

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.

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

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

Summary of Bursaries

Bursary	Description	Max Award	Restrictions
Dental Bursary	a) Subsidizes dental procedures covered at 10% or less by the SGPS insurance plan AND/OR b) Subsidizes procedures for applicants who have maxed out their SGPS dental plan coverage of \$1000	\$800	Limited to only SGPS Members' Dental Procedures. Subsidizes procedures for applicants who have maxed out SGPS dental plan at rate they would have otherwise been covered (i.e. normally covered at 75%, bursary will subsidize 75% up to Max Award amount)
International Student Bursary	Subsidizes University Health Insurance Plan (UHIP) costs for non-sponsored International Students (SGPS members only)	\$200	Limited to only UHIP Fees paid by SGPS members who are non-sponsored International Students. Does not cover fees paid by or on behalf of spouses or dependents.
Activity Bursary	Subsidizes participation in Queen's University Clubs, intramural teams, events hosted by Queen's University or a ratified SGPS/AMS Club. Also subsidizes conference registrations within Canada.	\$150	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

Applicants are encouraged to apply as early as possible as bursary funds are limited. The SGPS Finance and Services Committee reserves the right to close bursary applications once funds have been exhausted.

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 to SGPS members (and only for expenses incurred by members)**

There are four kinds of bursaries, but only a single, online application is required to apply.

Applicants are expected to demonstrate:

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

Once an application is received, it is usually processed within a week or two. The Finance and Services Standing Committee (hereby referred to as the "Committee") makes all final approvals by vote after considering each confidential, anonymized application. Once approval has been granted, a bursary cheque is issued and the applicant is contacted with the Committee's decision and the details for picking up their bursary.

An applicant may only receive one bursary from each category in a given fiscal year, which runs from May 1st to April 30th. The Committee *may* consider a second application, *if* the sum of the two awarded amounts is less than the Max Amount specified above (i.e. a student who received a Dental Bursary in May for \$500 *may* be awarded a second Dental Bursary for up to \$300 in April). The decision to grant a second bursary may be based on, but is not limited to, the student's level of financial need and/or the availability of bursary funds

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. **Dental** – Copy of the claim statement from Sun Life Assurance Company of Canada;
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;
 - a. In the event of a death or illness: a certificate of death or a medical note describing the nature of the illness.
4. **International Student Bursary** – Proof of payment of UHIP fees for current academic year

Proof of Need

To demonstrate financial need, applicants must include either:

Domestic Students:

1. A copy of their OSAP Funding Summary (or other provincial/territorial/international equivalent);
2. Confirmation of their *award* of a Queen's General Bursary, Queen's Summer Bursary in the *same academic year* (copy of SOLUS statement/screenshot required);
3. Confirmation of their *award* of Work Study Entitlement in your current program of study (copy of SOLUS statement/screenshot required).
4. **For Dental and Emergency Bursaries ONLY:** Student lines of credit/loans will be considered, however, acceptance as proof of need is at the discretion of the Committee.

International Students:

1. Confirmation of their *award* of the Queen's International Student Bursary, Queen's Summer Bursary or Work-Study Approval in the *same academic year* (copy of SOLUS statement/ screenshot required);
2. Confirmation of their *award* of Work Study Entitlement in your current program of study (copy of SOLUS statement/screenshot required);

3. Confirmation of their *award* of a Queen’s General Bursary in the *same calendar year* (copy of SOLUS statement/ screenshot required);¹ or
4. **For Dental and Emergency Bursaries ONLY:** Loan agreement (in SGPS members (student’s) name) from home country will be considered, however, acceptance as proof of need is at the discretion of the Committee.

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 visiting ailing or attending funeral services of an immediate family member;
2. Car-related expenses, replacements for new laptops, tuition, 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: See Requirements Above	Emergency Assistance approved for \$59.56
EX 2	4-year old laptop dies with important files on the disk, replacement/repair cost, \$349.00	Proof of Expense: Repair Order Invoice/Receipt Proof of Need: See Requirements Above	Emergency Assistance denied, reasonably expected expense
EX 3	Unexpected, emergency expense causes applicant to be short tuition money, \$512.00	Proof of Expense: Tuition Note Proof of Need: See Requirements Above	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: See Requirements Above	Activity Bursary approved for \$150.00
EX 5	International Political Science Graduate Student Conference registration fee, \$342.00	Proof of Expense: Receipt of Conference Registration Fee Proof of Need: See Requirements Above	Activity Bursary approved for \$150.00
EX 6	Severe Root Canal operation required, \$986.00 (Covered at 10%)	Proof of Expense: Sun Life Assurance Company of Canada Claim Summary	Dental Assistance for \$800.00

¹ A Queen’s General Bursary award will be considered valid proof of need until the following year’s Queen’s General Bursary cycle is complete.

		Proof of Need: See Requirements Above	
EX 7	Impacted Teeth Removal, \$356.00 (Covered at 75%)	Proof of Expense: Sun Life Assurance Company of Canada Claim Summary Proof of Need: See Requirements Above	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: See Requirements Above	International Student Bursary for \$200.00
Ex 9	UHIP Opt-In Cost for a single student + spouse, \$1224.00	Proof of Expense: UHIP payment receipt Proof of Need: See Requirements Above	International Student Bursary for \$200.00 Only UHIP fees for SGPS Member (Student) are eligible