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# 2017/2018 BURSARY APPLICATION

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Applicant Name: \_\_\_\_\_

Principal Instrument / Program: \_\_\_\_\_

- The **applicant** must obtain the signature of the **Principal Instrument Teacher**, except in the case of new students.
- The completed application must be submitted no later than **May 31, 2017**.
- The application may be submitted in person to the Registration Desk at 900 Johnson Street, or by email to [info@vcm.bc.ca](mailto:info@vcm.bc.ca).
- Student's account must be in good standing.
- Incomplete applications will not be considered.

## Rules and Criteria

1. Bursaries are granted on the basis of financial need.
2. **Bursaries are limited to those families whose annual household income does not exceed \$80,000. Exceptional cases may be considered (i.e. three or more siblings registered at VCM).**
3. The VCM reserves the right to verify all aspects of the applicant's financial circumstances and possible resources.
4. Successful applicants will be notified of Bursary amount by June 30, 2017. Bursary recipients are expected to have registered and made payment arrangements no later than **September 15, 2017**.
5. Bursaries are credited directly to the student's account and are not refundable. Bursaries are applied in the form of a discount against tuitions.
6. Bursaries for the academic year (September 2017 to August 2018) will be **forfeited** if the student has not registered in any courses or lessons by **September 30, 2017**.
7. The VCM may reduce or discontinue any Bursary due to student withdrawal from courses, receipt of other awards, or reduction in number of lessons and/or duration.
8. Emergency bursaries, issued outside of the standard application time period, will only be considered in cases where a student is new to the VCM (not registered in any lessons or classes in the past 24 months). Emergency bursary applications from returning students will not be considered.
9. A T4A will be issued for all bursaries over \$500 received by the student in a calendar year. We are therefore required by the Canada Revenue Agency to request the student's Social Insurance Number (SIN). If the student does not have a SIN, one must be obtained. If an applicant does not include a SIN the bursary application will not be considered.
10. Bursary recipients may be asked to contribute some of their time and talent to the VCM as volunteers. For this purpose, the student's name may be forwarded to the Volunteer Coordinator.
11. The Bursary Committee, composed of Staff and Board Members, meets in June to allocate awards for the upcoming school year.
12. Your "Thank you" notes to the Bursary Committee are appreciated and will be forwarded to Bursary donors where possible.

**Please note that bursaries are allocated on the basis of financial need.  
Students who cannot demonstrate financial need will not be considered for assistance.**

# Incomplete applications will not be considered

Student Name \_\_\_\_\_

Birthdate (yyyy/mm/dd) \_\_\_\_\_ Social Insurance Number of Student \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (Home/Cell/Work) \_\_\_\_\_

Email address \_\_\_\_\_

Parents'/Guardians' Names \_\_\_\_\_

Address, if other than above \_\_\_\_\_

Phone (Home/Cell/Work) \_\_\_\_\_

Email address \_\_\_\_\_

How many years has the student studied music? \_\_\_\_\_ How many years at the VCM? \_\_\_\_\_

Has the student received a bursary in the past?  YES  NO

Names of other family members applying for a bursary: \_\_\_\_\_

## Curriculum Information (for application year)

	Instrument/Subject	Teacher	Lesson Duration
Principal Instrument			mins.
Second Instrument			mins.
Theory			mins.
Other			mins.

Teacher's Recommendation/Notes (Principal Instrument)

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

## Statement of Income - Confidential to the Bursary Committee

Please complete the following for all sources of household income for the previous tax year, and attach a copy of the most recent Notice of Assessment for each. If the student is not living at home and is supporting him/herself **do not state parents' income.**

	Name	Occupation	Net Income as per Tax Forms filed in 2017 for 2016 Income
Father/Guardian			\$
Mother/Guardian			\$
Spouse or Partner			\$
VCM Student			\$
<b>TOTAL HOUSEHOLD INCOME:</b>			\$

Please elaborate on any circumstances that might help the Bursary Committee make a decision:

*The Bursary Committee reserves the right to request further financial information if required.*

I have read the Bursary Application in full. I agree with the conditions stated therein and that all information is accurate and complete to the best of my knowledge.

Adult Student or

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name: \_\_\_\_\_

## APPLICATION CHECKLIST

**Please ensure your application includes all of the following:**

- Social Insurance Number
- Applicant Signature
- Teacher Signature
- All relevant Notices of Assessment (for Income Tax Returns)

***You may now submit your application to the Registration Desk!***

### - FOR INTERNAL USE ONLY -

Date Received: \_\_\_\_\_

VCM estimated tuition costs: \$ \_\_\_\_\_ Recommended Bursary amount: \$ \_\_\_\_\_

\_\_\_\_\_

Bursary Committee Approval