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## Educational Bursary Application Form

### General Information

The Citadel Foundation bursary program has been created to assist students in financial need and who have requested other sources of financial assistance. The Education Committee will prioritize bursary applications in accordance with the mission of Citadel Foundation which is to assist students from the Greater Québec City Area (Capitale Nationale & Chaudière-Appalaches). The bursary program is available only to Canadian citizens or permanent residents of Canada. **International students are not eligible to apply.**

### Who can apply?

Bursaries may be awarded for trade school, CEGEP and undergraduate university programmes. The Citadel Foundation bursary program does not support students in a Master's or a Ph.D. programme. **Maximum bursaries awarded** are \$1,200 for a trade school student, \$1,500 for a CEGEP student and \$3,000 for a University student.

The bursary application must be completed in its entirety and submitted with **all** of the required documents for it to be considered. Any application that is incomplete will not be considered by the Education Committee and will automatically be refused. All applicants are responsible to submit their own applications, supporting documents, and transcripts. Any documents submitted from third parties (school, parent, reference, etc.) on behalf of the applicants will not be accepted. Omissions, false declarations and applications filled by persons other than the applicant, will result in automatic refusal of bursary.

Bursary application deadlines are: **August 31** for the autumn semester and **January 15** for the winter semester.

Complete applications including all supporting documents should be submitted by email in a single PDF file to [kpoulin@jhpartners.net](mailto:kpoulin@jhpartners.net)

Students who are accepted may remain eligible throughout their course of studies as long as they demonstrate financial need. Students must re-submit a completed bursary application including all the required documents.

### How to apply:

Application forms are available at the office of Citadel Foundation, via the Citadel website, and from the Guidance Departments of Quebec High School, St. Patrick's High School, the Eastern Quebec Learning Centre, Dollard des Ormeaux School and St. Lawrence Campus of Champlain Regional College.

### Before submitting your application, make sure you have included:

1. a completed application form including your Social Insurance Number;
2. a personal letter outlining financial needs and your career plan;
3. a letter of reference from a responsible person who knows you and supports your application (e.g.: school principal, teacher, clergyman, employer, etc.);
4. a letter from your school indicating proof of registration in full-time studies (admission forms will not be considered);
5. a copy of your government loans and bursary assessment (Calcul d'aide);
6. a copy of your most recent grades.

Students whose application has been **accepted** will receive a cheque for the amount of their bursary by regular mail. Students whose application **has not been accepted** will receive notification of refusal from the Education Committee via regular mail.

The Education Committee reserves the right to audit applications and adjust awarded amounts. The Education Committee is under no obligation to justify the refusal of a bursary application. All applications are treated in confidence.

Bursaries from Citadel Foundation are considered to be non-taxable revenue but must be declared on the recipient's income tax return. Bursary recipients will receive T4 and Relevé 1 slips for this purpose.

**APPLICATION FOR:**

Trade / Technical School bursary:  CEGEP bursary:  UNIVERSITY bursary:

**Section 1: Applicant Information (please print clearly if filling out by hand)**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street Address Apartment #  
\_\_\_\_\_ City Province Postal Code

Phone: ( ) E-mail:  
Are you a: Canadian Citizen  Permanent Resident   
Social Insurance Number: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

**Section 2: Current living situation**

Are you financially dependent on your parents? Yes  No   
If yes, complete section 3A. If no, complete section 3B.

**Section 3A: Current living situation – financially dependent on parents**

**Please check the box that best describes your current living situation. During the course of your studies, you will be:**

- Living with both your parents
- Living with one parent
- Living on your own in an off-campus apartment - What is the length of your lease in months? \_\_\_\_\_
- Living on your own in an on-campus residence
- Sharing an off-campus apartment with 1 or more roommates  
If so, with how many roommates? \_\_\_\_\_ What is the length of your lease in months? \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Father's gross income: \_\_\_\_\_ Mother's gross income: \_\_\_\_\_

Other income: \_\_\_\_\_ Other income: \_\_\_\_\_

How many dependent siblings in your family? \_\_\_\_\_ Please indicate their names and ages below:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

### Section 3B: Current living situation - financially independent from parents

Please check box that best describes your current living situation. During the course of your studies, you will be:

- Living with your partner/spouse
- Living on your own in an off-campus apartment - What is the length of your lease in months? \_\_\_\_\_
- Living on your own in an on-campus residence
- Sharing an off-campus apartment with 1 or more roommates  
If so, with how many roommates? \_\_\_\_\_ What is the length of your lease in months? \_\_\_\_\_

State your gross income: \_\_\_\_\_ State your spouse/partner's gross income: \_\_\_\_\_

Do you have any dependent children? Yes  No  If yes, indicate their names and ages below:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

### Section 4: Education

Name of High School you attended: \_\_\_\_\_ Did you graduate: Yes  No

Name of CEGEP you attended: \_\_\_\_\_ Did you graduate: Yes  No

What was your course of studies: \_\_\_\_\_

List the colleges or universities where you've applied:

	Program	No. of years
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section 5: Financial Information and Budget**

Requesting financial assistance for (please check one box): One semester  Two semesters

Use the grid below to indicate your estimated budget for (please check one box):  
One semester  Two semesters

Expenses	Total	Revenues & resources	Total
Tuition or admission fees		Contribution from parents	
Books, supplies & equipment		Contribution from spouse/partner	
Rent		Contribution from other family members	
Telephone/cable/internet		**Income from summer employment	
Electricity & heating		**Income from part-time employment	
Food		Provincial government loan	
Clothing		Provincial government bursary	
Transportation		Other government assistance	
Daycare		Personal prepaid scholarship fund	
Other (please specify)		Other scholarships or bursaries	
		Other revenue - specify source & amount	
		Source other revenue:	
<b>Total</b>		<b>Total</b>	

**Section 6: Complimentary Financial Information**

\*\*If you do not have any income from summer or part-time employment, please explain why here:

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Have you applied for the Quebec Student Loans and Bursaries program? Yes  No

If you are not applying, please explain why:

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Do you own a vehicle: Yes  No  If yes, make, model and year \_\_\_\_\_

**Section 7: Additional information**

Please indicate any additional information, financial or other, that you feel is necessary for the Education Committee to reach its decision: (You may be requested to supply further proof of your financial situation.)

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**Section 8: Declaration**

I, hereby, certify that the information given in this confidential application is true and is accurate to the best of my knowledge. I understand that false declarations will result in refusal of a bursary.

Signature of applicant: \_\_\_\_\_

Signature of Father: \_\_\_\_\_  
(if applicable)

Signature of Mother: \_\_\_\_\_  
(if applicable)

Signature of Guardian: \_\_\_\_\_  
(if applicable)

**For office use only (please do not write anything here)**

Date application received	<input type="text"/>	Education Committee initials	_____
Supporting documents received	Yes <input type="checkbox"/> No <input type="checkbox"/>	Education Committee initials	_____
Application successful	Yes <input type="checkbox"/> No <input type="checkbox"/>	Education Committee initials	_____