

HIGH SCHOOL BURSARY PROGRAM APPLICATION

This program assists Grade 12 students in financial need to graduate high school by providing a monthly living allowance to help cover basic needs.

Eligibility Criteria:

To apply you must be:

- Within your **last two semesters** of completing your high school diploma or certificate of achievement
- Under 21 years of age
- Currently living in Calgary and have lived here for at least the past 6 months
- From a low-income household
- Enrolled in a full-time course load

Students applying for funding for their:

- Last two semesters of high school must have earned at least **65 credits**
- Final semester of high school must have earned at least **80 credits**
(Note: Different requirements apply for K&E certificate students)

Required Supporting Documentation:

- Referral form completed by your high school counsellor
- Attendance report
- Photo Identification
- Proof of income: (see pg.2 for accepted supporting documents)
 - Your own income if you live independently
 - Your parents/guardian's income if you live with them
- Proof of rent or mortgage payments

You must speak with your school counsellor before completing this form

Please scan and email the completed application form and supporting documents to the Grants Manager before scheduling an interview.

Tre Ostroski (she/her)

Grants Manager

Burns Memorial Fund

T: 587-392-8255 | C: 587-579-5443 | Fax: 403-233-0513

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BURNS MEMORIAL FUND FOLLOWS LEGISLATED GUIDELINES FOR PRIVACY

APPLICATION TIP SHEET

Steps to Complete & Submit Your Application

1. Before You Begin

- Review the program eligibility criteria outlined on pg. 1 carefully.
- Speak with your school guidance counsellor about applying for the High School Bursary Program.

2. Complete the Application

- Fill out **all** sections of the application form.
- Gather all required supporting documents (see below for list of accepted documents).

3. Ready to Submit

- You or your guidance counselor must email the completed application form, counsellor referral, and supporting documents to the Grants Manager.

4. After Application is Submitted

- An intake interview will be scheduled once your documents are received by the Grants Manager.

Required Supporting Documentation

If You Live Independently:

- Complete the **Student Financial Information** section of this application form.
- Submit the following documents to verify your financial situation:

Required Documentation	Documents Accepted
Income (employment, parental support, etc.)	<ul style="list-style-type: none"> • 1-month bank statement (provide even if income is \$0)
Rent	<ul style="list-style-type: none"> • 1-month bank statement, or • Lease agreement, or • Letter from person you live with confirming your rent or household contributions

If You Live with Parents/Guardians:

- Complete the **Family Financial Information** section of this application.
- Submit the following supporting documents for the income and expenses that apply to your parents/guardians.

Income/Expenses	Documents Accepted
Employment Income	<ul style="list-style-type: none"> • Paystubs, or 1-month bank statement
Canada Child Benefits (CCB)	<ul style="list-style-type: none"> • CCB statement, or 1-month bank statement
Social Assistance (AISH, Income Support, etc.)	<ul style="list-style-type: none"> • Social assistance statement, or 1-month bank statement
Employment Insurance (EI)	<ul style="list-style-type: none"> • EI statement, or 1-month bank statement
Pension	<ul style="list-style-type: none"> • Pension statements, or 1-month bank statement
Child Support	<ul style="list-style-type: none"> • Child maintenance payment statement, or 1-month bank statement
Other (disability, rental income, family support, etc.)	<ul style="list-style-type: none"> • Relevant income statement, or 1-month bank statement
Housing (rent or mortgage)	<ul style="list-style-type: none"> • Lease agreement/mortgage statement, or 1-month bank statement
Savings (must be disclosed)	<ul style="list-style-type: none"> • Most recent statement(s) showing current balance

We Do Not Accept:

- Notice of Assessments (NOAs) or T4 slips

Student Information

FIRST & LAST NAME		EMAIL	
BIRTHDATE (DAY/MONTH/YEAR)	AGE	GENDER IDENTITY	PRONOUNS (SHE/HER, HE/HIM, THEY/THEM, ETC.)
ADDRESS	UNIT/APT #	CITY	POSTAL CODE
CELL PHONE NUMBER		HOME PHONE NUMBER	
HIGH SCHOOL NAME		GRADE	HOW LONG HAVE YOU LIVED IN CALGARY? _____

