

## Global Learning Bursary Application

Humber Polytechnic is pleased to offer a Global Learning Bursary to assist students who are completing a Summer Study Abroad, Semester Study Abroad, Faculty-Led Trip or Work Integrated Learning (WIL). This bursary will provide eligible students with financial support for an eligible period of academic experience outside of Canada.

Bursaries based on financial need.

### Eligibility Requirements

To qualify for the Global Learning Bursary, applicants must:

- Be currently enrolled at Humber Polytechnic.
- Be in good academic standing (Diploma/Advanced Diploma: min CGPA of 60%; Degree: min CGPA of 65%) or have written permission from their Program Coordinator.
- For Semester Study Abroad: GPA of 70% or have written permission from their Program Coordinator.
- 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.
- Maintain active enrollment at Humber during your study abroad term, without any outstanding holds on your account as applicable.
- Have no prior or pending academic misconduct offences.

### How to Apply

- Complete the application and budget form below
- Provide a one page letter outlining the following:
  1. How you will benefit your career pathway from this global learning experience?
  2. Explain how you plan to finance this trip and how this bursary will support your expenses and a quote for your plane tickets.
    - » This can be a screenshot from a travel website if you have not yet booked your flight.
  3. A quote for your accommodations.
    - » This can be a screenshot of your approximate accommodation fees if you have not yet booked your accommodation.

### Application Deadline

- Applications will not be processed later than **30 days prior** to anticipated travel departure date.
- Bursary can take up to 7 to 21 business days to appear on your MyHumber account.
- Please return your completed application form and all supporting documentation to **travelbursary@humber.ca and copy (International Faculty Coordinator email address)**

## Bursary Commitment

As a beneficiary of this funding, students are required to:

- Attend mandatory pre-departure workshops facilitated by Humber Global.
- Provide Humber with round trip flight ticket boarding passes upon return. (1 going & 1 returning)
- Complete [HALO registry](#) (at least 4 weeks prior to departure; instructions included on the website)
- Complete [Registration of Canadians Abroad \(ROCA\)](#) (Canadian citizens only)
- Share your Global Learning experience with the Humber community with photos and reflection upon your return.
- If you will no longer attend the global opportunity, your bursary will be revoked and you will pay back the bursary.

## Terms & Conditions

- 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 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.

**The bursary may be revoked upon the occurrence of any of the following:**

- Students fail to complete the mandatory activities required by Humber Global as listed above.
- Students fail to meet the reporting requirements established by Humber Global.
- Students choose to withdraw from the program at their own discretion prior to the completion of the experience.
- Once the bursary is revoked, you will need to pay back the bursary and may then incur fees owing on your Humber account.

# Application and Budget Form

## Global Learning 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 Downtown

**Citizenship:** Canadian Permanent Resident International  
   **Other:** \_\_\_\_\_

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

### Budget (FOR ACADEMIC RECOGNITION TRAVEL ONLY)

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

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

### Expenses for Study Abroad

**Flights: \$** \_\_\_\_\_ **Accommodations: \$** \_\_\_\_\_

**Meals: \$** \_\_\_\_\_ **Visa: \$** \_\_\_\_\_

**Additional Fees\*: \$** \_\_\_\_\_ **Total Expenses: \$** \_\_\_\_\_

\*Additional costs can include but not limited to costs such as local transportation.

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

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

**Savings: \$** \_\_\_\_\_ **Family: \$** \_\_\_\_\_ **Other: \$** \_\_\_\_\_

**Credits(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

## 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 encourage students to self-identify.

- **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)

*This form will only need to be completed if you are going on a Work-Integrated Learning opportunity abroad*

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*