

## Placement Global Learning Travel Bursary

Humber College Institute of Technology & Advanced Learning is pleased to offer a Faculty Led/ Group Travel Bursary to assist students who are completing an educational experience abroad in a faculty-led trip, group placement trip or Summer Program Abroad. This bursary will provide eligible students with financial support for an eligible period of academic experience outside of Canada.

**Bursary Amount:** Up to \$2,500 (*Based on Financial Need*)

### Eligibility Requirements

To qualify for the Global Learning Travel Bursary, applicants must:

- Be currently enrolled at Humber College Institute of Technology & Advanced Learning
- Be in good academic standing (Diploma/Advanced Diploma: min CGPA of 60%; Degree: min CGPA of 65%)
- Be receiving academic recognition in fulfillment of course or program requirements
- Have demonstrated financial need as defined by the Financial Aid Office
- Have not received a Student Travel Bursary in the current academic year

### How to Apply

- Complete the application and budget form
- Provide a one page letter outlining the following:
  - How you will benefit from this global learning experience
  - Explain how you plan to finance this trip and how this bursary will support your expenses

### Notes

- Bursaries awarded will always be added to the student's MyHumber account first.
- **If you have credit** (no owing on your Humber account), **OR your OSAP has been approved**, the bursary will be refunded to you via e-transfer.
- **If there is owing in your Humber account**, the bursary will have to pay that off first.
- If you have applied for OSAP and are **waiting for OSAP to be approved**, the Winter semester fees will be absorbed by the bursary for now. Once your OSAP is approved, financial aid will refund the entire amount of the Global Learning Bursary to you via e-transfer.
- **Bursaries are to supplement your expenses and not cover the total costs.**
- **All bursary recipients will receive a T4A for income tax purposes**

### Application Deadline

- Applications will **not** be processed later than **30 days** prior to anticipated travel departure date.
- Please return your completed application form and all supporting documentation to [travelbursary@humber.ca](mailto:travelbursary@humber.ca) and copy (Academic Faculty enter email address)

## Application and Budget Form

### Placement Global Learning Travel Bursary

#### Student Information

**Full Name:** \_\_\_\_\_ **Humber ID :** \_\_\_\_\_  
First Last

**Address:** \_\_\_\_\_  
Street Address Apartment/Unit #

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Campus:**     North     Lakeshore     IGS

**S.I.N :** \_\_\_\_\_ **Citizenship:**     Canadian     Permanent Resident     Other    *Specify:* \_\_\_\_\_

**Have you applied for OSAP?**     YES     NO

#### BUDGET (FOR ACADEMIC RECOGNITION TRAVEL ONLY)

**Destination:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Trip Name:** \_\_\_\_\_ **Academic Faculty:** \_\_\_\_\_

#### Expenses for Time Abroad

<b>Program Fees:</b> \$ _____	<b>Flights (if not included in Program Fee):</b> \$ _____	
<b>Meals:</b> \$ _____	<b>Accommodation:</b> _____	
<b>Visa:</b> \$ _____	<b>Additional Costs*:</b> \$ _____	
<b>Total Expenses:</b> \$ _____		

*\*Additional costs can include but not limited to costs such as local transportation that are not included in the program fee.*

#### Financial Resources For Travel Period (complete entirely)

**OSAP:** \$ \_\_\_\_\_ **Estimated income:** \$ \_\_\_\_\_ **Academic Awards:** \$ \_\_\_\_\_

**Savings:** \$ \_\_\_\_\_ **Fundraising:** \$ \_\_\_\_\_ **Family:** \$ \_\_\_\_\_

**Other (i.e bank loan/line of credit, credit card):** \$ \_\_\_\_\_ **Total Resources:** \$ \_\_\_\_\_

#### Financial Need

**Total Expenses MINUS Total Financial Resources:** \$ \_\_\_\_\_

*For example: \$3,000 Total Expenses - \$1,500 Total Resources = \$1,500 Financial Need*

*Continue to page 3.*

### Self-Identification

At Humber, we embrace and celebrate the diversity of our students. As we seek to widen access and equity to participation in outbound mobility opportunities for Humber students, we have additional funding through the Government of Canada's Global Skills Opportunity Funding. The program seeks to increase the number of Canadian Students that participate in international study/work abroad experiences. The federal policy for the program offers additional funding for students that identify as:

- **Low-Income:** students who report to be in receipt of Canada Student Grants, or similar non-repayable student financial assistance offered by provinces and territories, or, in the absence of receiving non-repayable student financial assistance, can provide information to demonstrate that they require financial support in order to study or work abroad, like the budget attached to this bursary application.
- **Indigenous Students:** students who report being an Indigenous person, that is, First Nations, Metis, or Inuk (Inuit)
- **Students with disabilities:** students who reported to have a difficulty or impairment due to a long-term condition or health problem and/or experience a limitation in their daily activities.

**Do you identify as Indigenous (Aboriginal); that is First Nations (North American), Métis, or Inuit or International (non-Canadian) Indigenous?**

- Yes  
 No  
 Prefer not to answer

**Do you identify as a low-income student?**

- Yes  
 No  
 Prefer not to answer

**Do you identify as a student with disabilities?**

- Yes  
 No  
 Prefer not to answer

### Declaration and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Humber is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may be also contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experience and outcomes. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information Coordinator, 205 Humber College Boulevard, Toronto, ON, M9W, 5L7, 416.675.6622. ext. 4520  
**I ALSO AUTHORIZE THE RELEASE OF INFORMATION CONTAINED FOR PUBLICITY PURPOSES.**

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

Approved: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Signature of Staff: \_\_\_\_\_

# Approval for Work Placement Abroad

(Note: To be completed by Placement or Program Coordinator)

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

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

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

To whom it may concern,

I \_\_\_\_\_,  
Staff Name Position Title

in the (School of) \_\_\_\_\_, am pleased to write that

\_\_\_\_\_ will be travelling to \_\_\_\_\_  
Student Name City, Country

to complete the required work placement hours for the

\_\_\_\_\_ program.

Sincerely,

\_\_\_\_\_

Signature