Parent/Legal Guardian Information

PARENT/LEGAL GUARDIAN 1:

FIRST & LAST NAME		OCCUPATION/SOURCE OF INCOME	
ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	POSTAL CODE	
HOME PHONE NUMBER	CELL PHONE NUMBER		

PARENT/LEGAL GUARDIAN 2:

FIRST & LAST NAME		OCCUPATION/SOURCE OF INCOME	
ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	POSTAL CODE	
HOME PHONE NUMBER	CELL PHONE NUMBER		

Current Living Situation

Please fill in the following information about the people you currently live with:

NAME	AGE	RELATIONSHIP	NAME	AGE	RELATIONSHIP

Student Financial Information

Please fill in the following information about your current employment:

COMPANY NAME

JOB POSITION

HOURLY RATE

MONTHLY INCOME

PREVIOUS EMPLOYMENT WITHIN THE PAST YEAR (EX. SUMMER JOB OR PART-TIME EMPLOYMENT):

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NOTE: COMPLETE THE SECTION BELOW ONLY IF YOU ARE LIVING INDEPENDENTLY AND NOT WITH PARENTS / LEGAL GUARDIANS

Monthly Expenses

RENT / MORTGAGE	
UTILITIES (ELECTRIC / WATER / GAS)	
PHONE	
FOOD	
TRANSPORTATION	
DAY CARE / BABYSITTING	
CLOTHING	
PERSONAL CARE	
TOTAL FIXED MONTHLY EXPENSES:	

Monthly Income

NET PAY FROM EMPLOYMENT	
GOVERNMENT BENEFIT PAYMENTS (CANADA CHILD BENEFIT, ORPHAN'S BENEFIT, ETC.)	
SUPPORT PAYMENTS FROM PARENTS OR OTHER FAMILY	
OTHER INCOME (PLEASE SPECIFY):	
TOTAL FIXED MONTHLY INCOME:	

ATTACH PROOF OF ALL INCOME, SAVINGS, AND RENT
(see pg. 2 for a list of accepted supporting documents)

Student Questions

1. What agencies, community resources, or individuals have you asked for help and/or are currently receiving support from?

2. Have you or any member of your family been assisted by the Burns Memorial Fund? If yes, who?

3. What are your plans after high school?

4. What courses are you enrolled in to complete your grade 12 requirements?

FALL (SEPT-JAN):

WINTER (FEB-JUNE):

SUMMER (IF APPLICABLE):

5. How many credits do you currently have?

6. How did you hear about Burns Memorial Fund?

Legal Declaration of Applicant

I hereby acknowledge my application for financial assistance from the Burns Memorial Fund for Children, and I declare that:

- a) I am under 21 years of age and a resident of the City of Calgary;
- b) I shall be a full-time student at the institution named for the period stated;
- c) Any assistance awarded will be used only for educational purposes;
- d) If my circumstances as outlined in this application should change, I will notify the Senator Patrick Burns Bursary Program in writing;
- e) I grant the Burns Trustees and staff the right to request and receive information pertaining to my academic performance, attendance, or personal circumstances for the period of studies stated on this application and to confirm my graduation status. I grant the institutions(s) named in this application the right to release such information to the Burns Memorial Fund for Children upon request;
- f) I give my expressed consent to be contacted via email by the Burns Memorial Fund. (If you do not wish to give your expressed consent for email correspondence, please let us know at unsubscribe@burnsfund.com);
- g) I have answered all questions applicable to me, and all information is true and complete in every respect;
- h) I make this declaration conscientiously and believe it to be true, knowing that this is the same force and effect as if made under an oath.

STUDENT/APPLICANT SIGNATURE

DATE

**Please note: this page must be signed by the student to complete the application.
You may print/sign/scan the page or use the “fill & sign” feature in Adobe Acrobat.**

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