

FACULTY, LIBRARIAN AND ARCHIVIST DEPENDENTS' TUITION SCHOLARSHIP PLAN

Terms and Eligibility Criteria

Subject to the following conditions, spouses and dependent children* of Faculty holding a **REGULAR FULL-TIME CONTINUING APPOINTMENT AND LIBRARIANS AND ARCHIVISTS HOLDING PROBATIONARY OR CONTINUING APPOINTMENTS** who have opted into the applicable benefits package are eligible to receive tuition scholarships for university courses taken for credit towards a degree (undergraduate, professional or graduate) at a recognized university, national or international, for a maximum of four years full-time or equivalent (20 full-time courses). Upgrading courses at the Faculty of Education are not eligible. Tuition scholarships are available for courses in a formal program of study leading to a degree or diploma at a community college that is a member of Colleges and Institutes Canada (<http://www.collegesinstitutes.ca/>). Non-Canadian universities must be recognized as having university standing by Western Admissions.

- 1) Spouses and/or dependent children must initially satisfy the entrance requirements of their program, and thereafter meet the academic standards as defined in Sections 2 and 3 below.
- 2) The required minimum grades for the initial awarding of scholarships under this Plan shall be:
 - a) For students completing secondary school within the previous two years, an average of 68% in their top six Grade 12U/M subjects. For students completing secondary school within the previous two years and are currently taking courses in a formal program of study leading to a degree or diploma at a community college, an average of 68% in their top six Grade 12C subjects (or equivalent if secondary school education completed elsewhere).
 - b) For mature and/or part-time students, 68% grade average in the courses taken in the last year of formal education.
 - c) For students presently enrolled in a university/college program, an average of 68% in the courses taken in the previous academic year.
 - d) For Professional programs for which grades are not given, normally the Dean of the Faculty (or equivalent) shall be asked for an assessment. To qualify, the overall assessment must equate to a minimum grade of 68% or placement in the top 50% of the class. Verification by the Dean must be in writing.
 - e) Courses taken during the summer session (May – Aug) period will be included in the average calculation for those students who did not take a full prescribed course load in the previous September to April period. Courses taken during the summer session (May – Aug) may also be used in the average calculation for those students whose average in the previous September to April period is below the required minimum average.
- 3) The required minimum academic achievement for retaining the award under this Plan shall be:
 - a) An average of 68% in the courses taken in the previous academic year.
 - b) For Professional programs for which grades are not given, normally placement in the top 50% of the class in the previous academic year. Class standing must be provided on document or certified by the Dean of the Faculty (or equivalent) in writing.
 - c) For purposes of co-op equivalence, in a program where two terms comprise the equivalent of a post-secondary year's study, two terms shall be counted for purposes of determining a student's eligibility for a scholarship. These terms shall be the terms defined by the school in question as a school year (for example, 1A and 1B; students would not be able to qualify solely on the basis of achieving the required average across the most recent two terms, for example, 1B and 2A).
- 4) **It is the responsibility of the scholarship applicant to provide evidence of eligibility. Incomplete applications will not be processed** (Note: Application for a scholarship can be made any time after the application is made available online, up to June 30, 2025. You do not have to wait until you complete your studies during the 2024-25 year to submit your application, as the average/academic standing requirement will be based on the last year of studies completed prior to the 2024-25 year (see #2 and #3 above).

A complete application consists of:

- a) Application form completed with signatures from all relevant parties – 2 pages
 - b) Official transcripts or proof of academic standing (for the last year of studies completed prior to the 2024-25 year).
Internet printouts and unofficial transcripts are not accepted. A pdf copy of the official transcript is acceptable.
- 5) The scholarship shall be tenable for university courses taken for credit towards a degree for a maximum of 4 years full-time or equivalent (20 full-time courses). For part time awards, unused credit may carry forward to give the equivalent of four years' full time scholarship.
 - 6) The value of the scholarship for a full time university/college student shall be \$6,500 for the period September 1, 2024 to August 31, 2025. The value of the scholarship for part-time undergraduate university/college students shall be one-fifth that of a full-time undergraduate university/college student times the number of courses to a maximum of \$6,500. The value of the scholarship for a part-time graduate university student shall be one-half that of a full-time graduate university student to a maximum of \$3,250.
 - 7) It is the responsibility of the applicant to notify Student Financial Services in writing of changes to enrolment resulting from a reduced course load or withdrawal. Scholarship eligibility will be reviewed and the value of the scholarship will be re-adjudicated

