

**TERMS OF REFERENCE**  
**JSGS Emergency Bursary Program**  
**Available Only During COVID-19 Pandemic**  
*April 2020*

**Purpose**

The Johnson Shoyama Graduate School of Public Policy (JSGS) Emergency Bursary Program is a modest fund available to assist JSGS students at both campuses in helping to meet an **emergency/temporary need** that has been caused by the COVID-19 pandemic. This special program will be available only for the period deemed appropriate by JSGS.

The JSGS Emergency Bursary is intended to bridge a financial gap that would otherwise impede the student's ability to complete their studies. Approved funding would be provided as a **one-time bursary** – that is, the funding would be paid in a single lump sum, and the student is **not** required to repay the funding.

Funds for the JSGS Emergency Bursary Program are provided and managed jointly by JSGS at the University of Regina and University of Saskatchewan campuses.

**Maximum Assistance**

Students can apply for emergency funding of **up to** \$2,000 at one time.

**Criteria**

Applications will be reviewed by the JSGS Emergency Bursary Committee. Decisions will be based on financial need as demonstrated by the information provided in the application.

Please note that **approval is not guaranteed**.

**Eligibility Requirements**

To be eligible to receive funds, the applicant must be actively registered and enrolled in a JSGS program or be on approved academic leave (this includes the spring/summer academic break for students in the MPA program at the USask campus). Students in all JSGS programs are eligible to apply for support. For GENI students, those with USask as their home institution are eligible to apply.

**Application Process and Deadline**

JSGS students experiencing financial hardship who wish to apply for an emergency bursary must complete the attached application form and email it to [jsgs-bursary@usask.ca](mailto:jsgs-bursary@usask.ca).

The first round of applications will be reviewed on April 17, 2020. Applications must be submitted by April 16 at 3:00 p.m. Applications submitted after this date will be reviewed on a rolling basis. Applicants will be notified of the outcome of their application via email normally within one week of application submission. If the application is approved, the student will be notified of the amount granted and when it will be paid.

## **Supporting Documentation**

The following documents are or may be required, depending on the circumstance:

1. **Study permit (if applicable);**
2. **Social Insurance Number;**
3. **Direct deposit form - USask students only (attached);**
4. **Proof of approved academic leave – if applicable;**

<p><b>If you <u>have</u> received funding or employment income from your home university (i.e., USask or U of R), items 1-3 above are <u>not</u> required.</b></p>
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## **Payment**

Payment to successful applicants will be made via direct deposit and will be processed as quickly as possible. Payments are administered by the payroll department at the student's home campus and is subject to the processes, deadlines, and cut-offs at the respective institution.

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**APPLICATION FORM**  
**JSGS Emergency Bursary Program**  
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**1. Personal Information**

Full legal name:

Email address:

Student number:

NSID (USask only):

Home campus:

Program:

Primary phone number:

Full mailing address:

**2. Personal Statement**

The Personal Statement will be used by the JSGS Emergency Bursary Committee to determine if the applicant will be considered for financial assistance. Completion of each question is **MANDATORY**. Note that emphasis will be placed on steps that you are taking to address your situation.

*Please answer the following questions with a description of your personal situation.*

1. Please describe the nature and degree (low, medium, or high) of your financial difficulties because of the COVID-19 pandemic.

- 2. What steps have you taken so far to improve your financial situation? (For example, have you applied for other emergency financial aid?)**

**3. If you (and/or your partner, if you are married or common law) are not currently employed, please explain why.**

**4. For the six-month period March 1 to August 31, 2020, please tell us your average total household income per month after deductions (all sources, including scholarships, financial aid, and spousal support, if applicable) and average total household expenses per month.**

5.

a. Please specify the dollar amount that you are requesting from the JSGS Emergency Bursary Program (note that the maximum available is \$2,000): \$\_\_\_\_\_

b. If you receive a JSGS Emergency Bursary, for what will you use the funds primarily? (select one: food, rent/mortgage, tuition/student fees, travel expenses to return home, other – please indicate)

Please select one:

Food

Rent / Mortgage

Tuition / Student Fees

Travel Expenses to Return Home

Other - Please Indicate

6. Please tell us how a JSGS Emergency Bursary could help you resolve or ease your financial difficulties.

## Declaration and Signature

By signing this application, I confirm that:

1. I have answered all questions on this form that are applicable.
2. All information provided is true and complete.
3. I authorize JSGS to use the information provided on this application to determine my eligibility for the JSGS Emergency Bursary Program.
4. I authorize JSGS to share my information with my home campus and the respective payroll department in order to disburse any granted funds.
5. I have read the Terms of Reference document for this application.
6. I have attached all supporting documents.

Applicant name (printed): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date of application submission: \_\_\_\_\_

<b>For JSGS use only</b>	
<b>Committee Decision</b>	<b>Approved / Declined</b>
<b>Amount awarded</b>	\$
<b>Applicant notified</b>	
<b>Date</b>	
<b>Payroll processed by</b>	

# EMPLOYEE DIRECT DEPOSIT

(for monthly & hourly paid employees)

Payments for all new employees (both monthly and hourly) will be made to the employee bank account via direct deposit. Payments include net salary and scholarships/fellowships processed through Payroll and staff reimbursements such as travel claims processed through Payment Services.

Direct Deposit detail can be provided by:

- Entering the data online via PAWS - Admin Services tab, "My Employment" channel. For more information, see the ConnectionPoint knowledgebase.
- Completing the Employee Direct Deposit form.

## Procedures:

1. We recommend you complete the form electronically to take advantage of the field length and formatting features.
2. For deposit to a chequing account please attach a sample cheque, marked VOID. For other accounts you may want to verify the detail with your financial institution.
3. This form must also be submitted to the ConnectionPoint (see Distribution information below) whenever your bank account number and/or financial institution change. Failure to do so could result in your payroll deposit being rejected and receipt of your pay being delayed. This form must be received at ConnectionPoint at least 10 calendar days prior to payday.
4. To access your pay cheque information on-line, connect to PAWS at <http://paws.usask.ca>, enter your NSID and password, select the "Employee" tab, and select the "My Employment" channel.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Employee ID Number \_\_\_\_\_ or SIN (Social Insurance Number) \_\_\_\_\_

Campus Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Institution \_\_\_\_\_

Branch \_\_\_\_\_

Address \_\_\_\_\_

Account Number \_\_\_\_\_

Bank ID \_\_\_\_\_ Branch ID \_\_\_\_\_

**Distribution: Forward the completed form to ConnectionPoint - Room 258, Arts Building.**

## ConnectionPoint Use Only:

Pay Frequency: Monthly <input type="checkbox"/> Hourly <input type="checkbox"/>	Processed Date: _____	Processed By: _____
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Date Received:
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