



The intent of AUSU Scholarships, Awards and Bursaries Program is to promote academic achievement and community spirit in the student population, as well as supply aid to those students with financial hardships. The Travel Bursary is designed to aid members who must travel to attend conferences, AU convocation, labs or practicums.

If you also require funding for emergency extensions, tuition, or a computer, please review our other bursaries at www.ausu.org/services/scholarships.php.

Eligibility Criteria:

Students need not be full-time or admitted to a program, but must be AUSU members at the time of application. If you are currently enrolled in an AU undergraduate course, you are an AUSU member. Membership begins on the start date of your course. If you are a graduate student, please contact the AU Graduate Students' Association by visiting <http://gsa.athabascau.ca/>.

Members must demonstrate financial need, have completed at least 12 AU credits and have a GPA of 2.00 (C grade) over the most recent 12 AU credits. Members may receive this bursary only once per fiscal year. Applications are accepted at any time of year. Applications must be submitted 30 days before you need to travel to ensure funding can be provided while estimated travel rates are still current.

Award Distribution:

A maximum of \$1000 will be provided per successful applicant to pay for travel and accommodation. AUSU assumes no responsibility if at the time that the award is granted no seats for travel are available, if travel rates increase due to seasonal fluctuations or for unforeseen reasons, for cancelled or delayed flights, or for emergency accommodations or travel arrangements required due to unforeseen circumstances. AUSU will prepay approved travel arrangements: no funds will be distributed directly to the student. Only travel and accommodation expenses will be considered.

Application Procedures:

Only completed applications received by the AUSU office will be considered. NOTE: AUSU and Athabasca University are separate and our applications cannot be processed by AU departments. If an application is forwarded by the university, our receipt date will be the date when the application arrived in our office. **If any sections are blank, your application will be discarded and you will be asked to resubmit.**

If you require assistance filling out your application, please call our office at 1-800-788-9041, extension 3413. All applications and accompanying documentation will be kept strictly confidential.

Completed application forms must be mailed, faxed or scanned and e-mailed to:

AU Students' Union
1213, 10011 109th Street NW, Edmonton, AB T5J 3S8
Tel: (800) 788-9041 ext 3413 Fax: (780) 497-7003
E-Mail: ausu@ausu.org (scans only)

E-mailed forms must be signed. Text documents and word processor files cannot be considered.



ALL APPLICATIONS MUST INCLUDE THE FOLLOWING OR THEY WILL BE DISCARDED

All of the following proofs of income:

- A federal or provincial student finance Notice of Assessment for the current term (if you receive government student loans)
- Canada Revenue Agency's Option "C" printout for the year prior to application (not a Notice of Assessment. See below for more information).
- An EI or Social Assistance Statement for the month of or prior to application (required if applicable)

And:

- A completed original AUSU Travel Bursary application (pages 3 and 4 below)
- A completed AUSU Declaration of Applicant form (page 5 below)
- A copy of your AU transcript preview (instructions below)
- A copy of one of the following:
 - o conference description and registration information
 - o lab/practicum confirmation
 - o confirmation of graduation

Disabled Students or Cases of Dire Need:

Athabasca University has a department called "Access to Students with Disabilities" to facilitate the needs of students with challenges arising from permanent or temporary disabilities. If your situation can be attributed, in whole or in part, to a disability or a medical condition (including a learning disability or psychological disorder), you may also wish to check out the following link: <http://www.athabascau.ca/asd>. If you require emergency funds for food or shelter, you may wish to contact your local social services agency or a food bank. Many cities have a crisis center than can provide emergency funding for food, shelter and important bills. You may also be able to negotiate with your student loans program for an early disbursement. Consults your yellow pages or contact AUSU for more information.

PRIVACY AND DATA COLLECTION

All information requested on this form is collected to aid in processing your application for an AUSU bursary. All information is collected within the guidelines of the Alberta *Personal Information and Protection Act*. If you have any questions about the AUSU privacy policy or the data requested in these forms, please contact our privacy officer at AU Students' Union, 1213 10011 109 ST NW, Edmonton AB, T5J 3S8 or phone 1-800-788-9041 extension 3413.

