

International Centre

Funding Application for International Learning Experiences

Please complete this checklist to ensure your application is complete

Application Checklist

Forms:

- Completed Application Form
- Copy of Letter of Permission or Learning Agreement (If university-wide exchange student)
(If your international experience involves transferring credits back to Dalhousie from another university)

OR

- Academic Approval From
(If your international experience is part of a Dalhousie course/placement/work-term that you register for at Dalhousie, this form confirms that the item appearing on your transcript is an international experience.)

Supporting Documentation (include items that are relevant to your international experience):

- Letter of Acceptance to your international program
- Letter from Coop Work Term Employer
(if participating in paid employment, the employer must indicate your dates of employment and salary)
- Loan Documentation to Support Debt Information
(if you are applying for a bursary/needs based award, you have to document all student debt)
- Copy of your parents' most recent Income Tax Assessment
(if you have identified as a dependent student i.e. have been out of high school for 5 years or less)
- Copy of receipt or quote for your plane ticket
(if you are including a quote, the date of the quote must be indicated)

Other:

- Cover Letter (250 – 500 words) describing how this experience will benefit you personally, professionally and/or academically.
- Pre-departure Workshop: Confirmation of Completion
(This is required for all applicants. Please [register](#) to gain access to the course on Brightspace).
- Emergency Contact Form: Completion of form
(This is required for all applicants. Please register your emergency contact information online [here](#)).

Funding Application Information

Eligibility Criteria:

Students must meet the following eligibility criteria in order to be considered for an award:

- Qualify for financial assistance on the basis of need and/or have with high academic achievement (3.3 or higher)
- Be in good academic standing and have a minimum Grade Point Average (GPA) of 2.50
- Will be receiving academic degree credit for the international placement (funding will not be available for individual travel, research or data collection activities)
- Will be a full-time, degree seeking student at Dalhousie during their international placement (Students with visiting student status are not eligible)

Additional Information

- Applications **MUST** be received and fully completed prior to departure; this includes completion of the pre-departure workshop on Brightspace.
- You will be informed of your award by email to your dal.ca email account.
- Funds will be applied to your Dalhousie Student Account. If you do not have a balance owing to Dalhousie, you will be able to request a cheque for the balance of your award by contacting Student Accounts after you receive the email informing you of your award.
- Plane tickets are not considered an expense if they are purchased on points, but taxes and any related surcharges can be claimed. Only one return ticket will be considered/term.
- Please note that all personal circumstances are carefully reviewed by the International Experience Funding Committee when considering eligibility based on financial need. Students are encouraged to use the Cover Letter to detail any circumstances that can assist the committee in evaluating the file, especially if a student's particular circumstances are not clearly reflected in the standard application.

Funding for International Experiences

APPLICATION FORM

Please submit completed form and supplementary information to:
International Centre, Dalhousie University, 1246 Lemarchant Street, Halifax, NS B3H 4R2
international.centre@dal.ca
 TEL (902) 494-1566 FAX (902) 494-1751

FOR OFFICE USE ONLY

Country:	Date Application Received: Date Application Reviewed:	Amount Awarded:
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APPLICATION INFORMATION

Have you applied for International Experience Funding before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when did you apply? _____/_____ Month/Year	Did you receive funding? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state amount you received: \$ _____
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PERSONAL & CONTACT INFORMATION

Dalhousie Student Number _____ Dalhousie Email Address _____
 Last Name _____ First Name(s) _____
 (Surname/Family Name)

Citizenship Status Canadian Citizen Permanent Resident Student Visa Other Citizenship (Please specify) _____

Do you self-identify as a member of a Historically Underrepresented Population YES NO

Date of Birth _____/_____/19_____
 (dd/mm/yyyy)

S.I.N (Necessary for Award Information) _____

Current Address _____ Street Address City _____ Province Country Postal Code Telephone Number () _____	Permanent Address _____ Street Address City _____ Province Country Postal Code Telephone Number () _____
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ACADEMIC INFORMATION

Are you receiving a Tuition Waiver? Yes No

Are you a King's Student? Yes No

Do you or have you lived in Shirreff Hall? Yes No

Degree Program (*BSc, BA, etc.*) _____ Faculty: _____

Current Major/Specialization (*History, Biology, etc.*) _____

Current Year of Study _____ Cumulative GPA _____

Expected Graduation: Spring 20_____ Fall 20_____

INTERNATIONAL PROGRAM INFORMATION

Type of international experience (ie. Exchange, field trip, study abroad, co-op term, etc.):

What is the name of the host University/Business/Organization with which you will be affiliated while you are away?

Is this program administered/organized by Dalhousie?

Yes No

If Yes who is your contact at Dalhousie?

If No, please indicate the name of the institution administering your program:

In which country/countries will your program take place?

