

THE DR. ALBERT ROSE BURSARY PROGRAM

The Dr. Albert Rose Bursary program was established in 1984 by the Ontario Mortgage and Housing Corporation to help social housing tenants with the costs of a postsecondary education. The program is named in honour of the late Dr. Albert Rose who dedicated his life's work to education and social housing.

Please read the following information prior to completing the application form for the 2009 Dr. Albert Rose Bursary. If you have any questions regarding the application form, the process, or any other concern, please send an e-mail to: bursary.mah@ontario.ca or phone (416) 585-6021.

ELIGIBILITY RULES:

The Dr. Albert Rose Bursary is a one-time only award program. All members of rent-geared-to-income households in Ontario, including those living in social housing, non-profit, co-op, and private rent supplement units can receive a bursary award, as long as they meet the eligibility requirements. You will need to ask your social housing provider for a letter that confirms you are a member of a rent-geared-to-income household. Social housing providers know that they will be asked to prepare these letters.

In order to be eligible for an award, you must:

- **have never before received a Dr. Albert Rose Bursary award payment**
- be a member of a rent-geared-to-income household in Ontario
- be an Ontario resident
- be enrolled in an eligible education program
- have a valid Social Insurance Number (SIN) card.

AWARD TYPES:

The Dr. Albert Rose Bursary Program offers two types of bursary awards.

Full bursary awards are available for students attending the first or second year of a program in a recognized postsecondary institution and who are carrying a full course load. The program must lead to a degree, diploma or certificate. **Students in their third year (or higher) of a postsecondary program and graduate students are not eligible to receive the Dr. Albert Rose Bursary.**

The maximum award for full bursary recipients is \$3,000. The amount of the award will be based on the number of qualified applicants. The 2008 full bursary award was \$1,300.

Part bursary awards are available for those who are enrolled in a trade or skills based training program that is at least four weeks in length, or an adult learning program, or first or second year courses of a part time postsecondary program.

The maximum award for the part bursary recipients is \$1,000. The amount of the award will be based on the number of qualified applicants. The 2008 part bursary award was \$440.

Courses must start after March 31, 2009 and before April 1, 2010.

If you are unsure if your education program qualifies, please contact us for further information.

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In order to qualify for either bursary award you must have a valid Social Insurance Number (SIN). A photocopy of your SIN card, that clearly shows the number and name, will be required. If the name on the card is different or a copy of your SIN card is not available, you must tell us why. If you do not have a SIN card, contact Service Canada, Social Insurance Registration Office, for information on obtaining one. They can be reached by calling 1 800 O-Canada (1 800 622-6232).

APPLICATION DEADLINE:

Applications sent by fax, or if hand delivered, must be received no later than 5:00 pm Friday, July 10, 2009.

Applications sent by mail or courier must be post marked no later than Friday, July 10, 2009.

Late applications will not be considered. There are no exceptions/extensions to the application deadline.

You must include all supporting documentation at the time you send your completed, signed and dated application. Do not send original transcripts. Include only copies of the required documents. **Make sure all copies are readable.** Do not include any additional documentation (testimonials, copies of awards, etc.).

The ministry will not pre-screen applications for completeness.

SELECTION PROCESS:

Once the deadline for applications has passed, the ministry will review each application to determine whether it is complete, has been signed and dated; and that all the required information has been included and whether the applicant is eligible to receive a full or a part bursary award.

Your application will be denied if it is not complete or you do not include all the required documents.

Your application will be denied if you do not sign and date the declaration.

At the end of August 2009, a letter will be sent to all applicants telling them whether they will receive an award. Successful applicants will be told what they need to do to collect their award.

In the event that you receive a full bursary award, you will be sent one instalment at the beginning of the first semester and one at the beginning of the second semester. The number of instalments for a part bursary award will depend on the length and type of program you are enrolled in.

If you leave school, you will be asked to repay all or part of the award. You are not entitled to the full amount if you do not finish your courses as planned.

Dr. Albert Rose Bursary awards may be taxable. If you receive an award, you will also receive a T4A form in February which will indicate the total payments you received in the previous calendar year. You will need to claim this amount when you are filing your income tax.

APPLICATION INSTRUCTIONS:

Box 1: Personal Information

Your full name, your rent-geared-to-income (RGI) housing address, your mailing address (if different from your RGI housing address), a telephone number(s) and your SIN are required. Your RGI housing address must match the address in the letter from your social housing provider that verifies your RGI status.

Box 2a: Full Bursary Award Course Information

The information indicated in this section must match the proof of enrolment/acceptance you provide. Courses must start after March 31, 2009 and before April 1, 2010.

Box 2b: Part Bursary Award Course Information

The information indicated in this section must match the proof of enrolment/acceptance you provide. Courses must start after March 31, 2009 and before April 1, 2010.

Box 3: Verification of Information

Failure to include the required documents with your application by the deadline will result in your application being denied. Make sure all copies are readable.

This section provides a checklist for the information you are required to submit in order to be eligible for a Dr. Albert Rose Bursary award:

a) verification of RGI status

You will need to ask your social housing provider for a letter that confirms you are a member of a RGI household. Social housing providers know that they will be asked to prepare these letters.

The letter must be dated, include your name and address and it must clearly state you are a member of a RGI household. The letter must also include the name, address and phone number of your housing provider and be signed and dated by your housing provider.

