

TERMS OF REFERENCE FOR AN ANNUAL FUND

TITLE OF ANNUAL FUND

**Faculty of medicine Student Affairs Office -
Emergency Student Aid Bursary**

PURPOSE OF FUND

To offer financial assistance in the form of a non-repayable bursary to students in the MD program at the Faculty of Medicine who are facing an exceptional and/or unexpected financial need and have exhausted all other financial avenues. This fund is made possible by philanthropic donations from alumni and friends of the Faculty of Medicine

BURSARY DETAILS

Eligibility Criteria:

The applicant must:

1. be registered full-time in the MD program at the Faculty of Medicine;
2. be in good academic standing;
3. be able to demonstrate exceptional and/or unexpected financial need;
4. must have depleted all other financial resources; and
5. must submit proof and documentation of the urgent financial need (i.e. eviction notice, utility disconnection notice, emergency dental care expense, prescription from physician, etc.).

Note: A student cannot receive the bursary more than once per year. MD/PhD students are not eligible for this bursary.

Ineligible expenses:

1. Obligations and debts
2. Support for family members and partner
3. Program related expenses (i.e. Tuition fees, conferences, supplies, travel)

Value of the award: Maximum \$1,000

Number of awards: Variable

Frequency of the award: Variable

Level or program of study: MD

Application contact: Assistant Dean, Student Affairs, Faculty of Medicine

APPLICATION PROCEDURE

1. Applications must be made to the Assistant Dean, Student Affairs, Faculty of Medicine. The applicant must make an appointment with the Assistant Dean, Student Affairs and the Program Coordinator for the Student Affairs Office by contacting medsao@uottawa.ca.

2. A completed application must be brought to the meeting and must include:

a. a completed "Application for Emergency Student Aid Bursary" form (available at the Student Affairs Office), which include:

i. a budget

ii. other sources of funding

iii. other applications for financial assistance

iv. a description of the specific financial challenge

v. an explanation on how the bursary will be used

b. all required supporting documents (application form, budget, bank statement, proof of emergency, etc.);
and

c. a signed applicant declaration and authorization