1.

2.

3.

In which city/cities will your program take place?

1.

2.

3.

When is the first day of your program/placement (IE; Classes, Work Term, etc.)?

When is the last day of your program/placement (ie; Classes, Work Term, etc.)?

What is the total number of weeks of your study/work for your program/placement?

PREVIOUS TRAVEL EXPERIENCE

Dates	Destination	Purpose of Travel

Have any of these experiences contributed to your interest in this international placement? How?

BUDGET FOR PLACEMENT

EXPENSES for international program		RESOURCES for international program	
Tuition/Program Fee	\$	Total amount of loans to be used for the placement period (CSL, Provincial, Bank, etc)	\$
Books & Supplies	\$	Total amount of Bursaries to be used for the placement period (Provincial, Dalhousie) Where are they from: _____	\$
Instruments, equipment, special clothes	\$	Non-Dal Bursaries (High School, Church, Company, etc.) Scholarships/Awards/External Funding (etc.)	\$
Medical Insurance	\$	Previous Savings from Other Sources	\$
Travel Insurance	\$	Stipends (i.e Assistantship)	\$
Inoculations	\$	Income during International Program	\$
Uninsured medical, dental and optometry costs if "independent"	\$	Spouse's contribution, if spouse is not a student	\$
Passport & Visas/Study Permits	\$	Parental Assistance (if you are a "Dependent") it is expected that your parents will be contributing to your education costs	\$
Airfare (See related notes on page 1)	\$	Miscellaneous (Family Allowance, Social Services, Canada Pension, Adult Training) \$ _____ x _____ weeks	\$
In-Country Expenses	\$	Work Term Income (If applicable)	\$
Accommodations \$ _____ x _____ weeks	\$	Other support (specify):	\$
Meals/Incidentals \$ _____ x _____ weeks	\$		\$
Utilities (basic telephone, electricity, heat, water) \$ _____ x _____ weeks	\$		\$
Local Transit \$ _____ x _____ weeks	\$		\$
Other (please specify)			
Total Expenses	\$	Total Resources	\$

Expenses (\$ _____) minus **Resources** (\$ _____) equals shortfall \$ _____

FINANCIAL INFORMATION – Optional

Please note that while this section of the application is optional, the majority of the funding programs are targeted toward students who demonstrate financial need. Students are encouraged to complete this section if they have any loans they are able to document in order to provide a complete picture of their financial needs for the funding committee.

- The International Learning Experience Funding Committee provides financial assistance to students who want to take part in an international learning experience that will appear on an academic transcript.
- Most available funding aims to help reduce barriers that students from low income families face in their desire to participate in study abroad and exchange programs. We aim to support students who have exhausted all of their resources, including loans and family contributions, but still have financial need.
- When assessing financial need we consider: family income, number of people sustained on this income, number of dependants pursuing post-secondary study, family resources for university (RESPs, savings, gifts), and extenuating circumstances that affect financial resources.

Supporting Documents Required: Submit documentation of ALL your student debt. Examples of acceptable documentation include:

- Notice of Assessment for Government Loans
- Print-outs of statements for line of credit balances, credit card balances, or outstanding balances for bank loans.

*Please note that if you have received either Canadian or Provincial Student Loans, we request that you submit documentation of both your loan amounts for the current academic year AND your total balance.

*If you are a dependent student as defined by the government student aid authorities (i.e. have been out of high school for less than 5 years), a copy of your parents' most recent Income Tax Assessment will be required.

FAMILY INFORMATION

Marital Status:

- Single Divorced
 Married Common Law

Do you have any dependents?

- Yes *How many?* _____
 No

FINANCIAL INFORMATION – PARENTAL CONTRIBUTION

Are you deemed to be financially “dependent” or “independent” of parents/guardians for loan purposes by the government student aid authority?

DEFINITION: The government student aid authority defines independent students as students who have been out of high school for 5 years or more.

- Dependent Independent

If you answered “Dependent,” please complete the following questions:

You will also be required to provide a copy of your parents' most recent Tax Assessment.

Number of Dependents in your family (including yourself):	Gross Yearly Income (Parent 1): \$	Gross Yearly Income (Parent 2): \$	Total Gross Parental Income (Both Parents): \$
Parental contribution towards your educational costs for this current academic year (NB: If applying in July, state upcoming year's contribution) \$	Are you a member of a one-parent family? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you live with your parents during the school year? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you live with your parents, How much do you pay for room and board per month? \$

FINANCIAL INFORMATION – STUDENT AID ASSESSMENT INFORMATION (CURRENT YEAR)

LOANS

IMPORTANT: Please provide documentation regarding all loans

(For example, Notice of Assessment for Government Loans, print-outs of Credit Limits and Outstanding Balance for Bank Loans, etc.)

