



# Fleming College

## Advancement and Alumni Relations

### General Bursary Application

You are required to complete this full application, once per term, to be considered for donor sponsored bursaries at Fleming College. Please refer to our bursary listings online to see which bursaries are available each term. Please note, some very specific bursaries may require a separate application – these are noted on the online listing.

Follow these simple steps to apply:

#### Step 1: Review available bursaries online at

<http://www.flemingc.on.ca/index.cfm/go/financial/sub/bursary.cfm>

A complete listing can be obtained from the Advancement and Alumni Relations Office. Listing provides information about the criteria for each bursary and the **applicable deadline dates**. Be sure you qualify for at least one of the available bursaries listed for the current term before applying.

#### Step 2: How to get an Application:

**Website:** <http://www.flemingc.on.ca/index.cfm/go/financial/sub/bursary.cfm>  
**E-Mail:** [msteeves@flemingc.on.ca](mailto:msteeves@flemingc.on.ca)  
**Phone:** (705) 749-5530 ext 1339 or (705) 749-5509  
**Mail:** Advancement and Alumni Relations  
Fleming College  
599 Brealey Drive  
Peterborough, ON K9J 7B1  
**In person:** Farmhouse on Dobbin Road, Sutherland Campus in Peterborough

#### Step 3: Ensure you have the following items that are **required for all applications to be considered complete:**

- Complete Application Form including the “Document Attached” list
- Statement of Need (details in Section 5 of application)
- Resume (details in Section 2B of application)
- Two reference letters (details in Section 3 of application)
  - 1<sup>st</sup> year students should include 2 character reference letters
  - Returning students must include 1 faculty reference in their 2 references. (Faculty reference form may be used)

<b>Deadline for applications:</b>	<b>Winter Term – February 3, 2012</b> <b>Spring Term – May 25, 2012</b> <b>Fall Term – September 28, 2012**</b>
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Should you have any questions or need parts of the application clarified, contact the Advancement and Alumni Relations Office directly. Your application may be submitted in person or by mail to the office at Sutherland campus, or via the bursary drop box by Financial Aid at the Sutherland campus. Frost, Haliburton or Cobourg students may submit to their Financial Aid offices/contacts for the applications to be forwarded through inter-office mail.

#### Step 4: Review Process

**Only complete** applications will be forwarded to the Awards Selection Committee for review and ranking – rankings and scores are used to determine which students are eligible for the available bursaries. Your complete application will be processed and reviewed for each general bursary and all bursaries under your school of study. Following the selection all applicants will receive an e-mail indicating whether or not they have been successful in receiving a bursary, award or scholarship.

Please note, we are only able to notify students of incomplete applications if they are received by the office in Peterborough two days prior to the deadline. Should you submit your application at another campus, please ensure that you have asked for it to be date stamped and forwarded immediately. **Incomplete applications will not be eligible for selection.**

**\*\*Note:** As the majority of the Foundation’s bursaries are given out in the Fall term, students entering the college in January or May are eligible to apply in the Fall. If successful, funds will be held until their course begins.



# Fleming College

## Bursary Application Check off List

To help you make sure that you have submitted ALL necessary documentation on or before the deadline date this page MUST be completed AND attached to the front of your bursary application documentation.

- In the table below please indicate the number of sheets included with your application and double check that they are all included with your submission before adding a ✓ mark to the **Document Attached** list

Document name	Number of sheets	Document Attached
Bursary Application check off list	1	
Bursary application form (pages 2 to 6)		
Statement of Need		
Resume		
Reference #1		
Reference #2 (must be faculty reference for returning students)		
Total sheet count		
Other relevant documentation if applicable (please specify)		

Application submitted to (location): \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

<p><b>For Office Use:</b></p> <p><b>Date Stamp</b></p>
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# Fleming College

## General Bursary Application Form - Winter Term 2011-2012

Your **completed** application form must be received by the Advancement and Alumni Relations Office no later than **4 p.m. on Friday, February 3, 2012**

Please ensure you **complete** all areas of this form. Information you provide will be used to determine which bursaries, scholarships or awards you are eligible for and to which selection committees your application will be forwarded to.

### Section 1: PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

SIN # \_\_\_\_\_ Fleming Student # \_\_\_\_\_

Year of Birth \_\_\_\_\_ Born in Ontario? Yes  No  If no, moved to Ontario as of: \_\_\_\_\_

School of Study \_\_\_\_\_ Campus \_\_\_\_\_

Program \_\_\_\_\_ Semester \_\_\_\_\_

**Current Address:** Street: \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Have you previously completed a certificate/diploma at Fleming? Yes  No

Is this your final year of your program? Yes  No

Will you be applying for university transfer this academic year? Yes  No

### Please Check all statements that apply to you:

Single student living away from home during the school year or mature single student living away from permanent residence

Single student living at home during the school year

I have been out of high school for 4 years or more

I am enrolled in the Second Career Program at Fleming College.

