

# UCN Part-Time Student Bursary CRITERIA & CHECKLIST

[www.ucn.ca/awards](http://www.ucn.ca/awards)

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The UCN Part-Time Student Bursary is open to all students who are enrolled part-time in the second, third, fourth, or fifth year of at least a two year post-secondary program at University College of the North. Selection is based on acceptable academic performance (GPA of 2.0 or higher) and financial need. Applicants are required to submit a completed UCN Part-Time Student Bursary application, write a 700-900 word introduction/autobiography describing their current situation 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. Students funded by student loan must submit loan documentation detailing the loan amount, disbursement dates, etc. Deadline for application is **October 16, 2024 at 4:30 pm (CST)**; bursaries: 2; bursary amount: \$250.

## *Eligibility*

Part-time students

## *Specific Instruction*

### Thompson Campus Students:

Completed UCN Part-Time Student Bursary application and required documentation must received by 4:30 pm (CST) on October 16, 2024. 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 UCN Part-Time Student Bursary application and required documentation must received by 4:30 pm (CST) on October 16, 2024. 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 are enrolled part-time in the second, third, fourth, or fifth year of at least a two year post-secondary program at University College of the North
- selection is based on acceptable academic performance (GPA of 2.0 or higher)
- selection is based on financial need
- applicants are required to submit a completed UCN Part-Time Student Bursary application
- applicants are required to write a 700-900 word introduction/autobiography describing their current situation
- 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
- 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: <b>UCN Part-Time Student Bursary</b>	Date: (yyyy/mm/dd)
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**PERSONAL INFORMATION**

Student number:	Social insurance number:	
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)

Canada/Manitoba Student Loan/Grants/Bursaries/Scholarships/Awards (please attach proof of loan amount and loan details, e.g. disbursement dates, etc.)

Manitoba Employment & Training Services  Parent/s, Relative, Donor

Band, Tribal Council, Manitoba Metis Federation (name) \_\_\_\_\_  Other \_\_\_\_\_

Financing will be:  
 Full (books, tuition/fees and living allowance)  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 \$ _____

## 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. 4/9/24