based on actual enrolment. Any overpayments of scholarship funding will be deducted from the next year's scholarship entitlement.

- 8) A student with a disability is eligible for a full-time scholarship if a 40% or greater course load is carried over the course of an academic year (September to April). Note: students can achieve a 40% course load by taking more courses in one term than another, as long as the net effect is 40% of a typical full-time yearly course load (5.0 courses).
- 9) Dependents of regular full-time faculty, librarian, and archivist members who died while employed at Western or during retirement from Western shall be eligible for participation in the scholarship plan. To qualify, these dependents must have been dependents at the time the member died and further, at the time of registration and over the duration of the scholarship they would have retained the status of dependents had not the former member died.
- 10) Dependents of retired faculty, librarian, and archivist members who were dependents at the time of retirement and who are still dependents at the time of registration and over the duration of the scholarship shall be eligible for participation in the scholarship plan.
- 11) If two faculty, librarians, or archivists are related to a dependent child, the dependent will be eligible for only one scholarship.
- 12) If awarded, the amount of the scholarship will be issued to the student.
For Western main campus students: The scholarship will be applied directly to the student's fee account to cover any outstanding fees. If this results in a credit on the account a refund will be issued to the student by direct deposit.

For affiliate college students: A refund will be issued in the amount of the scholarship and transferred to the affiliate college.

Non-Western students: A cheque for the amount of the scholarship will be issued to the student and mailed to the address provided on the application form. Canadian address is required to process the cheque.
- 13) Students who are not eligible for the scholarship will be notified in writing that they are not eligible (communication sent via email).
- 14) Details regarding eligibility are the personal information of the student and cannot be disclosed to a third party without the consent of the student.

***The term "dependent":**

- a) Means the person with whom the employee is cohabiting in a husband/wife relationship; for a common law or same sex spouse, the period of cohabitation must be continuous for a minimum of one year.
 - b) Means a child of an employee who is under 26 years of age at any point during the academic year in which a scholarship is to be held and who is dependent for support on such employee.† The following will be considered children of the employee:
 - Persons the employee is adopting, during the period of probation
 - Stepchildren of the employee
 - Persons to whom the employee is a biological parent or related to the employee through marriage or for whom the employee is the legal guardian
 - Children of the employee who qualified in (a) above provided such children are living with the employee
- † The age restriction of 26 years does not apply to the following:
- A child with a disability who had this condition and was insured as a dependent of the employee immediately before the age of 26
 - A full-time student (grad or mature) attending or has taken a leave of absence (maternity/paternity or medical) from a post-secondary educational institution on a continuing basis.
- c) Means part-time student, falling within the definition of dependent in (b) except for the age provision, who is certified to be a dependent by the faculty, librarian, or archivist member.

The personal information on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended. To view the complete Personal Information Collection Notice, visit the online academic calendar: www.westerncalendar.uwo.ca

Submission of completed application:

Completed applications should be submitted through the secure online DocDrop at <https://studentservices.uwo.ca/secure/oneexperience/docdrop>. You must use a pdf file format to upload your application and any supporting documentation. Please select the Employee Group Scholarships (Dependent Tuition Scholarship) document type when uploading your documents. If your dependent is not attending Western, you should upload the documents through DocDrop using your employee user id and password.

Application Deadline: June 30, 2025. This application deadline is strictly enforced.

