



## Objective

On the 15th day of April, 2013, the Federal Court of Canada issued an Order outlining the terms of settlement in the matter of *Manuge v Her Majesty The Queen, T-463-07* (the "Order"). The Order provided for the establishment of a fund, the "Bursary Fund" in the amount of \$10 million dollars to be administered by Universities Canada for the benefit of Class Members and other beneficiaries as provided for in the Order.

For more information, please visit: <https://www.veterans.gc.ca/eng/about-vac/news-media/alerts/class-action-certification>

Additional Class Members have been added as part of the settlement in the matter of *Toth v Her Majesty The Queen, T-1068-14* ("Toth").

For more information, please visit: <https://www.veterans.gc.ca/eng/help/faq/toth-settlement>

On the 4th day of January, 2022, enhancements to the benefits have been granted and are included in this document.

The Veterans Bursary Program has been established to disburse monies from the Bursary Fund.

## Number, Value and Duration of Scholarships

- There will be no more than one (1) bursary available to each Class Member. If a Class Member wishes to do so, they may select one (1) eligible individual other than themselves to apply for the bursary. As per the court direction for this settlement, if you have already successfully designated your bursary, you are no longer eligible to apply.
- An applicant may be named by more than one (1) Class Member to receive the bursary.
- These one-time bursaries are valued at \$2,500 CAD, payable to the applicant - an increase of \$1,200 CAD from previous years.
- Previous recipients of the bursary valued at \$1,300 are eligible to receive an additional \$1,200.

## Eligibility

An **eligible applicant** is a Class Member of the above noted court order **OR** a Class Member's spouse, child, grandchild, niece, nephew, son-in-law or daughter-in-law as selected by the Class Member. A Class Member's child, grandchild, niece or nephew can be a:

- biological child;
- legally adopted child;



- stepchild;
- common-law child;
- ward in legal guardianship.

The eligible applicant must have pursued their program of studies sometime over the last 5 academic years (September 2017 to August 2022).

**If a Class Member is deceased**, a deceased Class Member's representative is the individual identified as the official representative of the estate of the deceased Class Member through the official declaration process established in the settlement payment process. Information regarding the declaration process can be obtained by contacting Universities Canada.

#### **Eligible institutions**

- An eligible institution is an institution in Canada including CÉGEPs, Career Colleges and Vocational/Technical Schools listed in the Directory of Universities, Colleges and Schools in the Provinces and Territories of [Canada of the Canadian Information Centre for International Credentials](#) (CICIC).

## Field of Study / Program Requirements

- Studies must be at the post-secondary level and applicable towards a degree program (e.g. bachelor's, master's or doctorate), a professional degree program (e.g. education, law, medicine), a diploma/CEGEP program or a certificate program.
- The applicant may be entering the first year, already enrolled or enrolled in post-secondary studies in the past five (5) academic years, in part-time or full-time studies.
- Studies may be on-site, by correspondence, distance education or online.
- There are no restrictions on the field of study or discipline.

For clarification, an eligible program is:

- a qualified educational program as defined by Canada Revenue Agency. It must run for at least three consecutive weeks and requires the applicant to spend at least ten hours a week throughout its duration on course work (including lecture time, practical training, laboratory work, research, and work assignments);

**OR**

- a specified educational program as defined by Canada Revenue Agency. It must require the applicant to spend not less than 12 hours per month on course work (including lecture time, practical training, laboratory work, research, and work assignments).

## Conditions / Restrictions

- If an application for a bursary is deemed ineligible for payment for any reason, the Class Member will be able to either:



a) appoint a new applicant, provided the program requirements are met,

**OR**

b) re-apply in subsequent years.

## Administrator

Scholarship Partners Canada, a division of Universities Canada, administers the bursary program as outlined in the Court Order noted above. Universities Canada's mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries. Universities Canada is associated with leading firms in nearly every sector of the economy through its provision of scholarship services and management of more than 130 different scholarship programs on behalf of corporations, government agencies and private foundations throughout North America. For additional information, please visit [www.univcan.ca](http://www.univcan.ca).

## Selection Process

All decisions made by Universities Canada with respect to the administration of the Bursary Fund shall be final.

