



# The Royal Canadian Legion Ontario Command Bursary Program & District G Bursary Program & Branch 593 Bursary Program



## Bursary Instructions

**IF THE FOLLOWING STEPS ARE, FOLLOWED, THERE SHOULD BE NO PROBLEM WITH THE APPLICATION**

**Page 1** - Everyone should read the front page of the application in full before handing an application out to a student. Remind them of the section called *Student's Responsibility*.

**Section A (page 2 & 3)** is the only section the student should have filled out

**Section B (page 4)** is filled out if applying for a bursary by a non legion member only

**Section C (page 4)** is filled out by the Branch 593 member under which the student is apply for a bursary

**Section D & E (page 4)** is filled out by the college, university or institute in which the student is enrolled in

### Page 2

**Section A Item#1** – Contact information for the student

**Remind the student that this section is very important to us. We need the full home address and phone number and current email address where the student can be reached if we need to contact them. If the address for school is different from the principle home address, we need it also. Remember to include your University/College student ID number.**

**Section A Item#2** - Under Personal Status: The numbers of dependants asked for here are the student dependant(s) (son or daughter of student).

**Section Item #3** - This is the last school the student attended and graduated from before applying for College or University.

**Section Item #4** - This section requires the full name and address of the University or College. Also the full name of the course the student is registered in, the number length of the course (in years), the year the student is registered in and what type of degree they will receive when they graduate.

**Section Item #5** - This is the total estimated expenses for the course the student is registered in for the current year (Sept.-Aug.).

**Section Item #6** - Enter the amount of OSAP. A copy of the OSAP assessment **must** be attached to the application. If the student has not applied for OSAP at this time, they must explain why and when they will be applying. If they were denied OSAP, a letter must accompany the

application. Remember students do not have to accept the OSAP; it is use as way to verify the financial information submitted by the student.

**Section Item #7** - This is for a Provincial or District Bursary only, **not** for a Branch Bursary.

**Section Item #8** - Enter other Bursaries or awards here. **Do not** include OSAP award in this section.

**Section Item #9** - This is a very important section and must be completed in full. The total number of siblings talked about in this section refers to the brothers or sisters of the applicant. The number of sibling children attending Post Secondary School means the number attending **not including the applicant**.

We must have the income of the parents unless the student is a mature student and not living at home or a good reason why it cannot be included.

If the student is married, we must have the spouse's income as well.

The student's income should not include the OSAP amount awarded.

**Section A Item#10** - Any additional information that the student feels we should know that will help him/her to be awarded a Bursary should go in this section or can be added on a separate sheet of paper. Include if you have received a Royal Canadian Legion Bells Corners Branch 593 bursary in the past. Please include amount and dates.

**The application must be signed by the applicant and dated.**

**Section B** - This section should be filled out in full only if the student is applying under a person who is serving or who has honourably served in the Armed Forces of Canada, and whose primary residence's is in the old city limits of Nepean (excluding Barrhaven) who is **not a Legion member**. A copy of discharge papers or a valid Armed Forces ID must be attached.  
**Only for branch bursary application**

**Section C** - This should be filled out by an authorized Legion member of Branch 593 (**President, Membership Chairman or Branch Secretary**) if the applicant is applying under a **Legion member of the Royal Canadian Legion Bells Corners Branch 593**.

**Section D** - This section must be completed in full by the College or University and the school stamp must be applied to it.

**Section E** - This section is to be completed if the applicant is attending a Vocational School or working under an Apprenticeship.

**Note: You must use the official Ontario Command bursary application form is you wish to apply for an Ontario Command or an District G bursary**