Do you have a **Canada Student Loan** this year?

No Yes

Amount:

Do you have a **Provincial Student Loan** this year?

No Yes

Amount:

Do you have a **Bank Education Loan** this year?

No Yes

Amount:

If you do not have a student loan this year, please explain the reason:

BURSARIES

Do you have a **Provincial Student Bursary**?

No Yes

Amount:

Have you received a **Dalhousie Bursary** through the Registrar's Office or your department this academic year?

No Yes

Amount:

Date:

Are you applying for a Dalhousie Bursary through the Registrar's Office or your department for the period of your international placement?

No Yes

Amount:

If yes, when? _____

FINANCIAL INFORMATION – APPLICANT (AND SPOUSE) TOTAL DEBT STRUCTURE

IMPORTANT: Please provide documentation regarding all debt

<p>A) Accumulated government student loans (including this academic year):</p> <p>Amount:</p>	<p>B) Accumulated debts from bank, trust or finance companies:</p> <p>Amount:</p>
<p>C) Outstanding balance on credit cards (Visa, MasterCard, American Express, etc.):</p> <p>Amount:</p>	<p>D) Private Loans:</p> <p>Amount:</p> <p><i>Please provide a signed letter from the lender indicating the schedule for payments.</i></p>

Total Debt Structure (Add A, B, C & D amounts)

TOTAL Amount:

EXTENUATING CIRCUMSTANCES RELATED TO FINANCIAL NEED

Example: serious illness, sibling(s) with special needs, death of a family member, etc.

Letter of Agreement

I agree:

1. that the information contained in my International Financial Assistance Application is, to my knowledge, a true, complete and accurate statement of my financial status, and I hereby request consideration for assistance from the funds made available for this purpose by the University that all financial support received will be used to support the international experience as outlined in my bursary application;
2. to the release by Dalhousie University of information about any financial assistance that may be awarded to me as a result of this application, upon request by any federal or provincial student financial aid office;
3. that the International Centre Study Abroad & Exchange Advisor may review my academic record for the purpose of advising on international exchange, placement, and work opportunities and/or funding for same;
4. that the University may contact my sources of funding if this is judged to be necessary; subject to my being notified in advance that this is being done;
5. to submit a report to the Funding Committee on the funded international experience (see page 10 of this application for details);
6. that if, for whatever reason, I do not undertake the international experience or fail to fulfill any one of these obligations, I will repay all financial support received from the International Centre;
7. that Dalhousie University will not release copies of transcripts to or for any bursary supported student who has failed to comply with any of the above.
8. that Dalhousie University assumes no liability for any loss, injury or additional expenses which the student incurs or suffers as a result of this international experience. The Student agrees to indemnify and save harmless Dalhousie University from any loss, damage, injury or other expenses caused by the student to any third party.

I agree to all of the conditions as stated above:

Signature

Name (please print)

Date

B00_____
Dalhousie ID Number

ACADEMIC APPROVAL FORM

(To be completed by a Dalhousie Department Head and/or Academic Advisor in the event that a Letter of Permission is not required for your International Experience)

This will acknowledge that:

Student Name: _____ Student ID: _____

In the Department of: _____

Part One: Program

1) Participating in a program located in _____ which is recognized as part of their degree.

Program: _____

OR

2) Will receive academic credit for their educational experience at: _____

In the country of: _____

Part Two: Academic Record

The Dalhousie class(es) for which this student will receive academic credit is/are:

Course Number (ex. HIST 2103)	Credit Hours to be Received

Part Three: Program Dates

Please confirm the start and end dates of the program. Note that travel and personal time outside of the program dates is not eligible for funding.

Start date: _____ End date: _____

Part Three: Signature:

Approved and signed by: (Department Head or Academic Advisor)

Name: _____

Faculty/Department: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

Reporting on the Funded International Experience

The Funding Committee requires that all students receiving funding report on their international experience upon the completion of their program.

You may choose to complete this requirement by submitting one of the following:

- 1) A written piece of at least 500 words reflecting on your learning experience abroad. For example, you might choose to submit:
 - a. A focused reflection on any specific aspect of your learning experience such as an event that provided you with a learning opportunity;
 - b. An account of a theme (such as cross-cultural communication, diversity, new ways of learning, being a minority in your host country etc) that surfaced while you were abroad and how it has impacted you.
 - c. Your take on how this experience has impacted your world view.
 - d. A summary of how this experience has enhanced your academic program at Dalhousie.
- 2) A log of incidences of cultural biases in which you identified as being a “Canadian” in an international setting.
- 3) Using photographs identify a series of sites that reflect the history, culture, geography or government of your host country. Add a paragraph to each that describes why this picture defines the essential characteristics of your host country.
- 4) Complete a survey provided to you by the International Centre.