



**Noah Meltz Program of Financial Assistance for  
Part-Time Undergraduate Students**

**2016/17 Fall/Winter Application**

**All applicants must set up direct deposit on their ROSI/ACORN account profiles to receive their funding. Please set up direct deposit NOW to avoid payment issues. Complete all application sections below and provide proof as required.**

**Section 1: Personal Information**

<b>Last name:</b>	<b>First Name:</b>
<b>Faculty/College:</b>	<b>Student number:</b>
<b>Social Insurance Number:</b>	<b>U of T Email:</b>
<b>Citizenship Status</b> (check one): <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident * <input type="checkbox"/> Protected Person *  * Refer to Page 3 for required supporting documents	<b>Marital Status</b> (check one): <input type="checkbox"/> Single living with parents <input type="checkbox"/> Single living on own <input type="checkbox"/> Married/Common-law * <input type="checkbox"/> Separated/Divorced/Widowed * <input type="checkbox"/> Sole support parent *  * Refer to Page 3 for required supporting documents
<b>Permanent Disability Status</b> (check one): <input type="checkbox"/> Yes * <input type="checkbox"/> No  * Refer to Page 3 for required supporting documents	Number of <u>your</u> dependent children living with you*: <input type="checkbox"/> Age 0 – 11 years      _____ <input type="checkbox"/> Age 12 years and older      _____  *Refer to Page 3 for required supporting documents
<b>Child Care Costs</b> (if applicable): If you require assistance with child care costs incurred during your class time, indicate the hourly and weekly rate you will be charged: \$ _____ per hour and totaling \$ _____ per week. (The rate should reflect only what you will pay from your own income and not include the portion covered by subsidized funding. If your spouse/partner has a minimal income, it is assumed that he/she will be available to provide child care while you are studying). <b>Refer to Page 3 for required supporting documents.</b>	

**Section 2: Employment and Income Information**

<b>Your current employment status:</b> <input type="checkbox"/> Employed full time <input type="checkbox"/> Employed part time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed *	<b>Spouse's current employment status</b> (if applicable): <input type="checkbox"/> Employed full time <input type="checkbox"/> Employed part time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed *
*If you (and/or your spouse, if applicable) are <b>currently unemployed or declare zero income in the next section</b> , please identify how you are paying your daily living costs. Check all that apply.  <input type="checkbox"/> Ontario Works <input type="checkbox"/> Ontario Disability Support (ODSP) <input type="checkbox"/> Employment Insurance <input type="checkbox"/> Employment and Training Allowance <input type="checkbox"/> Loss of Earnings Benefits (WSIB) <input type="checkbox"/> Other ( <u>Explain</u> ): _____	

<p><b>Your estimated/actual gross income from all sources</b> *:</p> <p>2016 (January to December):                    \$ _____</p> <p><b>*Refer to Page 3 for required supporting documents and income exceptions.</b></p> <p><b>Do NOT leave this item blank. If you declare zero 2016 income, explain how you will meet your daily living costs under "Other" in the previous section.</b></p>	<p><b>Your spouse's estimated/actual gross income</b> (if applicable) <b>from all sources</b> *:</p> <p>2016 (January to December):                    \$ _____</p> <p><b>* Refer to Page 3 for required supporting documents and income exceptions.</b></p> <p><b>Do NOT leave this item blank. If you declare zero 2016 income, explain how you will meet your daily living costs under "Other" in the previous section.</b></p>
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**If you are receiving student financial aid during your 2016-17 fall/winter term(s) from another province, territory, state or country, attach your Notice of Assessment. Proof of funding from the Province of Ontario is not required.**

**Section 3: Education History**

Have you previously **completed** a previous post-secondary certificate, degree or diploma at a school other than the University of Toronto? (Check one)

Yes (if Yes, please complete the chart below. Attach a separate sheet of paper if you need more space)

No

Name of Post-Secondary Institution	Full Time	Part Time	Name of Academic Program Completed	From (Month/Year)	To (Month/Year)

**Section 4: Consents and Declaration**

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2 (14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University's Freedom of Information and Protection of Privacy Office at 416 946-5385, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1