CONTACTS

AUSU Main Office
ausu@ausu.org
Tel. 1-800-788-9041 ext. 3413
Fax. 1-780-497-7003

Tamra Ross
Executive Director and Privacy Officer
executivedirector@ausu.org
Tel. 1-800-788-9041 ext. 2905
Fax. 1-780-497-7003

AUSU TRAVEL BURSARY APPLICATION FORM

PERSONAL INFORMATION:

* Full Name _____

* AU Student ID _____

* Home Address _____

* e-Mail Address _____

* Home Phone _____

Alternate Phone _____

ENROLMENT INFORMATION

Is your employer paying any part of your tuition (yes/no)

Have you completed at least 12 AU credits? (yes/no)

MONTHLY EXPENSES:

Rent or mortgage _____

Utilities (water, heating, etc.) _____

Food/personal care _____

Clothing _____

Transportation _____

Childcare/babysitting _____

Additional Expenses _____ Please Specify _____

Total monthly expenses _____

DECLARATION OF APPLICANT

I have read the instructions, and hereby make application for the AUSU COMPUTER BURSARY, and I declare that:

1. I have answered all questions applicable to me and that all information is true and complete;
2. I authorize Athabasca University Students' Union to request and receive information pertaining to my enrolment status at Athabasca University;
3. I authorize Athabasca University Students' Union to request and receive information pertaining to my grades in relevant courses;
4. I agree to release the above personal information to Athabasca University Students' Union for the sole purpose of determining eligibility in the AUSU Scholarships, Bursaries and Awards Program;
5. I understand that all application forms and personal information will be destroyed upon completion of the selection process.

SIGNATURE OF APPLICANT _____ DATE _____

Required Forms

Make sure your application is processed


About the "Option C" Printout

Why do we ask for this?

We request tax information to determine your income for the year previous to your request for funding and we use standardized documents to ensure all members are assessed equally. The Option C printout from the Canada Revenue Agency includes a brief summary of your income information, and some extra information such as your marital status, whether you have claimed any spousal deductions and whether you filed education benefits. We will not process your application without this form and do not accept a Revenue Canada Notice of Assessment.

What does an Option C look like?

The Option C does not say "option C" anywhere on it, but the document is called an Option C by the CRA (don't ask us why this is!). It should not be confused with the Notice of Assessment or Reassessment that you are sent automatically. To ensure you have the correct form, make sure the top of it looks like this:

 Canada Revenue Agency	Agence du revenu du Canada	R0143 E (04) Page 1 of 3	
Income Tax Return Information-Regular			
JOHN Q STUDENT 1234 ELM AVE NE SASKATOON S1B 2C3	SK	Social Insurance Number 123 456 789	Tax year 2005
		Date of birth 12DEC 1971	Marital status SEPARATED
		Province of Residence SASK	Date of assessment 09AUG 2006

Is an Option C the same as a Notice of Assessment?

No. A Notice of Assessment is the document that you receive after you file your taxes. It is meant for you to keep as a personal record of your tax assessment. The Option C is intended as a proof of income to be provided to requesting agencies (lenders, etc.) and includes some additional information.

What if I did not file taxes last year?

In Canada, everyone with a Social Insurance Number can file taxes. Failure to file can mean you are not eligible for certain funding opportunities as the tax assessment is the only official proof of income accepted by many organizations. Persons with no income can file, as can persons who are dependant on spousal income or those in Federal penitentiaries. If you did not file taxes for the year in question, you can file a late return. Contact the CRA for details. A return for a person without income only takes minutes to fill out, and it can be filed online or over the phone for free. During the off season, these can be processed very quickly.

Can I just send in my pay stubs or my T4 instead, or, can I send in the notice of assessment for both myself and my spouse?

No. Your earnings statements from work are not sufficient because we cannot determine if you have more than one job or spousal income. Also, for privacy reasons, we cannot request financial documents of persons other than the applicant.

How do I obtain an Option C?

Obtaining an Option C is easy, but you do have to request one and it can take a few days. You can then make a copy and use it for any AUSU bursary application. You have two options:

1. Phone the CRA and ask to have one mailed to you. It will arrive in a week or so. Clarify in your request that you do not want a Notice of Assessment, as these are official replacement documents printed on blue paper and can take a few weeks to be processed and mailed, and they are not what we need.

2. An easier option for many people is to go to the CRA *My Account for Individuals* web page at: <http://www.cra-arc.gc.ca/eservices/tax/individuals/myaccount/menu-e.html>. (Or go to the CRA home page at www.cra-arc.gc.ca and select the *My Account* link from the top central section). This page will walk you through the steps of obtaining an EPass. It can take a few days to get your EPass password in the mail. Once you have it, you can log in and get your tax info in a printable format immediately. To do so, select "View Returns" and then select the link for the year prior to the current year. Select the "Printer friendly version" link up top before printing. Include a copy of this printout with your application. Do not copy and paste the information into a text file.

