

University of Toronto Faculty Association  
720 Spadina Ave, Suite 419  
Toronto, ON M5S 2T9

Telephone: 416-978-3351  
Email: faculty@utfa.org

Fax: 416-978-7061  
Website: www.utfa.org

## UNIVERSITY OF TORONTO FACULTY ASSOCIATION

### UNDERGRADUATE TUITION AWARD APPLICATION FORM

The Tuition award was set up because University of Toronto Faculty Association (UTFA) believes that an inability to pay tuition fees should not be a barrier to obtaining or to continuing a university education. One undergraduate student will receive an award for a year's tuition equal to the cost of undergraduate tuition in a general program of study in *Arts and Sciences* in the academic year to which the award pertains. Students from all faculties are eligible and encouraged to apply.

#### Instructions for Applicant

1. Applications are due in by **November 1st**. Please note that unlike the undergraduate bursary applications which can be considered at any time during the year, this award is being a tuition bursary, can only be applied for once in a year.
2. It is essential that you answer all the questions and explain in detail any exceptional expenses or circumstances.
3. Return this covering page, any references and a completed undergraduate bursary application form to Enrolment Services, 172 St. George Street.

#### ADDITIONAL INFORMATION

Please provide one letter of reference, commenting on your academic achievements and promise of future academic success, addressed direction to the attention of the UTFA Tuition Award Committee and attach it to the application form. Also, please attach a brief (one page) description of your academic career to date, your future academic goals and, especially, the financial circumstances which have lead you to apply for this award. Please also include your transcripts.

#### DECLARATION

I hereby make application for a University of Toronto Faculty Association Tuition Award. I hereby certify that the information provided on this application is, to the best of my knowledge, true and complete, and I authorize the release of the information contained herein to the appropriate UTFA Committee.

Date

Signature of  
Applicant

# UTFA Undergraduate Tuition Application

## Instructions

**University of Toronto grants are intended to assist students with unmet need with respect to their educational expenses.**

It is expected that prior to applying for this grant, students will have explored all sources of funding such as family support, savings, summer and study period income, OSAP or other government assistance programs, daycare subsidies, and bank lines of credit as appropriate. University of Toronto grants are not intended to fund non-educational expenses or to repay your debts. It is essential that you complete all four pages of this application. Insufficient information and/or documentation will affect the consideration of your application for the bursary.

**Please Note:** If you are completing the on-line PDF version of this form, you can enter the information directly into the fields. Complete and print the form, or print neatly in ink if you are completing the form by hand. Read and sign the declaration, and submit it to Enrolment Services by the date as indicated on the cover page.

In the event that you are awarded funding, please ensure that you have direct deposit recorded in ACORN/ROSI using Student Web Service. It is also very important that your mailing address on ROSI is up to date. Regardless of your direct deposit status, your payment will not be processed if your mailing address is out of date.

## PLEASE COMPLETE IN FULL

### Personal Information (provide mailing address)

Last Name  First Name

Street Name & Number  Apt/Unit Number

City  Province  Country  Postal Code

Phone  E-mail

Marital Status  Single  Married  Common Law

Number of dependent children living with you  Ages of dependent children living with you

### Academic Information

Student Number  Year of Study   Degree Student  Special Student

Program of Study

Faculty of Registration  College of Registration

Year of Study  Expected Date of Graduation

Credits in current academic year

Mailing Address Expiry Date

**Government Assistance** (OSAP, Canada Student Loan, or other government assistance)

Have you applied for assistance for the current academic year?  Yes  No

Have you appealed your OSAP/ government award?  Yes  No

**Family Information**

**Gross annual income**

\_\_\_\_\_

\_\_\_\_\_

Number of Dependents in family \_\_\_\_\_ Number attending University/College \_\_\_\_\_

If there are special circumstances that limit the support provided by your family, please provide details in your "Personal Statement".

**Motor Vehicle**

Do you own or lease a motor vehicle?  Yes  No

If yes, please indicate model and year and explain its necessity in your "Personal Statement". \_\_\_\_\_

**Employment / Other Income**

**Summer**

Gross Summer Earnings \_\_\_\_\_

If you were not employed, or were unable to save a reasonable portion of your earnings, please provide details in your "Personal Statement".

School Year	Amount	Source	
		U of T	Other
Scholarship, Fellowship, etc	_____	<input type="checkbox"/>	<input type="checkbox"/>
Grant, Bursary	_____	<input type="checkbox"/>	<input type="checkbox"/>
Teaching / Research Assistantship	_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>	_____		

Are you working part-time during the current academic year?  Yes  No

If not, have you investigated the possibility of part-time employment with the Work-Study Program?  Yes  No

If no, please explain in your "Personal Statement".

**Budget Outline**

Please provide the following budget for the eight month period from **September to April** of the current academic year:

Married students should indicate their total family income (after tax and other compulsory deductions) and total family expenses.

Estimated Expenses	
Expense Type	Amount \$
Tuition	
Books	
University Residence	
Rent _____ Per Month	
Utilities _____ Per Month	
Groceries _____ Per Month	
Transportation	
Toiletries / personal care	
Childcare	
Telephone / internet	
Other (specify) _____	
Other (specify) _____	
<b>Total Expenses</b>	

Financial Resources/Income	
Income Source	Amount \$
Bank Balance at the beginning of the academic year prior to paying tuition and residence fees	
Net Income from part-time work / Work-Study	
Spouse's Income (net)	
OSAP or other government student aid	
Child tax credit / GST rebate / orphan's benefits	
Parental support / RESP/ support payments	
Grants / Scholarships / Fellowships / TA / RA	
Assets which can be liquidated	
Other income not declared above (specify) _____	
<b>Total Income</b>	

Based on the information provided above your calculated financial need is:

$$\begin{array}{r}
 \text{_____} \\
 \text{Total Income}
 \end{array}
 -
 \begin{array}{r}
 \text{_____} \\
 \text{Total Expenses}
 \end{array}
 =
 \begin{array}{r}
 \text{_____} \\
 \text{Total Need}
 \end{array}$$

If Total Income > Total Expenses, Total Need = 0

**Personal Statement** - Provide details to questions from page two of your application in the space provided here. You may also attach a letter.

Students who rely on funding programs such as OSAP, UTAPS or other sources of financial aid must budget realistically in order to meet their educational costs. A financial plan provides an opportunity to evaluate progress and make sound decisions. Please explain how you planned to finance your studies at the beginning of this school year, what happened to change or affect your budget and why you now require assistance.

Students who have unusual or high expenses should explain in detail why these expenses are necessary and how they planned to cover the costs. Please provide documentation to confirm these expenses.

---

## Declaration

---

I am requesting University grant assistance in the amount of \_\_\_\_\_

**I hereby certify that the information provided on this application is, to the best of my knowledge, true and complete, and I authorize the release of the information contained herein to the appropriate Grant Selection Committee.**

Some grants are funded by private donors who wish to receive limited information about the recipient(s). This could be general, biographical and/or academic in nature.

Do you agree to the release of such information?       Yes    No

(Students who indicate "no" will be considered for grants from other sources).

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 416 946-5835, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1

---

Signature

Date (dd/mm/yyyy)

**Retain a copy of this application for your records.**