

To see the complete policy, please refer to www.workingatmcmaster.ca

Instructions for completing the application:

- 1) Complete and sign this form
- 2) A separate application must be made for each academic session
- 3) Send completed form, along with any documentation requested to:

Bursary
Gilmour Hall, 304

- 4) Incomplete forms will be returned to the employee without being processed.

Eligibility of Employee:

Please refer to complete policy (www.workingatmcmaster.ca) if eligibility is in question or contact Human Resources at ext 24554.

The bursary programme is available to the spouse and dependents of:

1. All full-time faculty and continuing part-time faculty with at least half-time appointments who have completed *three years continuous service to the University*.
2. Clinical faculty who hold full-time or continuing part-time appointments may be eligible for this benefit providing that they have held the appointment for three continuous years, that they carry a teaching load equivalent to nine (9) units of undergraduate teaching per year. The appointment must be confirmed by the Dean's office.
3. All staff paid by bank deposit who are employed either on a continuing basis or on a contractually limited basis and who work at least one-half the normal full-time hours and who have completed *three years continuous service to the University*.
4. Retired or deceased faculty and salaried staff who met eligibility criteria at the time of retirement or death.
5. Employees of a bargaining unit when a collective agreement specifically extends the policy to members.

Eligibility requirements of Student:

Age at the start

of Academic Session

Eligible Student

Up to & including 20 years

Full-time or Part-time student

21-24 years inclusive

Full Time only (should the status drop from full time to part time, the student will be responsible for the full amount of the fees).

25 years +

No benefit unless the student qualifies as a dependent due to disability

Definition of Full Time Student

Minimum 24 units in the Fall/Winter Term (Sept-Apr)

Minimum 6 units in the Spring/Summer Term (May-Aug)

Full time students attending another University can receive a bursary for courses taken **at McMaster** during the Spring/Summer term provided all other eligibility requirements are met.

Benefit:

Bursaries are applied according to the specified fee structure. To see the current rates and maximums in effect, please go to www.workingatmcmaster.ca. The Benefit is applied to tuition fees only. All supplementary charges as well as any balance of tuition is the responsibility of the student.

Bursaries will be reported as income for the student receiving the bursary.