

Master of Environment and Business Financial Need Award Application

DESCRIPTION:

Master of Environment and Business (MEB) financial need awards support students who: 1) have demonstrated financial need; 2) diversify the sector involvement in a specific cohort; and 3) are enrolled in the Master of Environment and Business program in the School of Environment, Enterprise and Development (SEED), in the Faculty of Environment at the University of Waterloo.

- *Financial need awards are tuition subsidies for students who are not receiving full tuition funding from their employer or another source. The awards are based on individual/household income and are available every year to eligible students registered in the MEB program. Students may apply each year they are enrolled if their individual income is less than \$50,000/year (in CAD dollars, and before taxes), or in the case of married students, their household income is less than \$100,000/year (in CAD dollars, and before taxes).*

VALUE:

Financial need awards will be valued at \$500 per course x number of courses/year. Awards will be granted on an annual basis, with an opportunity to apply for renewal for each year you are in the program. Students must be registered in the program when the award is paid out. Students are not eligible for awards for terms in which they are inactive.

ELIGIBILITY:

The MEB desires to have a balance of participants from different sectors, including big companies, small & medium sized enterprises (SMEs), government, non-governmental organizations (NGOs), and self-employed. The MEB education will be enhanced by this experiential and scholarly diversity. Students are eligible to be considered for this award if:

- 1) Their personal income is less than \$50,000/year (in CAD dollars, and before taxes) OR
- 2) In the case of a married student, their personal income combined with their spouse's income is less than \$100,000/year (in CAD dollars, and before taxes).

Selection will be based on:

- 1) Financial need
- 2) Diversity of sector involvement in a specific cohort

GENERAL INFORMATION:

- **It is essential that you complete all pages of this application. Failure to provide all requested information will disqualify you from consideration.**
- All financial need awards are applied to your student account.
- If you have questions, please contact Dr. Heather Hall, SEED Associate Director, Professional Programs, at hhall@uwaterloo.ca.

DEADLINE:

The **deadline is May 31 annually**. Please submit the application electronically to the [MEB Graduate Program Administrator](#).

Note: While the intention of the award is to provide a subsidy for tuition for each of the Spring, Fall, and Winter terms, the first allotment will not be credited to your account until after you have paid your Spring tuition. Spring term awards will be applied to your student account and will then be refunded to you via cheque. Fall and Winter term awards will be applied to your student account and will offset your tuition fees for the term.

Please print the below application form, fill in the information, sign the last page, and then scan a copy for electronic submission.

Master of Environment and Business Financial Need Award Application

PERSONAL INFORMATION:

UW ID No. _____

Last Name _____

First Name _____

Mailing Address _____

City _____

Province or Country (if outside Canada) _____

Postal Code _____ Telephone _____

Part-time or full-time:

- Part-time
- Full-time (1 year option – 3 courses per term)
- Full-time (2 year option – 4 or more courses per year)

Is the Spring term your final term:

- Yes
- No

Status:

- Single
- Sole Support Parent
- Married/Common-Law
- Separated
- Divorced
- Widowed

If changes to your status occurred this year, please provide effective date _____

Dependents (if applicable): Number _____ Ages _____

Employer:

Organization type (check all that apply):

- Larger (500+ employees)
- Medium (50-500 employees)
- Small (< 50 employees)
- Very Small (< 10 employees)
- Self employed
- Non-profit
- For profit
- Government

Employer contribution to the MEB (check all that apply):

- Tuition support: amount/year _____ or, amount/course _____
- Time during your work week allowed for school work (average hours per week) _____
- Financial support to attend residency period or conferences (amount/event) _____

For new students, is the two-week residency period considered:

- work time, or
- vacation time

Third party tuition support: amount/year _____ or, amount/course _____

OSAP grants and other provincial grants (grant portion only): amount/term _____

APPLICANT'S FINANCIAL INFORMATION (this section must be completed):

Country where tax return is completed (e.g., Canada) _____
Year of most recent tax return _____ (note, this must be previous year)
Line 150 on Canadian tax return _____ (this is the income before tax)
Other income (not reported on income tax) _____
(e.g., non-taxable income, foreign income, lottery winnings, insurance payouts)

Have you received your Notice of Assessment confirming the income you reported on your previous year tax return?
 Yes
 No

If you answered 'No' to the above, you may still submit the application, but the funds will not be released until you email us to declare receipt of your NOA confirming the income reported on line 150 of your last tax return.

International students: please contact the MEB Graduate Program Administrator, for a list of 'proof of income' that can be used instead of the Canadian tax form.

SPOUSAL INFORMATION:

**Married includes a common-law relationship that has been in place for a minimum of two years or where you are raising a child of the common-law union.*

Name of Spouse/Partner _____

Spouse/Partner's Occupation _____

- Full-time student (if so, school and ID#) _____
- Employed
- Other (specify) _____

Spouse/Partner's income:

Year of most recent tax return _____ (must be last year)
Line 150 on Canadian tax return _____
Spouse's other income (not reported on income tax) _____
(e.g., non-taxable income, foreign income, lottery winnings, insurance payouts)

Has your spouse received their Notice of Assessment (NOA) confirming the income reported on their last year tax return?
 Yes
 No

If you answered 'No' to the above, you may still submit the application, but the funds will not be released until you email us to declare receipt of your spouse's NOA confirming the income reported on line 150 of their previous year tax return.

International students: please contact the MEB Graduate Program Administrator, for a list of 'proof of income' that can be used instead of the Canadian tax form.

Other Comments:

Is there anything else you would like us to consider?

APPLICANT'S DECLARATION AND CONSENTS:

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 award.
3. I understand that the collection of personal information provided in this application package is used solely for determining my eligibility for this award and similar awards. 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. In order to adjudicate my application for this award, I authorize the University of Waterloo to release my financial need information and award decision to the appropriate award selection committee(s).
5. I authorize the University to release a copy of this application package to the appropriate awards selection committee.
6. I understand that if I am selected to receive this award, and I am also an OSAP recipient, the award funds may affect my OSAP funding.
7. I acknowledge that if my funding changes in the term or for the intended period of support for which this award is provided, or if any details change that would disqualify me from continuing to hold this award, I will immediately notify the MEB Graduate Program Administrator as soon as possible, as I understand that it may result in a reassessment and/or cancellation of my award. All details provided in the application are subject to verification by the awarding office.

Applicant's Signature _____

Date _____