



**Graduate Students' Association**

Local 78, Canadian Federation of Students

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# GSA EMERGENCY GRANT APPLICATION FORM

*Funded and Administered by GSA Carleton Inc.*

The Emergency Grant is designed to assist graduate students in **dire financial need due to unforeseen circumstances** (eg. fire, sickness, death) and which cannot be handled through a loan.

**Students may be awarded a grant of up to \$250.** An Emergency Grant may be awarded only once to the applicant in an academic year. Applicants must be a registered graduate student in the fiscal year of the grant application and be members of the GSA.

**Applicants must provide results of attempts to obtain financial aid from the Awards Office, the Faculty of Graduate and Post Doctoral Affairs and other sources. Information collected in application for the emergency grant will be kept strictly confidential and will only be shared within the GSA, and with university personnel as required for the processing of the application.**

NOTE: For International students, emergency funding is also available through the International Student Services Office (ISSO), 128 UC.

**TERMS AND CONDITIONS**

1. Emergency Grants may be awarded to a maximum of \$250 per student each fiscal year.
2. Emergency Grants will be awarded on a "first come, first served" basis until the budgeted fund is depleted.
3. Emergency Grants will be awarded on a case-by-case basis by the VP Finance or designate.

**THIS BOX FOR OFFICE USE ONLY:**

<b>NAME</b>		<b>EG18-</b>	
<b>CONTACT DATE</b>	<b>METHOD</b>	<b>COMMENTS</b>	
<b>DATE RECEIVED</b>	<b>REVIEWED BY OA / DATE</b>	<b>REVIEWED BY VPF / DATE</b>	<b>DECISION: YES NO</b>
<b>AMOUNT AWARDED</b>	<b>COMMENTS</b>		<b>REQUISITION #</b>

***This page to be completed by the student. Please print legibly!***

**PERSONAL INFORMATION**

SURNAME	GIVEN NAME(S)
	STUDENT #
DEPARTMENT	DEGREE PROGRAM
LOCAL STREET ADDRESS	
CITY	POSTAL CODE
PHONE	
EMAIL ADDRESS	

EXPENSES	REVENUE
<i>Estimated per semester</i>	<i>Estimated per semester</i>
Tuition Fees \$ _____	Savings \$ _____
Books & Supplies \$ _____	TA/RA/Sessional \$ _____
Rent \$ _____	Parental Aid \$ _____
Food \$ _____	Fellowships \$ _____
Clothing \$ _____	Scholarships \$ _____
Transportation \$ _____	OSAP/Other Loans \$ _____
Other Expenses \$ _____	Other Revenue \$ _____
<b>TOTAL EXPENSES \$ _____</b>	<b>TOTAL REVENUE \$ _____</b>
DETAILS OF THE EXPENSES	DETAILS OF THE FUNDING

*The following documentation must be included:*

<b>DOCUMENTATION</b>	<b>Check if Attached</b>
Applicants must provide results of attempts to obtain financial aid from the Awards Office, the Faculty of Graduate and Post Doctoral Affairs and other sources.	<input type="checkbox"/>
In the case of illness, a medical note.	<input type="checkbox"/>
In the case of a death, a funeral notice.	<input type="checkbox"/>
All other cases, any relevant documentation pertaining to the emergency.	<input type="checkbox"/>
Please explain:	

**CIRCUMSTANCES AND PROPOSED USE OF THE EMERGENCY GRANT**

*Please provide a detailed explanation*

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**I understand the terms and conditions of this emergency grant as outlined above. The information on this application and in the documentation I have provided is true and correct to the best of my knowledge and accurately reflects my situation. I understand that GSA Carleton Inc. reserves the right to request repayment of any funds disbursed under this policy and/or pursue legal action in the recovery of such funds if GSA Carleton Inc. is of the opinion that I have provided false information in this application.**

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SIGNATURE

DATE

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