



**THE ROYAL CANADIAN LEGION ONTARIO
BELLS CORNERS BRANCH 593**



**POPPY TRUST FUND
BURSARY ASSISTANCE PROGRAM**

The Bursary Program is designed to assist those students who enter a post secondary school of education (including courses and training programs of a technical and vocational nature) and pursue the same course throughout their academic years.

The Bursary Program is funded through the Royal Canadian Legion Bells Corners Branch 593 Poppy Campaign.

Awards and allocations of funds

The maximum award to a student in each Academic/Scholastic year (September 1 to August 31 of the following year) will be \$500, but the Branch Selection Committee may recommend a lesser amount. The committees will, in all cases recommend a dollar value for each bursary to be awarded. **The decision of the Branch Committee is final.**

Approved Applications

Applicants, for whom assistance has been approved, will be notified by the Branch Bursary Committee Chairperson upon receipt of the approval from the Branch Poppy Trust Fund Committee.

Cheques will be mailed to successful applicants school commencing in January, contingent upon confirmation by letter from the educational institution to the Royal Canadian Legion Bells Corners Branch 593 Bursary Committee Chairperson that the student in question has returned to school for their second semester. Students who fail to return to school for their second semester will not be eligible to receive an award.

Applications declined or denied

Unsuccessful applicants are to be notified by the Bursary Committee that their application has been declined. The Bursary Committee reviewing the applications may at its discretion refer an application to another level (district, zone or provincial) with a recommendation as to the worthiness of the application. If the committee chooses this course of action, the applicant will be notified that he or she was unsuccessful at the branch level.

When a student submits an application for consideration of an award, gross family income, student income and assets, the number of dependants residing at home and/or attending a post secondary school of education, whether a student is residing at home or in residence, etc. are all taken into account.

Categories of eligibility:

To be eligible for bursary funds, the student must be enrolled in a post secondary school and

- be a war veteran, or the child or grandchild of a war veteran, or
- be an Ordinary or Life Member of a branch of The Royal Canadian Legion, or the child or grandchild of an Ordinary or Life Member of a branch of The Royal Canadian Legion, or
- be an Associate Member of a branch of The Royal Canadian Legion, or the child of an Associate Member of a branch of The Royal Canadian Legion, or
- be a member of the Ladies' Auxiliary of a branch of The Royal Canadian Legion, or the child or grandchild of a member of the Ladies' Auxiliary of a branch of The Royal Canadian Legion.

Apply to OSAP (Ontario Student Assistance Program):

Students are required to make application to OSAP in order to be eligible for financial consideration under the Bursary Program.

In order for a student to be eligible to apply for financial assistance through OSAP, the institution to which he or she plans to attend must be designated by the Province of Ontario for OSAP purposes.

If ineligible under OSAP, a letter for OSAP, confirming ineligibility must be attached to the application.

A copy of the OSAP Notice of Assessment must be attached to the application form, otherwise, the application shall be considered to be null and void. The bank letter respecting the award is not acceptable.

Out of Province Applications:

Applications submitted by students whose permanent residence is outside Ontario, but who are attending schools in Branch 593 boundaries will be accepted for consideration by the Branch Bursary Committee in which the school is located. Students who attend school outside of Ontario but whose permanent residence is in Ontario, may apply, and must submit proof that they have applied for student aid in the province where they are attending school.

Mature Students:

An application received from a mature student will be judged on its merit.

Apprentice Training:

In order to qualify for OSAP, for the purchase of tools, the student must be officially enrolled in a post secondary institution and the program of study recognized by the Ministry of Education and Training.

Part Time Students:

Part-time students must carry at least 20% of a course load program in order to be eligible for consideration of an award.

Correspondence Courses:

No consideration shall be given to a bursary award for students undertaking correspondence courses.

Manpower Training:

Applicants in receipt of funding through agencies (Manpower Training or other similar government sources) are ineligible.

Fill out the Bursary Application

Legion Bursary Application Forms are available at most secondary school guidance offices, and at the financial aid offices of most post secondary education institutions. If you have difficulty locating an application form, contact the Legion branch nearest you.

The responsibility for the completed application form rests with the applicant. If the application is mailed directly to the Ontario command office without the proper information, endorsements, and/or documents, no consideration will be given to it.

The applicant must apply for OSAP. Please see [Who can apply?](#) for more information.

Please ensure that you have the most recent version of the application. The most recent versions have the date August 2008 in the lower right corner of the last page of the application.

The Royal Canadian Legion reserves the right to authenticate all information pertaining to the application, prior to any decision being given.

Veterans and dependants:

Section B of the application form, eligibility endorsement, is applicable to the veteran, or child/grandchild of a veteran who is not a Legion member. A photocopy of the service papers must be attached to the application.

Members of branches and their dependants:

Sections C of the application form are applicable to the applicant who is a member, or whose parents or grandparents are current and living members of the Legion or a Ladies' Auxiliary. A branch officer (Secretary/President/Membership Chairman) or Auxiliary Secretary must verify Legion/Auxiliary membership. A photocopy of proof of eligibility may be attached. **This section is to be filled out by the legion branch.**

Registrar's information:

Section D must be completed by the registrar's office of the university/college/school of instruction.

Additional information - Section 10:

The applicant may take advantage of Section 10 to further demonstrate the need for the bursary and/or supply any information the applicant feels may assist the committee in determining the applicant's need.

What to send in support of the application:

1. A copy of the "Summary of your Full OSAP Application (7 -9 pgs) must be attached to the application form.
2. Proof of eligibility if a branch officer or auxiliary secretary does not sign the application form.
3. Complete all information areas required for the eligibility type of the applicant.
4. Proof of income for the parents/guardians of the applicant.
5. Faxed applications are not accepted.

Deadline for submission:

The Royal Canadian Legion Bells Corners Branch 593 deadline for Bursary Application is the end of September; please our web site (www.legion593.ca) for the exact date.

Branch Process for Bursary Application:

The Royal Canadian Legion Bells Corners Branch 593 follows the following bursary application.

1. Bursary application package are available on our web site (www.legion593.ca) or can be pick up the branch. Application package will be available starting in late June.
2. It is the student responsible to ensure that the application is fill out properly and the branch has received the application by the deadline. (around the end of September)
3. During the month of October, the branch 593 bursary committee will review and verify the information on the application. Also the branch 593 bursary committee wills it there best efforts verify the essay is the student's orginal work. (Note: we keep old the essays on file) The bursary committee will assign points to the application base on the need of the student.
4. After the current years Poppy campaign the Branch's Poppy Trust Fund committee will decide on the available amount of money for this bursary
5. The bursary committee then will award cash on amount to the application. Note the great the points on review the bursary application the greater the funds to the student will be.
6. The bursary then will inform the student the result of their bursary application
7. The awarded bursary will be paid the school of the student.
8. The bursary will be paid out in December and early January in time for the winter semester