

Use this form to:

- Apply for a parental leave bursary.

Instructions:

1. The student completes sections 1-3, reads and signs section 4 then reviews section 5 for application completeness.
2. The student submits to their Department Graduate Co-ordinator for confirmation and signature in section 6.
3. The student will submit the application package to The Centre | Ira G. Needles Hall (NH), first floor.

Applicants will normally be notified of bursary decisions within three weeks of submission of the complete application to Graduate Studies and Postdoctoral Affairs.

Deadlines:

The completed application form should normally be submitted at least two months before the start of the leave.

For more information about this form, including eligibility requirements and application details, please review the [Graduate Studies Parental Leave Bursary application form web page](#).

Section 1: Student information

University of Waterloo student identification number _____

Last name(s) _____ First name(s) _____

Email _____ Program level: master's doctoral

Faculty (e.g. Arts) _____ Department or School (e.g. History) _____

Registration status: full-time part-time Expected date of program completion (mm/dd/yy) _____

Section 2: Application details

Indicate the term(s) for which you are applying for funding: fall winter spring

*Students may request up to two terms of Parental Leave Bursary

Expected date of birth/adoption (mm/dd/yy) _____

Dates of parental leave (registration status during parental leave must be inactive and coincide with the start and end dates of a term). From (mm/dd/yy) _____ to (mm/dd/yy) _____

Section 3: Financial information

Sources of support for your current and previous 2 terms, if applicable

Use the table below to identify your funding for the term immediately prior to your leave, plus the two terms prior to this.

Term of Enrolment (e.g. fall 2015)				Average (for GSPA use)
Research/Teaching Assistantships and Sessionals	\$	\$	\$	(A)
Scholarships/Awards/Bursaries	\$	\$	\$	(B)
Tuition (not including incidental fees and UHIP)	\$	\$	\$	(C)

Section 4: Applicant's disclosure statement and signature

I hereby apply for the Graduate Studies Parental Leave Bursary as indicated above. I have attached a copy of a written plan for the leave, and documentation confirming the expected date of birth or adoption. I certify that the information provided is correct, and that I intend to continue graduate studies by registering full-time or part-time immediately following the conclusion of the approved parental leave.

1. I confirm that the information provided in this application package is complete and accurate to the best of my knowledge.
2. I understand that I am responsible for providing all required documentation as indicated in the application instructions or as directed by the administering office, and that if I do not submit the required documentation/information I may be disqualified for consideration of this bursary.
3. I understand that the collection of personal information provided in this application package is used solely for determining my eligibility for this bursary. Information submitted during the application process will be protected, used, and released in compliance with Ontario's *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. F31) and the University of Waterloo's policies.
4. I understand that all income, assets and other resources will be verified using my OSAP/provincial aid application information, if applicable, and/or Quest.
5. In order to adjudicate my application for a university bursary, I authorize the University of Waterloo to release my financial need information and bursary decision to the appropriate award selection committee(s).
6. I acknowledge that if my funding changes in the term or for the intended period of support for which this bursary is provided, or if any details change that would disqualify me from continuing to hold this bursary, I will immediately notify Graduate Studies and Postdoctoral Affairs as I understand that it may result in a reassessment and/or cancellation of my bursary. All details provided in the application are subject to verification by the awarding office.
7. I understand that I cannot be employed (in any capacity) at the University of Waterloo during the period in which I am receiving the bursary.
8. I authorize Graduate Studies and Postdoctoral Affairs to discuss my financial information with department and faculty members as appropriate for departmental/Faculty funding verification.

Applicant signature _____ Date (mm/dd/yy) _____

Section 5: Applicant checklist

1. Completed application form
2. A written plan for the leave – this is a brief statement outlining where you are in your program, when you plan to take your leave, and confirmation that you intend to return to your graduate program at the University of Waterloo immediately following the leave. If you do not return to your graduate program immediately following your leave, you will be required to pay back the bursary in full.
3. A note/letter confirming the expected date of birth from the attending physician or certified professional midwife (MANA), or date of adoption.

Section 6: Departmental confirmation and signature

I have reviewed the application and verified the departmental support under term income in section 3.

Co-ordinator name _____

Co-ordinator signature _____ Date (mm/dd/yy) _____

Section 7: Graduate Studies and Postdoctoral Affairs use only

Basic bursary amount: $0.95 \times (A) + 0.95 \times (B) - 0.95 \times (C) =$ _____

Approved for \$ _____

Approved by _____

Comments _____