## Successful Applicants

Once approved, Universities Canada will forward payment of the bursary to the applicant by electronic fund transfer (EFT).

## Payment

- Once those who apply for a bursary have completed the bursary process online, have sent the required documentation to Universities Canada, and have met the requirements of the bursary program as outlined in the program guidelines, they should receive their payment within eight weeks.
- Universities Canada will forward payment of the bursary by electronic fund transfer (EFT) to the bank account provided by the applicant.
- It is the applicant's responsibility to ensure that payment of tuition fees is made within the defined timeframe set by the educational institution regardless of the timing of the bursary payment.
- Bursary recipients will receive a T4A form from Universities Canada showing the full amount of the bursary paid to them during a calendar year.



## Application Process

### Online Application

1. Submit an online application by visiting <https://portal.scholarshippartners.ca/welcome/en-veteran/>.
2. Class Members must login using their Service Number and Password.
3. Class Members must designate an eligible applicant or apply for the bursary themselves.
4. Applicants must complete the application process as instructed online. As part of the process, they will be required to provide a valid email address.
5. If designating someone else for the bursary, the applicant and the Class Member must each have a unique email address.
6. It is the applicant's responsibility to ensure that all supporting documents have been received and accepted. This can be done through the online portal.
7. An application, including all supporting documentation, must be submitted to Universities Canada no later than the application deadline of June 30, 2022.

### February 8, 2022: Program Launch Day - program is open for applications:

- Class Members are notified of the launch. Class Members are encouraged to login to their online account at <https://portal.scholarshippartners.ca/welcome/en-veteran/> to verify their password and contact information as well as review the program guidelines for the year they will apply.
- Class Members will login to their online account and assign (if applicable) the bursary to the applicant. The applicant assigned by the Class Member will receive an email at the email address provided with instructions to complete the application.

### Before June 30, 2022

- The applicant must complete their application by sending in all required supporting documentation, as described in the Supporting Documentation section. It is the applicant's responsibility to review their online account to ensure that all supporting documents have been received and accepted at <https://portal.scholarshippartners.ca/welcome/en-veteran/>.

### Within two weeks after the documentation is sent

- The applicant must review their online account to ensure that all supporting documents have been received and accepted at <https://portal.scholarshippartners.ca/welcome/en-veteran/>.

### Once all documentation is received and accepted

- The application is reviewed for eligibility by Universities Canada.

### Once the application is approved

- Universities Canada issues the bursary payment to the applicant by electronic fund transfer (EFT).

## Supporting Documentation

As part of this application, the supporting documentation described below is required. If any of these documents are not received and accepted, your application will be considered incomplete and will not be evaluated.

**Supporting documents must be received by Universities Canada on or before June 30, 2022.**



Documents may be uploaded through submitting an online application or sent directly to the address below.

**Proof of Registration**

Please provide proof of registration (tuition invoice, timetable or letter from the Registrar's Office) confirming that you are currently registered as a full-time or a part-time student, in an eligible program at an eligible institution which you have (or will be) attending at any time between September 1, 2017 and August 31, 2022. Documentation must include your name, student number, school name and/or logo and indicate the dates of enrollment.

Documentation originating from the academic institution (i.e. the Registrar) or from a student web account will be accepted, provided that the documentation also includes the URL from which the webpage originated.

**SIN Form**

Please complete the **Social Insurance Number (SIN) form**. Your SIN is required for issuance of a T4A form at the end of the tax year.

**Banking Information**

A void cheque or account information provided by the financial institution must be in the student's name. (Canadian bank accounts only).

**Documents must be uploaded by submitting an online application or sent directly to the email address below by 1:00 PM EST June 30, 2022.**

**PLEASE NOTE: If any of the requirements noted above are not met, the application will be considered incomplete. Deadline extensions will not be granted.**

Contact Us

**Scholarship  
Partners Canada.**  
**Partenaires en bourses  
d'études Canada.**

Scholarship Partners Canada  
Ref: Veterans Bursary Program  
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Ottawa ON K1R 1B1

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Toll free: 1-855-260-8005  
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