

CCPTSBP PART-TIME SPECIAL BURSARY PROGRAM 2020-2021

INFORMATION AND INSTRUCTIONS FOR STUDENTS

INFORMATION ABOUT THE CENTENNIAL COLLEGE PART-TIME SPECIAL BURSARY PROGRAM

What is the Centennial College Part-time Special Bursary Program?

The 2020-21 Centennial College Part-time Special Bursary Program (CCPTSBP) offers financial assistance to help cover your educational costs.

The amount of bursary you may receive for the 2020-21 academic year will depend on your eligible educational costs.

The maximum bursary amount you can receive is \$2,500 per academic year. It is expected that your program will be completed within five years.

A student's continued eligibility for future CCPTSB funding is based upon the successful completion of both past and currently funded CCPTSBP sessions.

Eligibility

For 2020-21, you may be eligible for a Special Bursary at Centennial College if:

- You are a Canadian citizen, permanent resident, or Protected Person as defined in the Immigration and Refugee Protection Act (Canada);
- Are an Ontario resident;

You are considered to be an Ontario resident if you have lived in Ontario for 12 months in a row up to the beginning of your program of study. If you have been living in Ontario only for the 12 months preceding your program of study and you were attending a postsecondary institution during this 12 month period, you are not considered a resident of Ontario.

- At Centennial College, the following programs are approved for CCPTSBP funding:

FULL-TIME PROGRAMS OFFERED THROUGH THE CENTRE FOR PART-TIME LEARNING DEPARTMENT:

Accounting (2801), Bookkeeping (2906), Business (2803), Business Administration – Accounting Advanced (2405), Business Administration – Human Resources (2709), Business Administration – Leadership and Management (2406), Business Administration – Marketing (2403), Business Marketing (2805), Child and Youth Care (1205), Court Support Services (2470), Food Service Worker (1621), Social Service Worker (1203)

PART TIME PROGRAMS: 3D Printing and Part Design (7465), Accounting Fundamentals – Level 1 (7339), Accounting Fundamentals - Level 2 (7340), Addictions Work: Professional Practice Skills (7929), Applied Management Studies (7035), Art and Design Fundamentals (7636), Auto Service Advisor Certificate (7285), AutoCAD (7319), Business Management – Entrepreneurial (7284), Business Management – International (7298), Business Management – Marketing (7278),

Business Management – Sales (7373), Business System Analysis (7045), Business Writing (7364), Cisco Certified Networking Associate (7390), Communications and Media Fundamentals (7637), Community Services Management (7399), Compliance and Governance (7520), Computer A+ Plus CCNA Routing and Switching (7019), Computer Programming (7015), Content Creation (7540), Criminal Psychology and Behavior (7165), Digital Publishing (7671), Early Childhood Administration (7115), Early Childhood Education (7010), Early Childhood Resource Consultant (Special Needs) (7060), Educational Support (7374), Effective Project Management (7034), Electrical Power Systems (7383), Employee Relocation (7674), Financial Planning (7053), Fundraising (7370), General Business Management (7036), Geographic Information Systems (7167), Home Inspection (7359), Human Resources Management (7200), International Cuisines By Region (7184), Investment Services (7397), Java SE/EE Programming Certificate (7387), Labor Relations (7048), Law Clerk (7804), Leadership and Inclusion (6730), Legal Office Assistant (7362), Management (7391), Marketing (7106), Medical Device Reprocessing (Formerly Sterile Supply) (7920), Medical Esthetic Practitioner (7989), Medical Office Assistant (7363), Medical Transcriptionist (7166), Microsoft .Net (7030), Microsoft Office Application Support (7046), Office Administration – General (7211), Office Admin – Medical (7422), Office Assistant – Software Specialist (7361), Office Bookkeeping (7032), Operations Management (7331), Ophthalmic Medical Personnel (7934), Oracle Database Administrator Professional (7355), Oracle Database Associate (7354), Organizational Dynamics and Leadership (7831), Payroll Compliance Practitioner (7503), Person-Centered Planning and Community Building Facilitator (7398), PLC/Automation Installation and Programming (7466), Professional Sales (7049), Professional Writing (7360), Project Management (7266), Public Relations (7542), Purchasing (7108), Quality Assurance (7372), Quality Control and Standards Maintenance (7836), Recording Arts (7670), Retirement Communities Management (7172), RN Critical Care Nursing (7910), RN Perioperative Nursing (7094), RPN – Operating Room (7945), RPN to BScN Bridging to University Program Online Hybrid (7993), Software Quality Assurance and Testing (7170), Solar PV Installation for Electricians (Journeypersons and Apprentices) (7467), Supply Chain and Logistics Management (7386), System Analysis (7044), Teaching and Learning in Higher Education (7377), Teaching English as a Foreign Language (TEFL) (7164), Teaching English as a Second Language (TESL) - Part 1 (7380), Teaching English as a Second Language (TESL) - Part 2 (7381), Thanatology (Death Studies) – A Practical Approach (7982), Training and Development (7394), Translation In The Workplace – English to French (7158), Unix/Linux Systems Administration (7325), WEB Applications Development Programming (7163)

