

University of Toronto Scholarship Program For Dependents of Faculty Members, Librarians, Professionals/Managers and Research Associates

Incomplete applications cannot be processed. Please ensure that all fields are completed and all necessary signatures obtained before submitting the application to Enrolment Services.

A. For the Scholarship Applicant

- ☐ **Admission** - I am beginning the first year of my undergraduate degree/diploma program ☐ **Continuing** - I have received the scholarship in a previous year
- ☐ **In-Program** - I have never received the Dependents Scholarship before, but am not in my first year of study

Personal Information

Surname	Given Names	Relationship to Employee named in B
Student Number at registering institution	Date of Birth (dd/mm/yyyy)	

Permanent Address

Street Name and Number	City	Province
Postal Code	Telephone	Applicant E-mail Address:

Education (current or most recent year of eligible program of studies)

- ☐ Ontario Secondary School ☐ Other, please specify institution and level of study _____

Name of Institution of intended registration	Program of study and % courseload	Dates of Attendance From: mo / yr to: mo / yr
Street Address of Institution		Institution Contact Name (if known)
City	Province	Institution Contact Telephone
Country	Postal Code	
Student Signature		Date

Declaration:

In signing this application I consent to the release of personal information to the above mentioned institution for the purposes of payment of this scholarship.

Application Date: To ensure prompt payment of the scholarship, please submit an application as soon as your academic plan is finalized, but no later than the first study term of the academic year for which you are applying.

B. For the Faculty Member, Librarian, Professional / Manager, Research Associate

Name in Full	Appointment:	
University of Toronto Telephone	<input type="checkbox"/> Academic Staff	<input type="checkbox"/> Clinical Academic Staff
Faculty Email address	<input type="checkbox"/> Librarian	Full-time <input type="checkbox"/>
	<input type="checkbox"/> Professional / Manager	Full-Time Equivalent (indicate %FTE below) <input type="checkbox"/>
	<input type="checkbox"/> Research Associate	<input type="checkbox"/> Retiree (indicate %FTE prior to retirement)
Signature	Date	U of T Personnel Number: % FTE

For Clinical Academic Appointees please confirm that the appointment is Full-time or Full-Time Equivalent. If Full-time Equivalent, provide the % appointment

C. For the University of Toronto Department where the employee holds his/her appointment

Confirmation of Employment Information for Employee named in B.

Department	Telephone
Name of U of T Department Contact (Business Officer or HR Rep)	Date
Position	Signature

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 any questions, please refer to www.utoronto.ca/privacy.

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NOTE: For an original and complete version of the policy for Faculty Members and Librarians, consult the University Policy Handbook. An unofficial copy of the Handbook is available at: <http://www.utoronto.ca/govcncl/pap/policies/sdepend.pdf>
For a copy of the Policies for Professionals/Managers consult the Policies for Professionals/Managers
For a copy of the Policies for Research Associates consult Policies for Research Associates

Who is Eligible

This scholarship program is for dependants of University of Toronto Faculty Members (including Full-time Clinical Academic Appointees), Librarians, Professionals/Managers and Research Associates (those covered under the Policy for Research Associates (limited term) and Senior Research Associates) who are studying on a full-time basis in an eligible program of study at an eligible institution. For those studying part time at the University of Toronto, the tuition waiver program remains in effect.

Value of Scholarship

For dependants of full-time eligible employees, the value of the scholarship is equal to one-half the amount of the academic fees for five full courses in a general program in Arts and Science at the University of Toronto. For part-time Professionals/Managers and Research Associates with appointments of 25%-99%, the value will be pro-rated to the actual FTE. For Faculty and Librarians who hold an appointment of 25%-75%, the value is pro-rated to the actual FTE. Where Faculty Members or Librarians hold an appointment of 76% or greater, the full value of the scholarship applies.

Definitions

“Dependant” means a son, stepson, daughter, stepdaughter, or spouse of a faculty member, librarian professional/manager or research associate.

“Eligible Faculty Member, Librarian, Professional/Manager or Research Associate” means a faculty member, librarian, professional/ manager or research associate who holds a regular staff appointment, whether full-time, part-time of 25% or more, or a sessional appointment, during the academic session for which the scholarship application is made. The value of the scholarship shall be pro-rated to the actual FTE. Sessional, contract or term appointments will receive the same consideration as continuing appointments. Dependants of faculty members, librarians, professionals/managers or research associates who have retired are eligible for the scholarship program with the value of the scholarship based on the retiree's FTE in their final year of employment.

