GUIDELINES

The **Veterans Bursary Program** provides financial assistance to eligible Class Members and their eligible beneficiaries through funds established by Federal Court orders arising from the *Manuge v. Her Majesty The Queen (T-463-07)* and *Toth V. Her Majesty The Queen (T-1068-14)* class-action settlements.

The program was originally established following the settlement of *Manuge v. Her Majesty The Queen (T-463-07)***.** On April 15, 2013, the Federal Court of Canada issued an Order for the establishment of a $10 million fund to be administered by Universities Canada for the benefit of Class Members and other beneficiaries as provided for in the Order.

Additional funding was later provided through *Toth v. Her Majesty The Queen (T-1068-14)*. On January 6, 2021, the Federal Court authorized residual settlement funds to be directed to the Bursary Fund. A total of $2,813,876.82 was allocated to the Fund.

Applicants must be eligible Class Members or their eligible beneficiaries of the *Manuge v. Her Majesty The Queen (T-463-07)* and/or *Toth v. Her Majesty The Queen (T-1068-14)* settlements and must also meet the program's other eligibility requirements as outlined below. Questions about whether an individual is a Class Member or beneficiary under either settlement should be directed to the applicable Class Counsel.

For more information, please visit the websites below:
Manuge v. Her Majesty The Queen (T-463-07):
https://www.mcinnescooper.com/services/sisip-ltd-class-action/
Toth v. Her Majesty The Queen (T-1068-14):
https://gowlingwlg.com/en/ca/toth-v-her-majesty-the-queen-class-action/
Veterans Affairs:
https://www.veterans.gc.ca/en/education-and-jobs/go-back-school/veterans-bursary-program

Here's what you need to know.

NUMBER, VALUE, AND DURATION OF BURSARY

Bursaries are valued at $2,500 CAD and are available to eligible students for one academic year. A Class Member may designate multiple eligible family members to receive a bursary. Each designated family member may receive **one bursary per Class Member who designates them.** An individual may receive more than one bursary if they are designated by more than one eligible Class Member.

ELIGIBILITY

To be eligible, an applicant must be either:

- a **Class Member** of one of the eligible court orders identified above; or
- an eligible family member designated by the Class Member, including spouse, child, grandchild, niece, nephew, son-in-law, or daughter-in-law, designated by the Class Member.

For the purposes of the program, children, grandchildren, nieces, and nephews may be biological, legally adopted family members, stepchildren, common-law children, or individuals under legal guardianship, where permitted under the applicable court order.

Applicants must also:

- be currently pursuing post-secondary studies; or
- be fully registered to begin or continue post-secondary studies in the upcoming academic year; or
- have completed eligible post-secondary studies at any time in the last 5 years (Fall 2021 or thereafter).

If a Class Member is deceased

If a Class Member is deceased, the Class Member's estate representative may designate an applicant provided the representative has completed the declaration required under the settlement process. For more information about completing the declaration, please contact Scholarship Partners Canada using the contact information provided at the end of these guidelines.

Eligible Institutions

Studies must be undertaken at a Canadian post-secondary institution that has recognized degree or diploma-granting powers, or their affiliates (e.g., universities, colleges and CEGEPs offering recognized technical diploma studies).

Applicants may consult the Canadian Information Centre for International Credentials (CICIC) to confirm if an institution qualifies.

FIELDS OF STUDY PROGRAM REQUIREMENTS

- The study program must meet the requirements of either a **qualified educational program** or a **specified educational program:**
- A qualified educational program runs for at least three consecutive weeks and requires a minimum of ten (10) hours of coursework per week (including lectures, practical training, laboratory, work, research and work assignments).

- A specified educational program requires a minimum of twelve (12) hours of coursework per month (including lectures, practical training, laboratory work, research and/or work assignments).
- Programs of study leading to a degree, professional degree, diploma/Cégep, or certificate are accepted. Secondary school studies are not eligible.
- Studies can be on-site, by correspondence, distance education, or online.
- There are no restrictions on the field or discipline of study.