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- Your family income is below the threshold for a given family size;
- You are not receiving grant or loan funding from:
 - The Ontario Student Assistance Program (OSAP);
 - The Canada Student Loans Program (CSLP);
 - Second Career;
 - A student financial assistance program from another province, territory or country.
- Your study period is at least four weeks in length.
- You may be asked to provide proof of post-secondary studies completed within the last five (5) years (i.e., transcript) determine your eligibility.

If you are unemployed and being supported by your assets, you are not eligible for this program.

If you fail or withdraw from a course, you may be restricted from obtaining further CCPTSBP Funding. Please speak with a Student Financial Services Representative before withdrawing from your course of study.

Funding received through a Special Bursary is taxable. If you receive a bursary, the College will issue you a T4A in February indicating the total amount of bursary assistance.

Application Process

To apply for a Centennial College Part-time Special Bursary for 2020-2021, the application form and all supporting documentation needs to be submitted to Student Financial Services by email to financialaidquestions@centennialcollege.ca.

Your application must be received by the financial aid office within the first 30 days of your study period start date.

COMPLETING THE BURSARY APPLICATION

You will find instructions for completing individual questions or items on the application form itself. Questions or items that need additional explanation/documentation are listed in Section 1. If you need more information or help completing the application, contact Financial Aid Services.

If you are married or are in a common-law relationship, the application form must be completed by you and your spouse.

SECTION 1: PERSONAL INFORMATION

Address

All correspondence will be sent to the address you enter on the application. If you move, you must give your new address to Financial Aid Services.

Marital status

Indicate what your marital status will be as of the last day of the month in which your program begins.

If you are in a common-law relationship, check "Married". For the purposes of the CCPTSBP, a common-law relationship exists when:

- You and your spouse have been living together in a conjugal relationship for at least three years; or
- You and your spouse are raising any children of whom you both are the natural or adoptive parents.

Indicate the name and address of your spouse on the application.

THE FOLLOWING DOCUMENTATION IS REQUIRED:

- If you are **married**, provide a photocopy of your marriage certificate. If you do not have a marriage certificate, you must provide a jointly signed legal affidavit.
- If you are in a **common-law relationship**, provide a legal affidavit signed by you and your spouse confirming that you are in a common-law relationship.
- If you are **separated**, provide a copy of your legal separation agreement or court order. If you do not have a separation agreement or court order, you must provide a legal affidavit indicating the date of separation.
- If you are **divorced**, provide a copy of your divorce judgment or order.
- If you are a **sole-support parent**, and never married, provide a legal affidavit signed by you confirming that you are a sole-support parent.
- If you are **widowed**, provide a copy of your spouse's death certificate.
- If you have **dependent children**, you must provide proof of date of birth for each child (e.g., Child Birth Certificate, Statement of Live of Birth).