“Eligible Full-time Clinical Academic Appointee” means a clinical faculty member who is engaged in academic work for at least 80% of their professional working time. The Clinical Academic Appointee may work part-time but devote 80% or more of their professional work time to academic work. This is called full-time equivalent. For full-time equivalent appointments, the scholarship shall be pro-rated to the proportion of academic activity.

“Eligible Institution” means any four-year-degree-granting institution (or its equivalent if the institution is outside North America) which is recognized by the University of Toronto for transfer credit purposes, or Ontario Colleges of Applied Arts and Technology and the Ontario College of Art and Design.

“Eligible Program of Study” means a program of study leading to a first undergraduate degree or certificate and which does not require prior undergraduate preparation.

“Eligible Student” means a student who is the dependant of a faculty member, librarian, professional/manager or research associate and who is enrolled as a full-time student in an eligible institution in an eligible program of study and who:

- (a) is enrolling in the first year of studies (Admission Scholarship) and has attained at least an 75% average in the student's best six grade 12 U or M courses; or best six OAC courses; or an appropriate combination of Grade 12 U/M and OAC courses. Students from other educational jurisdictions must present equivalent qualifications.
- (b) has attained an average of at least “B” in the student's most recent year of eligible program of studies (In-program Scholarship); or
- (c) having been granted a scholarship under this program in the previous year, continues to be eligible to proceed in the student's eligible program of study and who is not on academic probation (Continuing Scholarship).

“Spouse” means a person who is living with the faculty member, librarian, professional/manager or research associate in a conjugal relationship, whether or not the persons are legally married to each other, and includes persons who are of the same sex or of the opposite sex of the faculty member, librarian or professional/manager or research associate.

Administrative Procedures

For an Admission Scholarship: the student shall submit an application and a transcript of marks to Enrolment Services at the time when the student has received admission to an eligible institution in an eligible program. The student is entitled to submit further transcripts in the event that the first transcript submitted does not qualify the student for the scholarship but a later one does.

For an In-Program Scholarship: the student shall submit an application and a transcript of the student's final marks for the most recent year of eligible program of studies.

For a Continuing Scholarship: the student shall submit a transcript of the student's marks in the most recent year of studies or such other evidence as may demonstrate that the student meets the criteria AND proof of the faculty members' continuing eligibility in the form of a completed application form or a signed and dated letter from the faculty members' business officer or Human resources representative. *Please note: As of Summer 2014, for the majority of participants, continuing faculty member eligibility will be confirmed automatically.*

Completion and submission of the application

The application must be submitted to the staff member's own **University of Toronto** department for confirmation of the staff member's eligibility in accordance with guidelines provided by the Department of Human Resources (see **Section C** of the application). Section C must be filled out by the Business Officer of the University of Toronto Department after confirmation of the staff member's eligibility.

Note: Unsigned or incomplete applications (including those without appropriate transcripts attached) cannot not be processed.

The application can then be forwarded to Enrolment Services for consideration.

Applications and academic transcripts (if required) should be submitted to:

Dependants Scholarship Program
Enrolment Services
172 St. George Street
Toronto, Ontario
M5R 0A3

Please note: The electronic version of this application form has fillable fields, but signatures are required where noted. The form cannot be submitted electronically. Please print the form, sign it and submit it by mail, or have it signed, scan it and submit it by email to: beth.lebans@utoronto.ca

Applications cannot be processed without an academic transcript. If you are currently attending the University of Toronto or have applied for admission for the current academic year, you do not need to submit a separate transcript for this application.

Enrolment Services will determine the applicant's eligibility, and then write and advise the student of the value and terms of the scholarship, payment procedure and the renewal requirements. To ensure prompt payment of the scholarship, please submit the application before the end of the first study term of the academic year for which you are applying.

Payments:

For University of Toronto students, the scholarship will be credited to the student's account.

For students registering at other institutions, the scholarship funds will be **forwarded to the appropriate institution** and released to the student upon confirmation of enrollment in a full-time course load.

T4a's will be issued to the student recipient for this program.

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