Single student with dependent children. Number of dependent children \_\_\_\_\_

Married or common-law student (with or without children). Number of dependent children \_\_\_\_\_

Is your spouse attending post-secondary studies full-time? Yes  No

I am the child or grandchild of a Fleming College Former Employee. Please give the Former Employee's name, Department and years of service: \_\_\_\_\_

My parent is an Alumnus of Fleming College. Please provide their name, program of study and years they attended: \_\_\_\_\_

I am the child or grandchild of a Peterborough Fire Fighter. Please give your parent/grandparent's Name : \_\_\_\_\_

I am registered with Fleming College as an International Student

I have received Smart Serve Certification #: \_\_\_\_\_ date: \_\_\_\_\_

I am a Canadian Citizen

I am a Permanent Resident or Landed Immigrant and came to Canada in \_\_\_\_\_ (year)

I am a Native student (First Nations, Inuit, or Métis). Please attach proof of family origin/status.

**Section 2A: EDUCATION AND PRIOR LEARNING**

Please list all education and training you have received starting from high school or the equivalent.

<u>School/Institution</u>	<u>From</u>	<u>To</u>	<u>Level Attained</u>

Did you graduate/attend a High School in any of these areas? Cobourg  Peterborough  Lindsay  Haliburton   
Have you completed formal academic upgrading in order to be able to attend college? Yes  No

**Section 2B: RESUME**

Attach a detailed personal resume, beginning with the most recent or current positions. Please indicate any position that includes community service or volunteer components.

**Section 3: REFERENCES**

**1<sup>st</sup> Year Students** - Attach at least two recent reference letters (dated and signed) to your application. First year students may submit both references from sources such as clergy, employer (past or present) or a community leader.

**2<sup>nd</sup> & 3<sup>rd</sup> Year Students** - Attach at least two recent reference letters (dated and signed) to your application. Upper year student must include one reference from a current faculty or staff person (form attached), as well as one other reference from sources such as clergy, employer (past or present) or a community leader.

**Reference letters should be addressed to the Awards Selection Committee where possible. Reference letters should not be photocopies of thank you letters addressed to you. Reference letters should provide good character references attesting to your commitment to your work/education, financial situation and/or community involvement. References should not be from family members.**

**Section 4: SPECIAL NEEDS** To be completed by applicants who are physically or mentally challenged or such other disability as defined under the Ontario Human Rights Code. Please list the details of your disability.

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**Section 5: STATEMENT OF NEED**

Attach a typed letter outlining in detail why you feel you should be considered for this bursary. We are aware of the regular costs of pursuing a postsecondary education, so take time to identify for us what additional cost you may incur or what special circumstances you are experiencing, that make your situation particularly difficult.

**Section 6: Financial Information:** Please complete the budget form below and where indicated please note if you have or have not applied for the various sources of funding for the 2011-12 academic year.

<b>Liabilities:</b>	<b>Balance Owing</b>		
Bank Loan			
Student Line of Credit			
Other Personal Loan			
Previous OSAP			
Credit Card			
<b>Assets:</b>	<b>Total Value</b>		
Bank Account Balance			
Investments (GIC, bonds, etc.)			
Other assets (Please Specify): _____			
<b>Income for Current Academic Year (8 Month Period)</b>	<b>Total Value</b>	<b>Applied For</b>	
Second Career Funding			
OSAP Total (loans/grants)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Scholarships and Bursaries		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Parental / Family Contribution / Support Payments			
Employment Income while in school (\$/month x 8 months)			
Registered Education Savings Plan (RESP)			
Savings towards current year's expenses			
Other income (Please specify): _____			
<b>Total Income:</b>	_____		
<b>Expenses for Current Academic Year (8 Month Period)</b>	<b>Total Value</b>		
Tuition & Ancillary Fees			
Textbooks & Supplies			
Rent/Mortgage Payments (\$ Per Month x 8 = _____ )			
Groceries (Number of People _____ )			
Support Payments (Number of Children _____ )			
Childcare Costs			
Utilities			
Laundry			
Transportation Bus			
Transportation Car			
Insurance (Car etc.)			
Internet Service / Phone			
Entertainment / Personal Items / Clothing			
Medical Expenses			
Monthly payments required on existing liabilities (other than mortgages)			
<b>Total Expenses:</b>	_____		

When did/will you begin this academic year? September 2011  January 2012

Will you be attending Fleming full-time during the Spring Term (April to August) 2012? Yes  No

The above budget should be completed for an 8 month period only, even if you are studying over a 12 month period.

Please note which months you have included in the above budget: \_\_\_\_\_ to \_\_\_\_\_ (e.g. Sept – May)





# Fleming College

## Faculty / Staff Bursary Reference Form

### Instructions:

1. As per section 3 of the application, faculty reference is only required for 2<sup>nd</sup> and 3<sup>rd</sup> year students. 1<sup>st</sup> year students are asked to use work related or personal references.
2. We ask that the Faculty/Staff person participating in this reference submit this form either by returning to student to attach to their bursary application or by sending directly to Advancement and Alumni Relations for inclusion.
3. Forms must be received within 24 hours of the application deadline.
4. Contact Marcia Steeves at extension 1339 for any questions/concerns.

### **PART A – for completion by Student applicant**

General Bursary Application

Deadline: February 3, 2012

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Faculty/Staff Reference: (Print Name) \_\_\_\_\_

### **PART B – for completion by Faculty/Staff reference**

	1 (Low)	2	3	4	5 (High)
Attendance (Regular Basis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_