What if I'm not Canadian, or living outside of Canada?

Canadians living outside Canada can file Canadian tax returns even if they are not earning an income. If you are a resident of another country, we can accept a return from your home country. Please contact our office for more information so we can do a little research and determine what document will be best. It must be an official document produced by the taxation department of your home country. We cannot accept any forms you have filled out yourself, nor can we accept printouts from tax software or the online tax submission site as this information has not yet been verified or adjusted by the government. If you are not sure you have all of the required documents, please phone our office and ask. We cannot be responsible for misinformation supplied by third parties, and the staff of Athabasca University cannot assist you with this.

Obtaining a Transcript Preview

Why do we ask for this?

To determine if you have completed the required number of credits and maintained a 2.0 GPA over the last 12 credits. Don't worry, this document is kept private and once your eligibility has been verified it is not used in deliberations: AUSU bursaries are based on need, not academic performance. Previously we sent a request to AU for this information, but the transcript preview option allows us to complete your application more quickly and without involving AU.

Where do I get one?

Obtaining this document is quick and easy. Just follow these steps:

1. Go to the AU home page at www.athabascau.ca and log in to MyAU using the button on the upper left of the home page.
2. Scroll down to **Student Record** (on the left), and select **Request Transcripts** under **Manage Your Student Record**.
3. Click **add to list** to add a transcript to your order (you do not have to complete the order).
4. Just above the "proceed to payment" button there is a link to **preview the transcript** (shown below).
5. The transcript preview should pop open after a moment in Acrobat reader (follow the on screen instructions if you do not have Acrobat.) Simply save this file to your computer in a location where you can find it, and email it to our office with your forms. We must have the original PDF file for it to be valid.

Login to My AU | Library | Ask AU Questions? Call toll free - 1 800 788 9041 | Enter search term(s)

Home > Transcript Request

Welcome, 8 Jan

Transcript Request

Please verify that your personal information is correct. If it is not, correct it before continuing by using the 'Modify Personal Info' button on the left. Even if you do not send a transcript to yourself, you will receive transcript confirmation letters to the address indicated in your personal information.

Please note effective September 1, 2007, a \$10.00 fee will be charged for each transcript requested. However, if you request the courier option, there will be an additional charge. Otherwise the transcripts will be sent by regular mail at no additional charge.

Before proceeding, you are **REQUIRED** to view a **PREVIEW** of your transcript. **Please note** that you should not proceed with requesting a transcript online if you are waiting for a grade to be finalized. See the [FAQ](#) for more information. **Any alteration of any transcripts will result in academic misconduct.**

To preview your transcript, you must have **Acrobat Reader**. You can [download](#) the **FREE** Acrobat Reader from [Adobe's Website](#).

There are two options. If you are sending a transcript to yourself, use **option #1**. If you are send a transcript to a 3rd party, use **option #2**.

OPTION #1 - Use this option to send a transcript to yourself

Send the following copies of my transcript to me.

Number of Copies:

Name:
E-mail:
Address 1: Address 2:
Address 3: City/Town:

What if I do not have access to a computer or the internet?

A paper transcript request form is included in this application package. Simply fill this out and include it with your application and we will submit it to AU to have a hard copy of your transcript released to us. Please only use this if needed as it can slow down processing.

Application Checklist

CHECK LIST TO BE VERIFIED BEFORE SUBMISSION OF THE APPLICATION FORM		
Have you received government student loans?	Yes	No
If yes, did you include your student loan notice of assessment?	<input type="checkbox"/>	
Are you on social assistance (welfare)?	Yes	No
If yes, did you include your assistance income statement for the month prior to application?	<input type="checkbox"/>	
Did you include the Option C from Revenue Canada (not a Notice of Assessment)?	<input type="checkbox"/>	
Did you include your transcript preview from the AU website?	<input type="checkbox"/>	
Did you fill out all fields on the application form?	<input type="checkbox"/>	
Is the declaration form signed and dated?	<input type="checkbox"/>	

If you have everything above, you are all set. Submit your files as instructed on page two and feel free to follow up in a day or so to ensure that they were received. Applications for awards with deadlines will not be processed until the deadline is reached, while the Emergency and Computer bursaries will be processed as quickly as possible after we receive them, but please allow a few business days. Also, remember to retain a copy of your Option C as you might want to apply for another bursary this year! Also, take note of your ePass login for the CRA if you used their online system, as you can use the same password to retrieve your tax information every year.



A U S T U D E N T S ' U N I O N
 UNITED BY DISTANCE

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