPLICATION AVAILABLE IN ANOTHER FORMAT UPON REQUEST.**

Name of award applying for:

**Retired Teachers' Association of Manitoba Post-Secondary Program Bursary**

### PERSONAL INFORMATION

Student number:	Social insurance number:	Date: (yyyy/mm/dd)
First name:		Last name:
Date of birth: (yyyy/mm/dd)	Gender:	Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-law <input type="checkbox"/> Separated, divorced, widowed
Permanent mailing address:		
City:	Province:	Postal code:
Phone: (H) ( ) (C) ( ) (W) ( )		E-mail:

### EDUCATIONAL BACKGROUND

University/college program of study:	Term:	Enrolled in: <input type="checkbox"/> Full-time studies <input type="checkbox"/> Part-time studies
Term GPA: (please attach current copy of unofficial transcript(s); if grades are unavailable have your instructors sign their name by the WIP to confirm regular attendance)	Course-load for term: %	Program length: (e.g. year 2 of 4 year program) year _____ of _____

### FAMILY INFORMATION

Number of dependents under the age of 18 residing with you: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> Not applicable	
List ages of dependents:	Is spouse, common-law: <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Not applicable

### FUNDING SOURCES

How will you be financing your education? (please check those that apply)	
<input type="checkbox"/> Canada/Manitoba Student Loan/Grants/Bursaries/Scholarships/Awards (please attach proof of loan amount and loan details, e.g. disbursement dates, etc.)	
<input type="checkbox"/> Manitoba Employment & Training Services <input type="checkbox"/> Parent/s, Relative, Donor	
<input type="checkbox"/> Band, Tribal Council, Manitoba Metis Federation (name) _____ <input type="checkbox"/> Other _____	
Financing will be:	
<input type="checkbox"/> Full (books, tuition/fees and living allowance) <input type="checkbox"/> Partial (please circle those that apply: books, tuition/fees, living allowance)	
List funding source name(s) and percent or amount of financing for term:	
Source Name(s)	Percent or Amount
_____	_____ % or \$ _____
_____	_____ % or \$ _____
_____	_____ % or \$ _____
_____	_____ % or \$ _____

## FINANCIAL INFORMATION

Please note: If your sponsor pays for tuition, books or supplies, do not include these costs below as either income or expenses. If you are receiving partial sponsorship, indicate only the amount you pay. Also, when applicable only include non-subsidized amounts for expenses (i.e. only include child care portions or rent amounts that you pay from monthly resources).

<b>Monthly Expenses</b>	<b>\$</b>		<b>Monthly Resources</b>	<b>\$</b>
Mortgage/Rent <small>circle one</small>	_____		Net Earnings <small>employment, EI, pension, disability, etc.</small>	_____
Food <small>include cleaning products</small>	_____		Savings <small>spring, summer employment (total amount divided by total months in program)</small>	_____
Utilities <small>hydro, water, electricity, etc.</small>	_____		Spouse, Common-law's Net Income	_____
Transportation <small>gas, taxi, vehicle payments, insurance, etc.</small>	_____		Sponsorship Training Allowance <small>all agencies</small>	_____
Child Care	_____		Social Assistance <small>include rent and expenses paid on your behalf</small>	_____
Dental, Medical	_____		Child Benefits <small>child tax, universal child care, etc.</small>	_____
Laundry <small>coin laundry, soap, softener, etc.</small>	_____		Awards, Bursaries, Scholarships, Grants <small>(total amount divided by total months in program)</small>	_____
Telephone, Cell, Internet, Cable <small>basic only</small>	_____		Support Payments <small>spousal, child, settlements, divorce, MPI, etc.</small>	_____
Miscellaneous <small>clothing, grooming, etc.</small>	_____		Cash Gifts <small>parents, donors, inheritances, RESP's, etc. (total accessible amount for academic year divided by total months in program)</small>	_____
Entertainment <small>children's activities, etc.</small>	_____		Benefit Payments <small>orphans, WCB, CRISP, disability, survivor, etc.</small>	_____
Loan Payments <small>student, bank; list only if making payments</small>	_____		GST <small>Jan, Apr, July, Oct (total received in term divided by total months in term)</small>	_____
Support Payments <small>spousal, child, settlements, divorce, MPI, etc.</small>	_____		Other <small>indicate source</small>	_____
Credit Cards <small>minimum payments only</small>	_____		<b>Other Resources</b>	
Other <small>indicate source</small>	_____		Canada/Manitoba Student Loan <small>(total amount divided by total months in program)</small>	_____
<b>Other Expenses</b>			Canada/Manitoba Student Loan Grants/ Bursaries/Scholarships/Awards <small>(total amount divided by total months in program)</small>	_____
Tuition/Compulsory Fees <small>(total for term divided by total months in term)</small>	_____		Other <small>indicate source</small>	_____
Books <small>include GST (total for term divided by total months in term)</small>	_____		<b>Total Monthly Resources</b>	<b>\$</b> _____
Supplies <small>(total for term divided by total months in term)</small>	_____			
<b>Total Monthly Expenses</b>	<b>\$</b> _____			

### Financial Need

Calculate your total financial need for the term by subtracting your total monthly expenses from your total monthly resources and multiplying the number of months in the term by your total monthly financial need.

\_\_\_\_\_ (- minus) \_\_\_\_\_ (= equals) \_\_\_\_\_ (x multiply) \_\_\_\_\_ (= equals) \_\_\_\_\_  
Total monthly resources                      Total monthly expenses                      Total monthly financial need                      Months in term                      TOTAL FINANCIAL NEED FOR TERM

If there is any additional information that you would like the Awards Committee to be aware of, please submit a letter with your application.

I, \_\_\_\_\_ certify that the information given on this application form is complete and true in every respect; any false and/or omission of information will be sufficient cause for disqualifying my application from consideration. I understand that as an award applicant/recipient, the information on this application may be provided to the Awards Committee/Donor. I also agree that I may be referred to the Counsellor or Financial Awards Officer should my need be higher than \$2,000 and I may be requested to provide further information.

Please note: Any outstanding debt owed to University College of the North may be deducted from monetary awards. Successful applicants may also be asked to provide receipts to verify monthly income and expenses.

Decisions made by the UCN Awards Committee are final and not subject to appeal. It is the student's responsibility to ensure all forms are filled out completely and the application package includes all supporting documents.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This personal information is being collected solely for use by the UCN Awards Committee comprised of instructors, staff, an elder and student at UCN. This information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection contact the FIPPA Coordinator, Box 3000, University College of the North, The Pas, Manitoba, R9A 1M7, Phone 204-627-8500. Rev. 7/12/24