

## UNIVERSITY OF TORONTO SCHOOL OF CONTINUING STUDIES

### BURSARY FAQ

#### 1) Which bursaries are available at the University of Toronto School of Continuing Studies?

There are currently two bursaries available:

- The Academy for Lifelong Learning Bursary for any SCS course. Value up to \$500. A very limited number of these bursaries will be awarded annually.
- The University of Toronto School of Continuing Studies Bursary for any SCS course. Value up to \$600.

#### 2) How do I apply?

Students must formally apply by submitting their completed application form and supporting documentation to the University of Toronto School of Continuing Studies at 158 St. George Street, Toronto, ON M5S 2V8. Please mail in or drop off applications during regular hours of operation, hours available at [learn.utoronto.ca/contact-us](http://learn.utoronto.ca/contact-us). School of Continuing Studies Bursary application forms are available at the School of Continuing Studies at 158 St. George Street, Toronto ON, online at [learn.utoronto.ca/student-resources/bursaries-awards](http://learn.utoronto.ca/student-resources/bursaries-awards) or via email at [learn@utoronto.ca](mailto:learn@utoronto.ca).

#### 3) When can I apply?

You may apply for a bursary once per term. Typically, bursary applications are accepted six weeks prior to the beginning of each term: mid-July for Fall term courses; mid-November for Winter term courses and mid-March for Spring courses. We encourage applicants to check the website regularly for updates. Please be aware that bursary funds are limited and bursaries are processed on a first come, first serve basis.

#### 4) Can I apply for a bursary for a course I have already registered into?

No. You must first apply for the bursary then register for the course upon approval. You will be ineligible to receive a course refund if you register and pay for a course prior to being notified of a bursary approval.

**5) Who can apply?**

Individuals with demonstrated financial need are eligible; all applications must include Proof of Income. Students with current outstanding debts to the School of Continuing Studies are not eligible. Please consult the eligibility requirements section of the bursary application form for more detailed information.

**6) What documents qualify for Proof of Income?**

Examples of Proof of Income are Income Tax Return Verification; most recent Notice of Assessment; government-approved proof of unemployment and disabilities.

**7) When will I find out the results of my bursary decision?**

You will be notified by email or phone within 2 weeks of the posted bursary application closing date.

**8) Is there a limit to the number of bursaries I can apply for?**

Students may apply for multiple bursaries each term however they are only eligible to receive one bursary per term (Fall, Winter or Spring).

**9) Can I defer a bursary?**

Bursaries must be applied towards the cost of the course you wish to enrol in. If you are unable to register due to the course being full or cancelled then you may defer the bursary until the following term.

**10) Can I receive a bursary if I qualify for other funding?**

Students who qualify for other financial assistance programs for students, such as OSAP or a U of T waiver, are not eligible for bursaries at the University of Toronto School of Continuing Studies.

**11) Can I use my bursary in conjunction with other discounts?**

Bursaries cannot be used in conjunction with promotional discounts offered at the School of Continuing Studies.

**12) Will I receive a T4A (income tax slip) for my bursary?**

By law, the Canada Revenue Agency requires that the University of Toronto reports bursaries provided to students. T4As are mailed at the end of February. The amount is shown as income in Box 28 of the T4A and reflects the amounts you received during the calendar year (January 1st to December 31st). For income tax purposes and preparing your T4A slip, your Social Insurance Number (SIN) is required at the time of applying for a bursary.