Faculty, Librarian and Archivist Dependents' Tuition Scholarship Plan

Subject to plan conditions, spouses and dependent children of Faculty holding a regular full-time continuing appointment and Librarians and Archivists holding probationary or continuing appointments are eligible to receive tuition scholarships for courses taken for credit towards a degree or diploma. Tenable for courses taken between September 2024 and August 2025.

(Note: This application is for scholarship consideration for studies during the 2024-25 academic year only. This application is not to be used for scholarship consideration for the 2025-26 academic year).

Section A – STUDENT INFORMATION

Surname:	Given Name:
Address (Please be sure to include your full Canadian address including postal code.):	
Phone #:	Email:
Student Number (required for Western students only):	Date of Birth:
Relation to Member (circle one): Child Spouse	

I hereby certify that all information provided on this application is true in all material respects. I agree to notify Student Financial Services in writing of changes to enrolment resulting from a reduced course load or withdrawal.

Signature of Student Applicant _____ Date _____

Section B – FACULTY, LIBRARIAN, OR ARCHIVIST MEMBER CERTIFICATION

Surname	Given Name
Current Status: Full Time Emeritus Other	
Employee # (Required - application cannot be processed without this information):	Phone #:
Faculty/Department:	Email:

I hereby certify that I hold a regular, full-time continuing Faculty appointment or a Librarian or Archivist probationary or continuing appointment at the University of Western Ontario. The foregoing statements relating to the student named in Section 'A' are true in all material respects. The aforementioned student is my dependent, as defined by the scholarship plan terms and eligibility criteria.

Signature of Member _____ Date _____

Section C – STUDENT APPLICANT STATUS (check one)

Please indicate the most recent year of studies completed prior to the 2024-25 year, and submit the requested documentation with this application form (Note: We will assess your eligibility based on your last year of studies prior to the 2024-25 year):

	I have completed secondary school within the last two years, and received a minimum 68% average in my top six grade 12 U/M courses or top six grade 12C courses (if I am enrolled in a formal program of study leading to a degree or diploma at a community college) . If not attending Western, official secondary school transcript must be attached to this application.
	I have completed at least one year of university/college studies, and received a minimum 68% average in the previous academic year. If previous studies were not completed at Western, official post-secondary transcript must be attached to this application.
	I am a mature or part-time student who received a minimum 68% average in my last year of formal education. If previous studies were not completed at Western, official secondary or post-secondary transcript must be attached to this application.
	I am a student in good standing for the previous academic year in a program for which grades are not given. Official proof of academic standing must be attached.

Section D – CONFIRMATION OF REGISTRATION FOR 2024-25 YEAR (NON-Western students only)

To be completed by the Office of the Registrar at the institution the student is attending. Completion of this section is required. Your application will not be processed if not completed.

I certify that the above named student is currently registered at this University/College in the course load, program, and year indicated below. In addition, if the above named student is part time, I certify that the number of courses taken for credit is correct as indicated below.

Institution:	Program:
Year of Program 2024-2025: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Degree:
Student is: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional	
Status for 2024-2025: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time: # of full courses:_____ # of half courses:_____	
For Graduate Students only – Please specify which terms the student is registered in for 2024-2025 (please circle all that apply): <input type="checkbox"/> Fall Term <input type="checkbox"/> Winter Term <input type="checkbox"/> Spring/Summer Term	
Name of Authorized Official:	Authorized Official Title:
University Seal & Signature:	Name & Address of Post-Secondary Institution:
Date:	Contact Phone #:

WESTERN OFFICE USE ONLY		
Undergraduate/Professional/Community College Scholarship: Full Time - \$6,500 Part Time # of full courses x \$1300 = \$ # of half courses x \$650 = \$	Graduate Scholarship (to be awarded per term): Full Time - \$3,250 per term, \$6,500 maximum Part Time - \$1,625 per term, \$3,250 maximum	
Faculty, Librarian or Archivist Member Eligible: Yes No	Previously Awarded (# yrs): 1 2 3 4	2 nd Disbursal
Previous Acad. Average:	Date Disbursed	Total Scholarship Amount Awarded: \$