UNIVERSITY OF WATERLOO

Student Awards & Financial Aid
The Centre, 1st floor Needles Hall
Waterloo, Ontario, Canada N2L 3G1
safa.uwaterloo.ca |email: safainfo@uwaterloo.ca
519-888-4567 | ext. 33583

Community & World Service Awards
Application Form

Community and World Service (CWS) awards provide assistance to eligible full-time undergraduate students enrolled in second, third, or fourth year in the Faculty of Arts or the Faculty of Environment who choose to do a voluntary unpaid or minimally paid co-op or other work experience with a not-for-profit organization in our community, in Canada, or abroad. Preference will be given to placements in the social service sector and to full-term experiences. The following funds are available:

Manulife Financial Community and World Service Awards
Several awards (3-5), normally valued at up $1,500 each, are available annually. These awards are open to students enrolled in the Faculty of Arts. Candidates must have a minimum overall average of 75%.

Not-for-Profit Undergraduate Award
One award, valued at $2,000, is available annually for a student in the Faculty of Arts (excluding the School of Accounting and Finance). Candidates must have a minimum overall average of 75%.

UW Community and World Service Bursaries
Several bursaries (3-5) ranging in value, are available annually. These bursaries are restricted to Ontario residents with demonstrated financial need enrolled in the Faculty of Arts. Candidates must be in satisfactory academic standing.

Winifred Hewetson Awards in Community and World Service
One or two awards, valued at approximately $1,500 each, are available annually. These awards are open to students enrolled in the Faculty of Arts or the Faculty of Environment. Candidates must have a minimum overall average of 75%.

Students will be considered for funding from any of the above awards, as well as other international experience awards (if working abroad), depending on eligibility criteria, level of need, and availability of funds.

Eligibility criteria:

- These awards are intended to provide support to eligible full-time undergraduate students for upcoming placements, not past experiences.

- Students who have completed their undergraduate degree are not eligible.

- The volunteer/work term must be with a not-for-profit organization, with preference for placements in the social service sector.

- The placement should be an approved co-op work term, or another full-term work or volunteer experience which is a degree milestone, course requirement, or part of a UW sanctioned service learning program (e.g., Beyond Borders). Shorter experiences (minimum six weeks in length) may be considered as funds permit.

- Successful candidates are asked to write a brief summary of their volunteer/work term, following completion of the experience.

Award payments:
Funding will normally be issued to the student prior to or near the beginning of the volunteer/work term. Recipients also have the option to defer payment until the start of their next study term.

Deadlines:
Submit completed application on or before deadline to Student Awards & Financial Aid. (If date falls on a weekend or holiday, the deadline is the preceding weekday).

Unless otherwise stated in the award description, award selection takes place each term. Please apply prior to your departure term by one of the following deadlines:

- ➢ Spring term abroad – March 15

- ➢ Fall term abroad – July 15

- ➢ Winter term abroad – November 15

(Do not include page one in your application package)

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Name: _____   UW I.D. #: _____

Faculty: _____   Academic level (*e.g. 3A*): _____

Program/plan: _____   Overall (cumulative) average: _____

Will you be returning to full-time UG studies at UW following this volunteer/work term? ☐ yes   ☐ no

Home address: _____

Citizenship: ☐ Canadian   ☐ Permanent Resident   ☐ Study Permit

Type of experience:

☐ official co-op work term   ☐ other volunteer/work experience   ☐ field placement for degree requirements

Start/end dates of volunteer/work experience _____

Destination (city & country): _____

Name of organization/employer: _____

Position title: _____

Award Requirements:

☐ Provide a letter (max. one page) briefly describing:

- why you have chosen to pursue this volunteer/work experience
- your involvement in current or past volunteer or extracurricular activities in the service of others

☐ Documentation from the employer/organization to substantiate this upcoming experience (e.g., copy of letter or email or contract). It must include the location, start/end dates, as well as any salary and/or compensation that you will be receiving.

☐ Budget: please complete the budget on page 3.

☐ A portion of the CWS awards are dependent on Ontario residency and demonstrated financial need. Even if you have not applied for the Ontario Student Assistance Program (OSAP) for this volunteer/work term, please answer the following questions:

- Have you lived in Ontario for at least 12 months prior to beginning studies at the UW? ☐ Yes   ☐ No

- Do you normally rely on OSAP to help cover your expenses during study terms at UW? ☐ Yes   ☐ No

☐ Successful candidates are requested to write a brief summary of their volunteer/work term (max. 1-2 pages), **following completion of the volunteer/work term**. The summary should describe the position you held and how the experience benefited you and the organization/employer.

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Budget for Work/Volunteer Term(s)

Requirements and considerations for completing the budget:

➢ Ensure that you have reported your income/resources and expenses from all sources for the volunteer/work experience period as accurately as possible. Note that only actual and/or reasonable expenses will be considered. Information is subject verification as required.

➢ If your budget changes, e.g., additional resources, you are required to notify Student Awards & Financial Aid.

➢ Only complete portions of the budget that apply to your situation.

➢ Only include expenses once; i.e., if an expense is lumped into one category, do not count it elsewhere in the budget.

Resources & Income *(in Canadian dollars)*		Expenses *(in Canadian dollars)*	
Available savings		Airfare (roundtrip)	
Parental contribution		Transportation (other)	
Expected salary/compensation		Placement fees (if applicable)	
Awards/bursaries (specify)		Housing	
		Food	
Anticipated OSAP/provincial aid		Work visa	
Fundraising		Travel vaccinations	
Other resources (specify)		Personal care	
		Phone/Internet	
		Other expenses (specify)	
Total resources for volunteer/work term		**Total expenses for volunteer/work term**	

Declaration and Consent:

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/scholarship/bursary.

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. 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. I authorize the University to release a copy of this application package to the appropriate awards selection committee.

6. 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 SAFA, 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.

7. If selected as an award recipient, I authorize the University to release any non-financial application details to the award donor/sponsor/agency, such as name, program/plan/level of enrollment, value of award, as well as supporting documentation, where applicable.

Applicant's signature: _____   Date: _____