

About the Bursary System

The SGPS prides itself on providing financial aid to members in need to help them participate fully in the Queen's student experience and assist with emergency, unexpected expenses. We are grateful for the generous support of our many university partners, especially our friends in PSAC Local 901, for making this system possible.

This document outlines the procedures, events and activities covered by each bursary as well as examples of documents that can demonstrate proof of expense and proof of need.

For more information about the bursary system, please contact Stuart Clark, Vice President (Finance and Services) at vp.finance@sgps.ca.

Process

The SGPS provides a variety of bursaries and funds to support students in financial need, especially due to unforeseen circumstances. **Bursaries are only available for SGPS members.**

There are three kinds of bursary, but only a single, online application is required.

Applicants are expected to demonstrate two things:

1. Proof of Expense (a receipt for an activity or procedure)
2. Proof of Need (documents that corroborate financial hardship)

An applicant may only receive one bursary from each category in a given academic year, ranging from September 1st to August 31st.

Once an application is received, it is usually processed with a week. The Finance and Services Standing Committee makes all final approvals by vote after considering each confidential, anonymized application. Once approval has been granted, a bursary cheque is written and the applicant is contacted with the committee's decision and the details for picking up their bursary.

Summary of Bursaries

Bursary	Description	Max Award	Restrictions
SGPS/PSAC Local 901 Dental Bursary	<ul style="list-style-type: none"> - Subsidizes <u>dental procedures</u> covered at 10% or less by the SGPS insurance plan AND - Subsidizes procedures for applicants who have maxed out their SGPS dental plan coverage at \$750 	\$800	Limited to only SGPS Members' Dental Procedures with coverage at or under 10% on the SGPS Insurance Plan
SGPS/PSAC Local 901 International Student Bursary	Subsidizes University Health Insurance Plan (UHIP) costs for non-sponsored International Students	\$800	Limited to only UHIP Fees paid by International Students

Activity Bursary	Subsidizes participation in Queen's University Clubs, intramural teams, events and conferences that are hosted by Queen's University or a ratified SGPS/AMS Club	\$150	Queen's run groups and conferences only. Does not cover travel or accommodations.
Emergency Student Assistance	Subsidizes sudden, unforeseen, unavoidable, emergency expenses. Examples include: sudden illness or death in the family resulting in travel, loss of property due to fire, robbery etc.	\$450	Extenuating emergency circumstances only

Proof of Expense

To demonstrate proof of expense, applicants must include a receipt or official invoice/quote of the activity, procedure, or emergency expense that is the subject of the application. Examples include:

1. Health and Dental – Copy of the Claim statement from RWAM (mailed to you after you file a Dental Claim through the SGPS Health and Dental Plan)
2. Activity – Receipt showing proof of payment for delegate/registration/participation fee and record of attendance at the conference/event
3. Emergency Assistance – Receipts or Invoices from the sudden, unexpected, emergency expense

Proof of Need

To demonstrate financial need, applicants must include either:

1. A copy of their OSAP Funding Summary (or other provincial/territorial/international equivalent)
2. Confirmation of their award of the Queen's General Bursary in the same academic year
3. **For International Students Only:** a copy of any financial assistance you have received from Queen's (like the international student bursary), your country of origin, or a loan agreement to finance your education

Quick Tips

Some further clarifications about the scope of bursaries:

1. Travel is an acceptable emergency expense ONLY if it is for the purpose of attending funeral services of an immediate family member
2. Rent, or other expected month-to-month expenses are not eligible emergency expenses

Examples

Bursary	Expense	You Provide	Bursary
EX 1	Unexpected death in the family, requires unforeseen childcare costs, \$59.56	Proof of Expense: Childcare Receipts Proof of Need: OSAP Funding Summary	Emergency Assistance approved for \$59.56
EX 2	Old laptop dies with important files on the disk, replacement/repair cost, \$349.00	Proof of Expense: Repair Order Invoice/Receipt Proof of Need: OSAP Funding Summary	Emergency Assistance denied, reasonably expected expense

EX 3	Unexpected, emergency expense causes applicant to be short rent/tuition money, \$512.00	Proof of Expense: Lease Agreement/Tuition Note Proof of Need: OSAP Funding Summary	Emergency Assistance denied, re-submit application for the unexpected, emergency expense
EX 4	Conference Fee for Queen's Journalism Conference, \$279.00	Proof of Expense: Confirmation from organizer of registration, receipt of delegate fee Proof of Need: International Student Assistance from home country	Activity Bursary approved for \$100.00
EX 5	International Political Science Graduate Student Conference registration fee, \$342.00	Proof of Expense: Repair Order Invoice/Receipt Proof of Need: Confirmation of Queen's General Bursary Award	Activity Bursary denied, not organized by Queen's University or a ratified club
EX 6	Severe Root Canal operation required, \$986.00	Proof of Expense: RWAM Claim Summary Proof of Need: OSAP Funding Summary	Dental Assistance for \$750.00
EX 7	Impacted Teeth Removal, \$356.00	Proof of Expense: RWAM Claim Summary Proof of Need: OSAP Funding Summary	Dental Assistance denied, procedure covered sufficiently under the SGPS H&D Plan
EX 8	UHIP Opt-In Cost for a single student, \$612.00	Proof of Expense: UHIP payment receipt Proof of Need: International Student Assistance from home country	International Student Bursary for \$612.00