



## Bursary Application - Regulations and Information

### Section I Student Information

- Please print clearly or type all information requested
- You must reside in British Columbia or the Yukon and be a Canadian Citizen

### Section II College/University Information

- Provide the name and address of the post-secondary institution you will be attending
- The institution must be in British Columbia or the Yukon (only special exceptions to this apply such as – applicants living in the Kootenay Zones may apply to Calgary, Alberta institutions as it is closer to your residence)
- Bursaries are awarded to students attending accredited institutions on a full time basis for **two consecutive semesters**
- Post graduate studies do not apply
- Up to \$1000.00 per student are awarded to successful applicants attending College, Vocational or Trade School. **This amount is a guideline only. The Branch may decide to adjust this amount as they consider their available funds and the number of applicants.**
- Up to \$1500.00 per student are awarded to successful applicants attending University or a third or fourth year college. **This amount is a guideline only. The Branch may decide to adjust this amount as they consider their available funds and the number of applicants.**

### Section III Financial Information

- This section is **confidential** and must be completed at the Branch interview
- The applicant is responsible for setting up an interview with an Executive member of The Royal Canadian Legion Branch closest to where you reside in that particular Zone. The applicant must contact this local Legion Branch to arrange for this interview. Do not simply drop off the application and expect someone to contact you; otherwise the application is considered incomplete and will not be considered
- Bursaries are granted to students who are Veterans, children, grandchildren or great-children of any of the eligible personnel, who are in need of financial assistance. This eligible person is defined as a Veteran by The Royal Canadian Legion's General By-Laws subsection 101.d. :
  - A Veteran is any person who is serving or who has honourably served in the Canadian Armed Forces, the Commonwealth or its wartime allies, or as a regular member of the Royal Canadian Mounted Police, or as a Peace Officer in a special duty area or on a special duty operation, or who has served in the Merchant Navy or Ferry Command during wartime
- Financial need is consider in part by the gross household income as determined by the Canada Student Grant for low and middle-income families. Special exceptions may apply, branches will utilize these thresholds as a part of considering financial need of the applicant.

#### 2022 income thresholds (pre-tax income in previous year)

Family Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 or more
Max. Income	\$63,615	\$89,004	\$106,278	\$117,021	\$126,929	\$136,326	\$144,457

<https://www.canada.ca/en/employment-social-development/services/student-financial-aid/student-loan/student-grants/csg/full-time.html>

#### Section IV

#### Service Information

- Veterans, as noted in Section III of this application.
- Bring a copy of the service certificate to your interview.
- Service information (Canadian Forces only) can be obtained from:

**ATIP and Personnel Records Division**  
**Library and Archives Canada**  
**395 Wellington Street**  
**Ottawa, ON K1A 0N4**  
**Toll Free: 1-866-578-7777 in the menu press 1 for English, then 5.**  
**Fax: (613) 947-8456**      [www.archives.ca](http://www.archives.ca)

Some requests for records can be submitted online to Library and Archives Canada via their website. Proof of relationship may be required.

#### Section V

#### Interviewer Comments

**Applicant** must bring the following to the Branch interview:

- Proof of Service, as defined in Section III.
- A letter of the aims and objectives written by the student
- **NOTE** –Transcripts, photographs, reference letters or any other scholastic achievements are **not necessary** as bursaries are awarded based on financial need.

#### **Interviewer – Must complete financial section with applicant**

- Be sure proper documentation is presented
- Be sure applicant is at the right Branch (See Section III Regulation and Information)
- Please provide specifics that will assist the Bursary Committee in their decisions
- Use a separate page as necessary as to why you feel the applicant requires aid
- Be sure to sign the application form, along with office held, number and location of Branch and the date of interview
- Your signature certifies that the applicant was interviewed
- Ensure that the applicant has signed the form

#### **Please note:**

- Incomplete applications will not be considered – no follow-up will be taken
- Completion of the application gives consent for us to collect the information as per the BC Privacy Act. This information will be used only for determination of bursary eligibility.
- Completed applications and necessary documentation (military papers and objectives letter) **must be submitted to:**

**[INSERT BRANCH ADDRESS & CONTACT PERSON HERE]**



## Bursary Application

Attention applicants: Before filling out this application form, please make sure you have received and carefully read the "Regulations and Information" Sheet, which should be attached to this application form. Please contact us if you did not receive the above-mentioned sheet.

Section I		Student Information		
Full Name:	_____			
Current Address:	_____			
	City	Province	Postal Code	
Phone No.	_____			
Mailing Address if different than current address:	_____			
	_____			
S.I.N. #:	_____	Student I.D #:	_____	
Date of Birth:	_____	_____	_____	
	Day	Month	Year	

Section II		College/ University Information		
Name of School:	_____			
Campus:	_____			
Address	_____			
Phone:	_____			
What year will you be in?	_____			
Applied Previously?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, what year?	_____
What year(s) were you successful?	_____			

**Section III****Financial Information – To be completed at Branch Interview**

- a. If you are a dependent living at home please fill out the following:

Family Taxable Income:     \$ \_\_\_\_\_

Number of people in household: \_\_\_\_\_

Mother's occupation: \_\_\_\_\_

Father's occupation: \_\_\_\_\_

PLEASE PROVIDE A COPY OF A REVENUE CANADA TAX ASSESSMENT FROM PREVIOUS TAXATION YEAR. THIS IS TO CONFIRM FAMILY TAXABLE INCOME.

- b. If you are not a dependent, either you live on your own or have dependents yourself, please fill out the following:

Taxable Income:     \$ \_\_\_\_\_

Number of dependents in your household: \_\_\_\_\_

PLEASE PROVIDE A COPY OF A REVENUE CANADA TAX ASSESSMENT FROM PREVIOUS YEAR. THIS IS TO CONFIRM FAMILY TAXABLE INCOME.

Projected Income and Expense during the School Year:

Income & Resources		Expenses	
Employment income (Student)	\$ _____	Tuition & fees	\$ _____
RESP income	\$ _____	Books & supplies	\$ _____
Parents' contribution	\$ _____	Rent, food, personal care	\$ _____
Other awards & bursaries	\$ _____	Transportation	\$ _____
Other savings	\$ _____	Other	\$ _____
Student loans	\$ _____		\$ _____
Total Income	\$ _____	Total Expenses	\$ _____

Were you successful in applying for a student loan/grant?

YES

If yes, what amount? \_\_\_\_\_

NO

**Section IV**

**Military Service Information**

Full Name: \_\_\_\_\_

Parent       Grandparent       Great-Grandparent

Service #: \_\_\_\_\_

Enlistment Date: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

WWI       WWII       Korea       Regular       Other: \_\_\_\_\_

(Check above as applicable)

Is Veterans Assistance or Disability Pension Involved?       Yes       No

If yes, state nature of disability and amount received \_\_\_\_\_

\_\_\_\_\_

**Section V**

**Interviewer Comments** (Please write on back of this page)

Interview Conducted by: \_\_\_\_\_

Office held at branch: \_\_\_\_\_

Branch number: \_\_\_\_\_ City/Town: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Signature of Interviewer: \_\_\_\_\_

Signature of applicant certifying that all information is correct

Please return this form to the sponsoring branch.