



VETERANS BURSARY PROGRAM GUIDELINES 2016-2017

1- PURPOSE

On the 15th day of April, 2013, the Federal Court of Canada issued an Order outlining the terms of settlement in the matter of *Manuge v Her Majesty The Queen, T-463-07* (the "Order"). Paragraph 10 of the Order provided for the establishment of a fund, the "Bursary Fund" in the amount of \$10 million dollars to be administered by Universities Canada (formerly the Association of Universities and Colleges of Canada ("AUCC")), for the benefit of Class Members and other beneficiaries as provided for in the Order.

The Veterans Bursary Program has been established to disburse monies from the Bursary Fund.

2- NUMBER OF BURSARIES

- There will be no more than one (1) bursary available to each Class Member. If a Class Member wishes to do so, he/she may select one (1) eligible individual other than himself/herself to apply for the bursary. An applicant may be named by more than one (1) Class Member to receive the bursary. As per the court direction for this settlement, if you have designated your bursary to an individual who has already received a payment, you are no longer eligible to apply.
- Up to 535 bursaries will be awarded each year on a first-come, first-served basis. In addition, further bursaries may be awarded at the discretion of Universities Canada based on the investment performance of the Bursary Fund.
- The number of bursaries offered each year will be announced on the program website at the time of the launch of the program.

3- VALUE OF THE BURSARY

- A one-time bursary of \$1,300 CAD, payable to the applicant.

4- ELIGIBILITY

- An **eligible applicant** is a Class Member of the above noted court order **OR** a Class Member's spouse, child, grandchild, niece or nephew that is selected by the Class Member. A Class Member's **child, grandchild, niece or nephew** can be a:
 - biological child;
 - legally adopted child;

- stepchild;
 - common-law child;
 - ward in legal guardianship.
- **If a Class Member is deceased**, a deceased **Class Member's representative** is the individual identified as the official representative of the estate of the deceased Class Member through the official declaration process established in the settlement payment process. Information regarding the declaration process can be obtained by contacting Universities Canada.

5- ELIGIBLE STUDY PROGRAM REQUIREMENTS

- Studies must be at the post-secondary level and applicable towards a degree program (e.g. bachelor's, Master's or doctoral), a professional degree program (e.g. Education, Law, Medicine), a diploma/CEGEP technical diploma program or a certificate program;
- Part-time or full-time studies are permitted;
- Studies may be on site, by correspondence, distance education or online;
- There are no restrictions on the field of study or discipline;
- University preparatory programs in any jurisdiction are not eligible (e.g. CEGEP pre-university diploma).

For clarification, an eligible program is:

- a qualified educational program as defined by Canada Revenue Agency. It must run for at least three consecutive weeks and requires the applicant to spend at least ten hours a week throughout its duration on course work (including lecture time, practical training, laboratory work, research, and work assignments);

or

- a specified educational program as defined by Canada Revenue Agency. It must require the applicant to spend not less than 12 hours per month on course work (including lecture time, practical training, laboratory work, research, and work assignments).

6- ELIGIBLE INSTITUTIONS

- An eligible institution is a recognized or authorized institution **in Canada** listed in the Directory of Universities, Colleges and Schools in the Provinces and Territories of Canada of the Canadian Information Centre for International Credentials (CICIC) found at the link below as well as in the FAQ section at www.univcan.ca/veterans.

Recognized or Authorized institutions: Please use the link below to locate an eligible recognized or authorized institution in Canada. This includes Vocational Training Institutions recognized and authorized in Quebec, and Career Colleges and Vocational/Technical Schools in Canada:

LINK: Canadian Information Centre for International Credentials [CICIC](http://www.univcan.ca/veterans)

Please note:

- Institutions with the legal status of registered or licensed are not eligible.
- Second language schools **are not** eligible.

7- INFORMATION AND SUPPORTING DOCUMENTS

- Within 30 days of being selected by a Class Member or by a deceased Class Member's representative an applicant must:
 - Submit his/her online information through his/her online account.
- By **June 30, 2017** an applicant must:
 - Provide a proof of registration (tuition invoice, timetable or letter from the Registrar's Office) in an eligible program at an eligible institution he/she has attended or will be attending between September 1, 2016 to August 31, 2017;
 - Provide an invoice/statement of fees from the institution he/she has attended or will be attending between September 1, 2016 to August 31, 2017;
 - Provide the completed Social Insurance Number form, available on the program website www.univcan.ca/veterans.

8- THE BURSARY APPLICATION PROCESS

Date	Activity	Responsible
In advance of program launch	Class Members are notified of program launch dates.	Universities Canada
	Class Members are encouraged to login to their online account at www.univcan.ca/veterans to verify their password and contact information as well as review the program guidelines for the year they will apply.	Class Member

Program Launch Day	Class Members will login to their online account and assign (if applicable) the bursary to the applicant.	Class Member
Within 2 business days of applying	The applicant assigned by the Class Member will receive an email at the email address provided with instructions to complete the application.	Universities Canada
	The Class Member will receive an email which will ask them to confirm the identity of the applicant.	Class Member to respond
Within 30 days of applicant being assigned	The applicant must complete the online application form within 30 days of being assigned by a Class Member.	Applicant
Before June 30, 2017	The applicant must complete their application by sending in all required supporting documentation, as described in the guidelines.	Applicant
Within two weeks after documentation is sent	The applicant must review their online account to ensure that all supporting documents have been <u>received</u> and <u>accepted</u> at www.univcan.ca/veterans	Applicant
Once all documentation is received	The application is reviewed for eligibility by the Program Officer.	Universities Canada
Once approved	Universities Canada issues the bursary payment to the applicant by mail.	Universities Canada

Notes:

- a) Once those who apply for a bursary have completed the bursary process online, have sent the required documentation to Universities Canada, and have met the requirements of the bursary program as outlined in the Program Guidelines, they should receive their payment within eight weeks.

- b) If an application for a bursary is deemed ineligible for payment for any reason, the Class Member will be able to either:
- a) appoint a new applicant for the 2016-2017 academic year, provided the program requirements are met, or,
 - b) re-apply in subsequent years.
- c) All decisions made by Universities Canada with respect to the administration of the Bursary Fund shall be final.

9- PAYMENT

- Universities Canada will forward payment of the bursary to the applicant by mail.
- It is the applicant's responsibility to ensure that payment of tuition fees is made within the defined timeframe set by the educational institution regardless of the timing of the bursary payment.
- Bursary recipients will receive a T4A form from Universities Canada showing the full amount of the bursary paid to them during a calendar year.

10- BURSARY ADMINISTRATOR

Universities Canada administers the bursary program as outlined in the Court Order noted above. Universities Canada's mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries. Universities Canada is associated with leading firms in nearly every sector of the economy through its provision of scholarship services and management of more than 130 different scholarships programs on behalf of corporations, government agencies and private foundations throughout North America. For additional information, please visit www.univcan.ca.

Further information may be requested directly from Universities Canada at the address noted below.

Scholarship Partners Canada
Universities Canada
Ref: Veterans Bursary Program
1710-350 Albert Street
Ottawa, ON K1R 1B1

Telephone: 613-563-1237 or Toll Free 1-855-260-8005

Facsimile: 613-563-9745

E-mail: veterans@univcan.ca

Internet: www.univcan.ca/veterans