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CITIZENSHIP STATUS

THE FOLLOWING DOCUMENTATION IS REQUIRED:

Protected Persons

A Protected Person is defined in subsection 95(2) of the Immigration and Refugee Protection Act (Canada). If you are a Protected Person, you must provide a photocopy of your valid Protected Persons Status Document and a photocopy of your temporary Social Insurance Number (SIN) card.

Permanent Resident

If you are a Permanent Resident, you must provide a photocopy of your Canada Immigration Record or a copy of the front and back of your Permanent Resident Card.

SECTION 3: INCOME INFORMATION

Type of government income

Indicate the type of government income you expect to receive during your program of study. If you checked “Other”, provide details about the type of assistance you will receive on a separate sheet and attach this sheet to your application form.

Estimated Gross Income from the Current Year

Include income from all sources, except GST/HST rebates, Child Tax Benefits, assistance received through the federal Universal Childcare Benefit, and funding from the BSWD.

Gross Income from the 2019 Year

Total income from line 150 of 2019 Canadian income tax return.

Proof of Income

You must provide proof of your income and your spouse’s (including common-law) income, if applicable.

- You must provide a copy of your 2019 proof of income statement issued by Canada Revenue Agency (CRA). This statement can be either your 2019 Notice of Assessment or your 2019 Income Tax Return Information document from CRA.
- You must provide a copy of your spouse’s 2019 proof of income statement issued by Canada Revenue Agency (CRA). This statement can be either their 2019 Notice of Assessment or their 2019 Income Tax Return Information document from CRA.
- If you are unemployed and supported by a third party, you must provide a letter signed and dated by the individual providing support or assistance. Your letter must contain the individual’s name, telephone number, and complete address. You also need to provide a copy of your 2019 proof of income statement issued by Canada Revenue Agency (CRA).

Information about your Course or Program

If you are taking postsecondary studies on a part-time basis, attach a letter explaining why you are studying part-time.

REQUIRED DOCUMENTATION CHECKLIST:

Marital Status (If you are married, in a common-law relationship, separated or divorced).

Dependent Children (If you have dependent children, you must provide proof of date of birth for each child)

Citizenship Status (If you are a Protected Person or Permanent Resident).

Proof of Income, for you and your spouse (If applicable).

If you are studying on a part-time basis, provide a letter explaining why you are studying part-time.

If you have defaulted on a student loan, contact the Financial Aid Office for further assistance.

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SECTION 2: Employment Information

Your Current employment status

Full-time

Self-employed

Part-time

Unemployed

If unemployed, list sources of government income or third party support.

Spouse's current employment status

Full-time

Self-employed

Part-time

Unemployed

If spouse is unemployed, list sources of government income or third party support.

Provide your employment history by listing your jobs and the periods in which you received government assistance (e.g., Ontario Disability Support Programs, Family Benefits, Ontario Works, or Employment Insurance). Start with your most recent position (attach a separate sheet if you need more space).

Name of employer or source of government income	City, Province, and country in which you worked	From	To

SECTION 3: Income Information (*attach proof of income)

Note: Income will be verified with each renewal of this program.

Type of government income you expect to receive during your program of study

Employment insurance*

Second Career*

Loss of Earnings Benefits (WSIB)*

Ontario Works*

Ontario Disability Support*

Other*

Your income reported on 2019 Canadian Income Tax return from line 150:

Your estimated gross income for the current year.

Spouse's income reported on 2019 Canadian Income Tax return from line 150:

Spouse's estimated gross income for the current year.

Other Income

Are you receiving assistance under any of the following programs?

Canada Student Loan

Yes No

Canada-Ontario Integrated Student Loan

Yes No

Part-time Canada Student Loan

Yes No

Student Financial Aid from another province/territory

Yes No

*This serves as (your official) signature.

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SECTION 4: Education History

High School Information

What is the highest grade you have completed?

When did you complete this grade?