Copies of rental agreements, leases, notices of rent increase, or other documents are not acceptable. If your housing provider cannot provide you with the letter, you must tell us why.

b) proof of acceptance/enrolment in program

This can be a copy of your acceptance letter from the university, college or training centre confirming your enrolment in a program starting after March 31, 2009 and before April 1, 2010.

If you have not received confirmation of your acceptance into a particular institution – you can submit a copy of your application filed with the Ontario College Application Services or Ontario University Application Centre. If proof of acceptance/enrolment is not available, you must tell us why.

c) a photocopy of your SIN card that clearly shows the number and name.

If the name on the card is different than the one recorded in Box 1 or a copy of your SIN card is not available, you must tell us why.

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Box 4: Declaration and Signature

Failure to sign and date your application will result in your application being denied.

When you sign this section, you are stating that you agree to allow the Ministry of Municipal Affairs and Housing to collect or disclose information about you through various government and educational sources. This information is only used to administer the Dr. Albert Rose Bursary Program.

By signing the application form, you are declaring that the information you provide in this application and supporting documentation is true and complete. You also declare that you have never before received a Dr. Albert Rose Bursary award payment. The Dr. Albert Rose Bursary is a one-time only award program and you will not be given another.

You are also agreeing that if you receive a Dr. Albert Rose Bursary award and you do not attend school or leave school early, that you will pay back all or part of the award.

Sign and date your application. If you are under 18, your parents must also sign this section.

Send application and copies of the supporting documentation by fax, mail, courier or hand delivery to:

Dr. Albert Rose Bursary Program
Division & Agency Support Unit
Housing Division
Ministry of Municipal Affairs and Housing
777 Bay St., 2nd Floor
Toronto, ON M5G 2E5
Telephone: (416) 585-6021
Facsimile: (416) 585-6234



- **sign and date your application**
- **include all required documentation**
- **keep a copy for your records**
- **received no later than by 5:00 pm Friday, July 10, 2009, or**
- **it must be postmarked no later than Friday, July 10, 2009**
- **no extensions/exceptions to the deadline will be given.**

MORE INFORMATION:

- the web: ontario.ca/rose
- send an e-mail: bursary.mah@ontario.ca
- or, phone: (416) 585-6021.

OTHER ASSISTANCE:

There are many different programs, loans and grants available to help students meet the costs of a postsecondary education or a skills-training program:

- visit the government's student assistance website: ontario.ca/osap.
- and visit studentawards.com.

Box 1: Personal Information

Name: _____
last name

given name(s)

RGI Address: _____
unit no. street number street name, type and direction

municipality postal code

(and if different)

Mailing Address: _____
unit no. street number street name, type and direction

municipality postal code

Telephone: (____) ____ - ____ Other (Alternate): (____) ____ - ____

E-mail Address: _____

Social Insurance Number: _____

Box 2a: Full Bursary Award Program Information

Name of School: _____

Address: _____

Program Name: _____

Program Length: _____ First Year? Second Year?

Program Type: Degree Diploma Certificate

Start Date: _____

Box 2b: Part Bursary Award Program Information

Name of School: _____

Address: _____

Program Name: _____

Program Length: _____ Start Date: _____

Box 3: Verification of Information (please refer to Application Instructions for details)

Your application will be denied if the required documents are not included.

- a) verification of your rent-geared-to-income status: YES NO
(if your social housing provider cannot provide you with the letter, you must tell us why)
- b) proof of acceptance/enrolment in program: YES NO
(if proof of acceptance is not available, you must tell us why)
- c) copy of Social Insurance Number card: YES NO
(if the name is different than recorded in Box 1, you must tell us why)

Box 4: Declaration and Signature

Your application will be denied if the declaration is not signed and dated.

Applicant's declaration:

1. I have given complete and true information. I understand that failure to do so may prevent me from receiving a Dr. Albert Rose Bursary award in the future.
2. I have never before received a Dr. Albert Rose Bursary award payment. The Dr. Albert Rose Bursary is a one-time only award program and I cannot be given another.
3. I will notify the Ministry of Municipal Affairs and Housing in writing of changes in my academic status, to my mailing address or to my SIN card.
4. I will repay all or part of any Dr. Albert Rose Bursary award payment I receive if the ministry finds my application inaccurate for any reason, or if I do not start or finish my courses.
5. I will use the Dr. Albert Rose Bursary award payment(s) to cover educational and living expenses related to my studies.

Applicant Signature and
Parent/Guardian if applicant under the age of 18

Date

Collection and Use of Personal Information

The personal information contained in this application form is being collected by the Ministry of Municipal Affairs and Housing, on behalf of the Ontario Mortgage and Housing Corporation, for the purpose of the *Ministry of Municipal Affairs and Housing Act*, R.S.O 1990, c.M.30. This Act gives the Minister of Municipal Affairs and Housing responsibility for Ontario's housing programs and policies and authorizes him or her to take such measures as he or she considers appropriate to implement a housing program. Any questions regarding the collection, use and disclosure of the information for the proper administration of the Dr. Albert Rose Bursary program, should be directed to the Bursary Program Administrator, Division and Agency Support Unit, Housing Division, Ministry of Municipal Affairs and Housing, 2nd Floor, 777 Bay St., Toronto Ontario M5G 2E5, (416) 585-6021.

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