

## Check List for Ontario First Generation Bursary Application - 3 steps

1. Complete and submit the online Bursary Application: located in MyDC under the financial aid tab self service tab Start My Application section
2. Complete the Ontario First Generation Bursary Declaration Form located in MyDC under the financial aid tab self service tab FORMS section
3. Email your completed Declaration form to [studentawards@durhamcollege.ca](mailto:studentawards@durhamcollege.ca) using the following naming convention in the subject line

### **Naming convention:**

Last name\_first name\_OFGB\_student number

*Failure to use the correct naming convention will delay adjudication of the application.*

Please note, the application and declaration pages must be submitted by the deadline date to complete the adjudication process.

| Response | Percentage |
|----------|------------|
| Yes      | 75%        |
| No       | 25%        |

☐ No

## 2

## Budget

Students applying for the Ontario First Generation Bursary must demonstrate financial need. If you have applied for assistance through OSAP, your financial aid office will determine your financial need using information provided on your OSAP application.

Students not applying for OSAP must complete the budget information below for your current study period (e.g., September to April)

- Married or common-law students should indicate their total family income (after tax and other compulsory deductions) and total family expenses.

| Financial Resources and Income                                |        | Estimated Expenses |        |
|---|--------|--------------------|--------|
| Income Source   | Amount | Expense            | Amount |
| Net income from part-time work or work study                  |        | Tuition            |        |
| Spouse's income   |        | Books              |        |
| OSAP or other government student aid                          |        | Residence          |        |
| Other government income                                       |        | Rent               | /month |
| Parental Support  |        | Utilities          | /month |
| Institutional Scholarships, Fellowships, TA, and/or RA income |        | Food               | /month |
| Other income (specify)  |        | Transportation     |        |
| Other income (specify)  |        | Personal Care      |        |
| Other income (specify)  |        | Childcare          |        |
|   |        | Telephone/Internet |        |
|   |        | Vehicle            |        |
|   |        | Other (specify)    |        |
| Total Income  | \$     | Total Expenses     | \$     |
| Total Income – Total Expenses =                               |        | \$                 |        |

## Notice of Collection of Personal Information

The Ministry of Colleges and Universities (the Ministry) has provided your postsecondary institution with the funding to administer the Ontario First Generation Bursary. As a condition of this funding, your postsecondary institution is required to disclose to the Ministry your contact information (including your address and telephone number), the amount of funding you receive from the Bursary program, the date it was awarded, your study period and information related to your eligibility for the bursary. This personal information will be used by the Ministry to administer and finance the Bursary program. It will also be used to establish the minimum amount of student financial aid your postsecondary institutions are required to provide under the Student Access Guarantee (the Guarantee) and to administer and finance the Guarantee.

If you apply for OSAP assistance, the Ministry will use this personal information to update your OSAP application or award, including your declared income. In addition, the financial aid office at your postsecondary institution will use the personal information you disclose on your OSAP application form to determine your financial need as part of your eligibility for support from the Bursary program.

Administration includes: public reporting on the administration and financing of the Bursary program and the Guarantee; monitoring and auditing your postsecondary institution or its authorized agents to ensure that they are administering the Bursary program appropriately; conducting risk management, error management, audit and quality assessment activities; and conducting policy analysis, evaluation and research related to all aspects of student financial assistance. Financing includes: planning, arranging or providing funding of the Bursary program and the Guarantee.

The Ministry administers the Bursary program and the Guarantee under the authority of the *Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c. M.19*, as amended. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, P.O. Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

### Consent to the Indirect Collection and Disclosure of Personal Information

- I agree that my postsecondary institution may disclose personal information about me to the Ministry only for the purposes identified above.

**I have read and understood all parts of this section, including the notice of collection, use and disclosure of my personal information and my signature attests to my consent to the indirect collection, use and disclosure of my personal information.**

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Signature

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Date