CONDITIONS/RESTRICTIONS

The Veterans Bursary Program will be offered only while funding remains available. Once the Bursary Fund has been exhausted, no further bursaries can be awarded.
The following restrictions apply:

- Class Members who have successfully applied and received the bursary for their own studies in the past cannot reapply for themselves.
- A recipient who has previously received the bursary through a particular Class Member may not be designated again by that same Class Member.
- An individual may be designated by more than one Class Member and, in such cases, may receive one bursary from each Class Member who independently designates them.
- If a designated applicant is deemed ineligible for payment, the Class Member may:
  - designate another eligible applicant, provided the program requirements are met and the program remains open; **OR**
  - Submit a designation in a future program year, provided funding remains available.

HOW TO APPLY?

Class Member Designation

To apply for the Veterans Bursary Program, a Class Member must designate an eligible individual by **1:00 p.m. ET on Tuesday, August 3, 2027.**

Designations may be submitted:
Through the online portal at https://portal.scholarshippartners.ca/welcome/en-veteran/ or by email to veterans@univcan.ca.

The Class Member must provide the following information for everyone they wish to designate:

- Class Member name and Service Number;
- name of the individual being designated;
- relationship of the designated individual to the Class Member;
- the email address of the designated individual; and
- the name of the post-secondary institution and academic years of attendance, as applicable, to support confirmation of eligibility.

Each designated individual must have their own email address.

Once a designation has been submitted, the designated individual will receive an email with instructions inviting them to complete the bursary application.

Designations received after the deadline will not be accepted.

Application by the Designated Individual

Individuals who are designated for the scholarship by a Class Member will receive an e-mail from awards@univcan.ca inviting them to complete the online bursary application.

Applicants should check their junk or spam folders if they do not see the email in their inbox.

Completed applications and all supporting documentation must be submitted no later than 1:00 p.m. ET on Tuesday, August 31, 2027.

Applications will not be accepted after the deadline.

Required Documents:

To complete the application, the designated individual must provide the following:

- **Proof of registration or enrolment**: This can be a tuition invoice, class timetable, list of registered courses, transcript or a letter from the Registrar's Office. It must confirm that the student was enrolled, either full-time or part-time, in an eligible program at an eligible institution at any time within the last five years (from Fall 2021 onward). The document must include:
  - The student's name
  - Student number
  - School name and/or logo
  - Dates of enrollment
- **Banking Information**: Bursaries are paid by direct deposit. Applicants must provide a void cheque or direct deposit form. Banking information must be in the student's name.
- **Social Insurance Number**: This is required to issue a T4A tax form to the applicant in the calendar year following payment of the bursary.

Detailed instructions are provided in the application. Applicants are responsible for reviewing the instructions carefully and ensuring that all required information and documentation are submitted by the deadline.

If documentation is incomplete, missing, or does not meet program requirements, applicants may be asked to submit revised documentation before the application deadline. Applications must be complete to be evaluated, and deadline extensions will not be granted.

Universities Canada reserves the right to request additional documentation at any time to verify the information provided in support of an application.

For privacy reasons, we strongly discourage sending sensitive personal information by email. All required documents and personal information should be submitted through the online application.

EVALUATION, NOTIFICATION AND PAYMENT

Applications are assessed based on the information provided.

- Applications that meet all eligibility and program requirements outlined in these guidelines will be approved.
- Confirmation of the bursary will be provided within one month of submission of a complete application.
- Approved bursaries will be paid directly to students by electronic funds transfer (EFT) within one month of approval.
- Students remain responsible for ensuring tuition and other educational expenses are paid by the applicable institutional deadlines, as bursary payments may be deposited after the tuition payment deadline.

Communication with Applicants

Universities Canada communicates with applicants through the online application portal and by email. Applicants are responsible for ensuring that their contact information remains current and for notifying us of any changes.

To ensure that program communications are received, please add awards@univcan.ca and veterans@univcan.ca to your safe senders list.

SPC, a division of Universities Canada, has been entrusted with the administration of the bursary program. We administer over 140 scholarship programs for corporations, government agencies, and private foundations in North America and are affiliated with top companies in almost every sector of the economy. For more details, please visit www.univcan.ca.

SCHOLARSHIP PARTNERS CANADA
Ref: Veterans Bursary Program
1610-350 Albert Street Ottawa ON K1R 1A4
Tel.: 613-566-7025 **Toll free:** 1-855-260-8005
E-mail: veterans@univcan.ca