



BURSARY APPLICATION FORM ADULT (OVER 18 YEARS)

DVSA Bursaries are made possible through the generosity of community donors to ensure there are no financial obstacles to attending DVSA classes and workshops. Please apply for a bursary only if there is a financial circumstance that limits your ability to attend.

We strongly encourage those who would like to apply for a bursary to contact DVSA's Director of Development in advance of completing and submitting the application.

Bursary application guidelines and tips:

- Bursaries are available only to those who can demonstrate crucial financial or personal circumstances that limit their ability to attend DVSA.
- Each application must have a letter of reference from someone (i.e. doctor, minister, teacher, social worker, etc.) who can speak to your financial or current situation.
- Be sure to complete the application in full – complete the check list on page 2 – before submitting.
- Spots in DVSA classes fill up quickly so we suggest that applications should be submitted by the following deadlines to avoid disappointment:
 - **Fall term:** *on or before August 1*
 - **Winter term:** *on or before December 1*
 - **Spring term:** *on or before February 1*
 - **Summer term:** *on or before April 1*
- Due to demand and limited resources, DVSA can only accept **1 (one) bursary per student**, within the DVSA fiscal year (July 1st – June 30th).

Completed applications and supporting documentation should be submitted in confidence by the date above to:

Mail:

Dundas Valley School of Art
21 Ogilvie Street
Dundas, Ontario L9H 2S1
Attention: Director of Development

Fax:

Fax: 905-628-1087
Attention: Director of Development

Email:

Email: info@dvsa.ca

Bursary decisions:

You will receive an email 2-3 weeks after the final due date notifying you of the bursary decision. All bursary decisions are final unless there is new or exceptional information with applicable supporting documentation.

Please be aware that if a bursary has been awarded but the recipient(s) will be absent for multiple classes for any reason, missed classes/sessions cannot be transferred or made up in following terms. Please contact Lisa Jefferies as soon as possible at (905) 628-6357 ext. 232 or by email: lisaj@dvsa.ca if the recipient(s) will be missing more than half of all sessions.



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PLEASE ENSURE YOU HAVE READ THE *GUIDELINES AND TIPS* SECTION BEFORE COMPLETING:

PERSONAL INFORMATION OF THE PERSON APPLYING FOR THE BURSARY:

First Name:

Surname:

Date of Birth:

CONTACT INFORMATION

Email:

Home Phone:

Cell Phone:

Mailing Address:

Street:

City:

Apt/Unit #:

Province:

Postal Code:

CLASS INFORMATION – WHAT CLASS DO YOU WISH TO APPLY A BURSARY TO?

Term:

☐ Fall

☐ Winter

☐ Spring

☐ Summer

Class Code:

Class Name:

Day:

Time:

FINANCIAL INFORMATION:

Please provide a copy of the last page of your most recent income tax return (if possible):

☐ Homeowner

☐ Renting

☐ Living with Extended Family

☐ Other (ex. Community Housing)

PERSONAL STATEMENT

Is there any information you would like DVSA to know around your request for a bursary? Ex.) primary caregiver for partner and living on fixed income.

ACCOMMODATIONS

Are there any special accommodations for the student(s) who would like to come to DVSA? If YES, please explain.

CHECK LIST

Before you proceed with submitting your application, please check that the following documentation is attached:

- ☐ A reference letter from a professional familiar with your circumstances (i.e., doctor, minister, teacher, social worker, etc.) – please ensure their contact details are included in the letter.
- ☐ A copy of the final page of your previous year's tax filing (if possible).
- ☐ A copy of government issued identification.

DECLARATION

I hereby certify that the information provided on this application is, to the best of my knowledge, true and complete, and I authorize the release of the information contained herein to the appropriate Selection Committee.

I understand that if I receive a bursary the information, I have provided may be subject to verification.

Signature

Date (dd/mm/yy)

The Dundas Valley School of Art is committed to protecting personal data. The data collected from this form is for the specific purpose of awarding a bursary and will be treated confidentially.

FOR OFFICE USE ONLY:

Date Received by DVSA:				
Executive Director's Decision:	☐ Granted	☐ Declined	Date of Decision:	
Value of Bursary	\$		Value of Class:	\$
Date Applicant informed:				
Date Processed by Registrar:			Registrar's Initials:	