



Bursary Application - Regulations and Information

Section I Student Information

- Please print clearly or type all information requested
- You must reside in Alberta or the Northwest Territories and be a Canadian Citizen for the initial application.

Section II College/University Information

- Provide the name and address of the post-secondary institution you will be attending
- The institution must be in Canada.
- Bursaries are awarded to students attending accredited institutions on a full-time basis for **two consecutive semesters**
- Up to \$1000.00 per student are awarded to successful applicants attending College, Vocational or Trade School. **This amount is a guideline only. The Branch may decide to adjust this amount as they consider their available funds and the number of applicants.**
- Up to \$1500.00 per student are awarded to successful applicants attending University or a third or fourth-year college. **This amount is a guideline only. The Branch may decide to adjust this amount as they consider their available funds and the number of applicants.**
- **Only one (1) bursary per student, per year. Applications at more than one branch per year will not be accepted and will have to be repaid by the student if this happens.**

Section III Financial Information

- This section is **confidential** and must be completed at the Branch interview
- The applicant is responsible for setting up an interview with an Executive member of The Royal Canadian Legion Branch closest to where you reside in that particular area. The applicant must contact this local Legion Branch to arrange for this interview. Do not simply drop off the application and expect someone to contact you; otherwise, the application is considered incomplete and will not be considered

- Bursaries are granted to students who are Veterans, spouses, children, stepchildren, grandchildren or great-grandchildren of any of the eligible personnel, who are in need of financial assistance. This eligible person is defined as a Veteran by The Royal Canadian Legion's General By-Laws subsection 101.d.
 - A Veteran is any person who is serving or who has honourably served in the Canadian
 - Armed Forces, the Commonwealth or its wartime allies, or as a regular member of the Royal Canadian Mounted Police, or as a Peace Officer in a special duty area or on a special duty operation, or who has served in the Merchant Navy or Ferry Command during wartime
- Financial need is considered in part by the gross household income as determined by the Canada Student Grant for low and middle-income families.
<https://www.canada.ca/en/employment-social-development/services/student-financial-aid/studentloan/student-grants/csg/full-time.html>
- Special exceptions may apply; branches will utilize these thresholds as a part of considering financial need of the applicant.

Section IV **Service Information**

- Veterans, as noted in Section III of this application.
- Bring a copy of the service certificate to your interview.
- Service information (Canadian Forces only) can be obtained from:
 - **ATIP and Personnel Records Division**
 - **Library and Archives Canada 395 Wellington Street Ottawa, ON K1A 0N4**
 - **Toll Free: 1-866-578-7777 in the menu press 1 for English, then 5.**

Fax: (613) 947-8456 www.archives.ca

Some requests for records can be submitted online to Library and Archives Canada via their website. Proof of relationship may be required.

Section V **Interviewer Comments**

Applicant must bring the following to the Branch interview:

- Proof of Service, as defined in Section III.
- A letter of the aims and objectives written by the student
- **NOTE** –Transcripts, photographs, reference letters or any other scholastic achievements are **not necessary** as bursaries are awarded based on financial need.

Interviewer – Must complete financial section with applicant

- Be sure proper documentation is presented

- Be sure applicant is at the right Branch (See Section III Regulation and Information) Please provide specifics that will assist the Bursary Committee in their decisions Use a separate page as necessary as to why you feel the applicant requires aid
- Be sure to sign the application form, along with office held, number and location of Branch and the date of interview
- Your signature certifies that the applicant was interviewed
Ensure that the applicant has signed the form

Please note:

- Incomplete applications will not be considered – no follow-up will be taken
- Completion of the application gives us consent to collect the information as per the Access To Information Act. This information will be used only for determination of bursary eligibility.
- Completed applications and necessary documentation (military papers and objectives letter) **must be submitted to:**

[INSERT BRANCH ADDRESS & CONTACT PERSON HERE]



**Alberta-Northwest Territories
Command**

Student Information

Bursary Application

Full Name: _____

Current Address: _____

City

Province

Postal Code

Phone No. _____

Mailing Address if different than current address: _____

Student I.D #: _____

Date of Birth: _____

Section II

College/ University Information

Name of School: _____

Campus: _____

Address _____

Phone: _____

What year will you be in? _____

Bursary Applied for Previously?

YES NO If yes, what year and what was the amount? _____

Confirmed enrollment: Yes/No?

Section III Financial Information – To Be Completed at Branch Interview

a. If you are a dependent living at home, please fill out the following:

Family Taxable Income: _____

Number of people in household: _____

Mother's occupation: _____

Father's occupation: _____

PLEASE PROVIDE A COPY OF A REVENUE CANADA TAX ASSESSMENT FROM PREVIOUS TAXATION YEAR. THIS IS TO CONFIRM FAMILY TAXABLE INCOME.

Projected Income and Expense during the School Year:

Income & Resources		Expenses	
Employment income (Student)	\$	Tuition & fees	\$
RESP income	\$	Books & supplies	\$
Parents' contribution	\$	Rent, food, personal care	\$
Other awards & bursaries	\$	Transportation	\$
Other savings	\$	Other	\$
Student loans	\$		\$
Total Income	\$	Total Expenses	\$

Were you successful in applying for a student loan/grant?

YES

Section IV

If yes, what a ~~Military~~ **Military Service Information** _____

NO

Full Name: _____

Parent Grandparent Great-Grandparent

Service #: _____

Enlistment Date: _____ Discharge Date: _____

WWI WWII Korea Regular Other: _____

(Check above as applicable)

Is Veterans Assistance or Disability Pension Involved?

Yes

No

If yes, state nature of disability and amount received _____

Section V

Interviewer Comments (Please write on back of this page)

Interview Conducted by: _____

Office held at branch: _____

Branch number: _____ City/Town: _____

Date of Interview: _____

Signature of Interviewer: _____

Signature of applicant certifying that all information is correct

Please return this form to the sponsoring branch.