Month Year

Name of school:

Province or country in which school is located.:

List all courses or programs you have taken at any postsecondary institution since you left high school.

Name of postsecondary institution	City, province or country	Full-Time	Part-Time	Program	From Month Year	To Month Year	Certificate or degree received

Attach a separate sheet if you need more space.

SECTION 5: Course Information

Program Name

Program Code

List the names of the courses you are applying for at Centennial College.

Course Name (eg. Financial Accounting 1)	Course Code (eg. ACCT-112-801)	Course dates						Course length (number of weeks)
		From			To			
		Day	Month	Year	Day	Month	Year	

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If you are taking postsecondary studies on a part-time basis, please explain why you are studying part-time.

Student Signature*: _____

Date: _____

To apply for a Centennial College Part-Time Special Bursary for 2020-2021, the application form and all supporting documentation need to be submit to Student Financial Services office IN PERSON ONLY.

Please bring a copy of your SIN card and government-issued photo identification. Please be advised that you are responsible for ensuring that copies of all the supporting documentation are submitted. Applications without supporting documentation will be considered incomplete.

*This serves as (your official) signature.

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To formalize compliance with the Freedom of Information and Protection of Privacy Act, Centennial College requires that you read the statement below.

The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada's website: <http://www.statcan.ca> or by writing to the Postsecondary Section of Statistics Canada, Centre for Education Statistics, 15th Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6

Applicant's Declaration (REQUIRED)

- I have given complete and true information on this application form.
- I will keep a copy of my application and all required supporting documentation in the event that I am required to produce this information for audit, verification, inspection or investigation purposes.
- I understand that I am responsible for providing all required supporting documentation as indicated on my application or as directed by Financial Aid Services in respect of my eligibility for a CCPTSBP award.
- I will promptly notify Financial Aid Services in writing of changes to my address and/or financial, academic, family, and/or study-period status, or if any other information that I have provided changes.
- I understand that any change to the information I provide and any change resulting from verification and audit may affect my eligibility and the amount of my bursary.
- I will not receive student financial assistance from any other province, state, or country while receiving this bursary.
- I understand that if I fail to provide complete and true information or any changes to my address and/or financial, academic, family, and/or study period status, the college may restrict me from receiving CCPTSBP in the future.

I have read and understood this section, including the notice of collection, use and disclosure of my personal information, and my signature attests to my consent to the indirect collection, use, and disclosure of my personal information, and that my declaration is complete and true.

Signature of applicant* _____

Date _____

Day Month Year

Consents, Declarations and Signatures of Spouse

Spouse's Consent to the Indirect Collection and Disclosure of Personal Information (REQUIRED)

- I understand that the information on this form, including my employment and income information, is a necessary part of the calculation of a CCPTSBP award to the applicant. The information I have given is complete and true.
- I understand that the personal information I provide in connection with this application can be accessed by the applicant. Other personal information relevant to a reassessment will be disclosed to the applicant and any person(s) authorized by the applicant to have access to all information in the applicant's CCPTSBP file.
- I understand that I can withdraw any consent I have given in this section by writing to Financial Aid Services, any time before the applicant accepts a CCPTSBP award. I understand that if I withdraw any consent it will affect the applicant's eligibility for and the amount of a CCPTSBP award.

I have read and understood all parts of this section, including the notice of collection, use and disclosure of my personal information, and my signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true.

Signature of Spouse* _____

Date _____

Day Month Year

FOR OFFICE USE ONLY

Name of Program _____

If applicant is a previous bursary recipient, were courses in which he or she was registered successfully completed? Yes No N/A

Tuition/Compulsory fee	Books	Travel costs	Childcare costs	Total requested	Payment amount
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Additional Information

I certify that the above-named person is registered as a student in the course(s) or in an approved upgrading program and that he or she is eligible to receive assistance under the Centennial College Part-time Special Bursary Program. I recommend that this applicant receive a bursary in the amount indicated above.

SFS Staff Signature*:

SFS Staff Name/Title:

Date: