

**LAW FOUNDATION OF BRITISH COLUMBIA
DIVERSITY ACCESS GRANTS
FACULTY OF LAW, UNIVERSITY OF VICTORIA
INTERIM GUIDELINES FOR APPLICATIONS¹**

ACADEMIC YEAR 2011/12 (SEPTEMBER 1, 2011 TO APRIL 30, 2012)

I. PROGRAM OBJECTIVES

1. The purpose of the Law Foundation of BC Diversity Access Grants Program is to promote more equitable access to legal education and alleviate economic disadvantage. The grants will be awarded to help meet the extraordinary needs or expenses of law students in financial need, and in particular those students in the following categories: students with physical, mental or learning disabilities; Indigenous students; students with family care responsibilities; and students from a disadvantaged socio-economic background.
2. These grants are separate from and supplementary to the Faculty's Bursary Program. Amounts awarded will be paid directly to the recipients.

II. ELIGIBILITY REQUIREMENTS

To be eligible for a Law Foundation Diversity Access Grant, an applicant must establish:

- current or incoming status as a student in the JD program at the Faculty of Law, University of Victoria;
- financial need; and
- extraordinary or emergency needs or expenses incurred during or in relation to the 2011-12 academic year (see "Part V Selection Criteria" for examples)

In addition, and subject to an overriding discretion of the Financial Aid Committee to consider applications from other students with special circumstances, an applicant must also establish membership in one of more of the following groups:

- students with physical, mental health, or learning disabilities;
- Indigenous students;
- students with family care responsibilities; or
- students from a disadvantaged socio-economic background.

¹ These guidelines apply to the 2011-12 Diversity Access Grant Program but are subject to change for subsequent academic sessions. Policy development for full implementation of the Program remains in progress.

III. DIVERSITY ACCESS GRANT AMOUNTS

Funds available for Diversity Access Grants are limited and demand is expected to exceed the amount of funding available. Accordingly, depending on the nature of the expense claimed, successful applicants can generally expect to receive only partial reimbursement.

Maximum amounts that can be awarded for particular kinds of expenses, or to any individual applicant during the 2011-12 Program, may be established.

The amount of funding that is reasonably available to students through other sources, including through student insurance programs, will be taken into account in assessing the amount of any grant awarded to a successful applicant.

IV. SELECTION CYCLE

Applications will be accepted on an ongoing basis for expenditures incurred or to be incurred during or in relation to the 2011-12 academic year (September 1 2011 to April 30, 2012).

Extraordinary expenses identified on an application for a Faculty of Law bursary may be considered for funding through a Diversity Access Grant.

V. SELECTION CRITERIA

A. Current or Incoming Law Student Status

For the 2011-12 Diversity Access Grants Program, applicants must be registered in the JD program of study at the Faculty of Law during the 2011-12 academic year. This includes registration in the Law Co-op program during a study or a work term or registration in an exchange program that has been approved by the Associate Dean, Academic and Student Relations.

For greater certainty, students who are visiting away from the Faculty or who are stopping out from their studies are not eligible to receive a Diversity Access Grant during the time that they are away from the Faculty.

B. Financial Need

Applicants for Diversity Access Grants must be assessed as being in financial need at the time that the application for a grant is made. Financial need for this purpose will be assessed in accordance with the criteria used in the Faculty's general bursary program.

All applicants must provide current information about their financial circumstances in the form described in Part VII (Application Procedures).

Students who qualified to receive a Faculty of Law bursary during the current (2011-12) Law bursary application cycle will be deemed to be in financial need for the purposes of a Diversity Access Grant application, unless their financial circumstances have changed.

Students who did not apply for a Faculty of Law Bursary during the current (2011-12) Law bursary application cycle, or who applied unsuccessfully, may apply for a Diversity Access Grant, but must demonstrate current financial need.

C. Extraordinary Needs or Expenses

Diversity Access Grants are intended to assist eligible students in meeting extraordinary needs or expenses. Grants awarded in the 2011-12 Diversity Access Grants Program must be incurred during or in relation to the 2011-12 academic year (September 1, 2011 to April 30, 2012).