- I hereby certify that the information provided on this application is, to the best of my knowledge, true and complete.
- I understand that I may be required to supply additional documentation if I am requested to do so.
- I have declared financial aid from any province, territory, state or country (other than Ontario) to be received during my 2016-17 fall/winter term(s) by providing my Notice of Assessment.
- I understand that, if I receive funding, it will be deposited directly into the bank account provided by me on my ROSI/ACORN account profile.
- I understand that if I receive funding and don't complete my course(s) successfully that I may forfeit future funding under the Meltz Program. I further understand that fee refunds produced by course drops will be claimed by the University and used to assist other students eligible for the Meltz grant.
- I understand that consideration for the Special Bursary requires disclosure to and the indirect collection of personal information by the Ministry of Training, Colleges and Universities to verify whether I am in receipt of OSAP. If I am also a recipient of the Bursary for Students with Disabilities as a result of my Special Bursary eligibility, I further understand that disclosure to the Ministry of my personal information (and my spouse's, if applicable) is required.

\_\_\_\_\_ (Date)

(Signature of applicant)

\_\_\_\_\_ (Date)

(Spouse's Signature (if applicable))

# Supporting Documentation Requirements

## Section 1: Personal Information

### Citizenship Status

- **Permanent Resident:** provide a copy of: Both sides of your Permanent Resident card; Record of Landing; Confirmation of Permanent Residence **OR** Verification of Status document.
- **Protected Persons:** provide a valid copy of your temporary Social Insurance Number (SIN) card **AND** a valid copy of one of: Verification of Status document **OR** Notice of Decision issued from the Immigration and Refugee Board (IRB), **OR** Protected Persons Status Document (issued prior to January 1, 2013) **OR** Refugee Travel Document.

### Marital Status

- If you are in a **common-law relationship**, an affidavit\* signed by you and your spouse will be required if you and your partner have been living together continuously for at least 3 years; **OR** you and your partner are in a relationship of some permanence and are the natural or adoptive parents of a child.
- If you are **married**, provide a copy of your marriage certificate or an affidavit\* signed you and your spouse confirming the date of the marriage.
- If you are **separated or divorced**, provide proof of separation (copy of your separation agreement or court order) or divorce (copy of your divorce judgment or court order). If you do not have a legal document, you can provide an affidavit.\* The documentation must include the date of separation, details of any custody arrangements that your child(ren) will be residing with you full-time during your study period and the birth dates of your children.
- If you are a **sole-support parent, and have never been married OR are widowed**, indicate “Single” as your marital status. You also must provide an affidavit\* confirming any children who will be living with you full-time during your program of study and the birth dates of those children.
- If you are **widowed**, a copy of your spouse’s death certificate that indicates the date of your spouse’s death.
- If you have **children living with you** full-time during your period of study, you must provide proof of each of your child(ren)’s date of birth (e.g. copy of the birth certificate, statement of live birth).
- If you will have **child care expenses** that you must pay yourself during your studies, attach a letter indicating your class hours and an estimate of the weekly child care costs incurred during your class time. You must also indicate the name, address and phone number of your child care provider. A married applicant whose partner is unemployed is not eligible for this allowance.

\*If you do not have a legal document or court order, an affidavit can be sworn for a small fee at **Downtown Legal Services**, 655 Spadina Avenue, (416) 934-4535. Call first to make an appointment.

### Permanent Disability

- Completion of a Confirmation of Permanent Disability form by your campus Accessibility Service office

## Section 2: Employment and Income Information

If you (and your spouse if applicable) have **actual** 2016 income, provide proof of income.

This can include copies of pay stubs from: employment (or a letter from employers confirming actual gross weekly or monthly income), Ontario Disability Support Income (ODSP), Ontario Works (OW), Canada Pension Plan Disability Benefits, Loss of Earning Benefits (WSIB) or Employment and Training Allowance.

If you (and your spouse if applicable) are unemployed **AND** you/both of you declare zero annual income for 2016, please attach a signed letter explaining how you will meet your living costs (rent, food, transportation) if you have not provided an explanation in Section 2.

Indicate income all sources (world-wide) EXCEPT: OSAP, student aid from other provinces, GST rebates, Canada/Ontario Child Benefits, Ontario Child Benefit Equivalent Savings Program, Rental Opportunity for Ontario Families (ROOF) program, Universal Child Care Benefit, parental income. Also, do not include pain and suffering awards, including WSIB non-economic loss (NEL) awards in amounts less than \$100,000. Any amount over \$100,000 is considered income in the period it was received. If payments are made for different incidents, the payments related to each incident are exempt up to \$100,000.

This application, including all supporting documentation, must be submitted to Enrolment Services, 172 St. George Street, Toronto, ON, M5R 0A3 **no later than January 31, 2017.**