Examples of expenses that may be eligible for grant assistance include, but are not necessarily limited to the following:

- travel for family emergency or family responsibilities and support
- travel to attend to cultural or community obligations
- medical, dental or vision care expenses for the applicant or dependants
- expenses incurred to enable participation in academic, community service, student governance, career development, or networking activities pertaining to the Faculty of Law (e.g. childcare costs to enable participation in academic activities or in Faculty of Law events)
- expenses related to accommodation of a disability or medical condition.
- other expenses of similar kinds to those listed above.

D. Fit with Program Objectives

Each application will be evaluated on the extent to which it contributes to the objectives of the Law Foundation Diversity Access Grants Program by promoting more equitable access to legal education and alleviating economic disadvantage for students in financial need, and particularly for those students who are members of one or more of the designated funding groups (students with physical, mental health, or learning disabilities; Indigenous students; students with family care responsibilities; or students from a disadvantaged socio-economic background).

VI. DOCUMENTATION

A Diversity Access Grant may be awarded either prior or subsequent to an eligible expense being incurred by an applicant. Satisfactory documentation of the expense must be provided in all cases, although the nature of the documentation required will vary depending on the kind of the expense claimed.

Where an application is made for an eligible expense incurred prior to the application, satisfactory proof of the expenditure (original receipts, boarding passes, etc.) must ordinarily be provided at the time of the application. Failure to provide such documentation will delay or preclude consideration of the application.

Where a grant is been awarded in advance of an eligible expense being incurred, satisfactory proof of the expenditure (original receipts, boarding passes, etc.) must be provided within a reasonable time after the grant has been paid. **Failure to provide such documentation may result in revocation of the grant and a requirement to repay the amount that was awarded to the Faculty of Law.**

VII APPLICATION PROCEDURES

Applicants must complete and sign the application attached to these Guidelines and must provide such further information as the Financial Aid Committee may require.

VIII RECEIPT OF AWARD

A letter will be sent to all applicants, indicating as to whether they were successful in their application. The letter will also specify how successful applicants will receive their cheques for the Law Foundation Diversity Access Grant. In addition, in cases where the grant is awarded prior to the expense being incurred, the letter will set out the requirements for documentation of the expense.

IX ASSESSMENT AND USE OF INFORMATION

Information provided by applicants will be assessed by the Financial Aid Officer of the Faculty of Law and by members of the Financial Aid Committee. Information will be treated in confidence, but may be used for the purpose of compiling statistical information, reports, and research in ways that do not identify the applicant or release personal information.

X. QUESTIONS

Questions about the BC Law Foundation Diversity Access Grants Program, these Guidelines, or the application process can be directed to:

Robin Dirks, Financial Aid Officer
Room 118, Faculty of Law
University of Victoria
Telephone: 250-721-8155 Fax: 250 721 6390
Email: lawfao@uvic.ca

**The Law Foundation of British Columbia Diversity Access Grants
Faculty of Law, University of Victoria
2011-12 APPLICATION FORM**

To apply for a Diversity Access Grant, complete this application form and submit it, with all required attachments, to:

Robin Dirks, Financial Aid Officer
Room 118, Faculty of Law
University of Victoria
Telephone: 250-721-8155; Fax: 250 721 6390
Email: lawfao@uvic.ca

Student Name: _____

Student Number: V00 _____

Year In JD Program (circle correct response): **First** **Second** **Third**

E-mail Address: _____

Phone # _____

Mailing Address (current): _____

Mailing Address (permanent): _____

1. Description of Extraordinary or Emergency Expense Claimed

Attach to this application form a letter that sets out the following information:

- a) a description of the extraordinary circumstances and expenses for which you are seeking funding;
- b) the amount of the incurred or anticipated expenses claimed;
- c) the dates during which the expenses were or are estimated to be incurred; and
- d) an explanation of how the expenses claimed fit with the Program Objectives of the Diversity Access Grants, as described in Part V(d) of the Application Guidelines. Include in this section reference to whether or not you are a member of one or more of the designated funding groups (students with physical, mental health, or learning disabilities; Indigenous students; students with family care responsibilities; or students from a disadvantaged socio-economic background).

2. Supporting Documentation

Attach to your application as much supporting documentation as possible to document the costs or expenses incurred or anticipated (e.g. receipts, invoices, quotes, etc.)

3. Financial Need

Check the appropriate box: Box 1 I applied for and received a Law bursary in 2011-12.
 Box 2 I applied unsuccessfully for a Law bursary in 2011-12.
 Box 3 I did not apply for a Law bursary in 2011-12.

(b) If you checked Box 1, your application for a Diversity Access Grant will be assessed on the basis of the application you submitted to the Faculty of Law Bursary Program. However, if your financial circumstances have significantly changed since that time (apart from your receipt of a Faculty of Law or a University of Victoria bursary) you must provide updated financial information by completing the Statement of Financial Information that appears on the next page of this application form.

(c) If you checked Box 2 or 3, complete the Statement of Financial Information that appears on the next page of this application form.

4. Applicant's Declaration:

You must complete the declaration set out in on the last page of this application form, sign and date it, and return it, along with your application, to: Robin Dirks, Financial Aid Officer, Room 118, Faculty of Law. Questions may be directed to Ms. Dirks at: lawfao@uvic.ca, telephone: 250 721-8155.

STATEMENT OF FINANCIAL INFORMATION

If you applied for and received a Law Bursary for the current academic year, you are not required to complete this section unless your financial circumstances have significantly changed (apart from the receipt of a Law or University of Victoria bursary). Students who did not apply for or who applied but did not receive a Law Bursary must complete this section.

A. EXPENSES

1. Living expense category for the academic term Sept-Apr. *[please check one]*:

<input type="checkbox"/> Single-away from home (i.e. not with parents)	<input type="checkbox"/> Living with partner
<input type="checkbox"/> Single-living at home (i.e. with parents)	<input type="checkbox"/> Single parent

2. Is your living expense category the same for the period from May-Aug? _____
3. Number of dependent children under the age of 19 (if 0, go to question 6) _____
4. If you have dependent children, how much will you have to pay during the academic year in:

Child support payments	_____
Total daycare and/or babysitting costs	_____
5. If you have dependent children, how much will you receive in:

Child support payments	_____
Childcare subsidies/child tax benefits	_____
6. If you are a new, incoming student to UVic Law, state where you moved from and list your moving costs _____

7. If you are a continuing student in UVic Law, list the amount of return travel costs incurred to earn income during the summer outside of Victoria. _____

8. In summer, did you pay a coop work term fee? _____
9. If you have a partner, are they a student? _____
10. If yes, what are your partner's tuition and student fees for the academic year? _____
11. If yes, what program of study is your partner enrolled in? Is it full or part time? _____

B. RESOURCES AND ASSETS

Pre-study period income

Provide information on your employment for the 4 month period from May1st to August 1st, actual or expected, using projected figures as necessary. "Employment" includes self-employment or the operation of a business.

1. Pre-Study period Net Income (from all sources): _____
2. Number of Weeks Employed (if less than 14 weeks provide explanation): _____

3. Savings from all summer employment: _____

Partner's Employment and/or Studies

4. Partner's pre-study period net income: _____
5. Partners study period net income: _____
6. If partner is not employed full time, please state why (or add any pertinent further details): _____

Government Student Loans:

1. Did you receive a government student loan for this period of academic study? Y or N
2. If yes: Student Loan amount: _____
3. If yes: Which province did you apply under: _____
4. If no: Please provide an explanation as to why you did not apply for, are ineligible, or are not receiving a government student loan: _____

Declaration of Assets

List any assets that you own solely or in conjunction with others (e.g. other vehicles, homes or other real estate, bank accounts, savings and investments such as GICs RRSPs stocks bonds etc). Do not list appliances, furniture, or personal effects. Do not list anticipated savings from summer employment listed under question #B3.

1. Vehicle model/make/year (for any vehicle that you own, lease, or use on a regular basis):

2. Current market value of vehicle: _____

3. Home market value: _____

4. Home equity: _____

5. Type of Asset: _____

6. Equity: _____

7. Type of Asset: _____

8. Equity: _____

9. Explain why any of the above assets, including any motor vehicle with a market value exceeding \$5000, should not be sold, liquidated, or refinanced to meet your needs: _____

Additional Resources:

10. Please list all scholarships, prizes and awards that you have been awarded since May 1st. This may include awards for your academic performance in the previous academic year or awards for the upcoming academic year:

11. Total amount of Contributions/Gifts from Parent/Guardian/Other family members:

12. Total of all Contributions/Sponsorships from Band or Community (eg include payments for tuition and books, monthly or other support payments, etc.):

13. Contributions/sponsorships from Employers or Others (eg include any amounts provided by a summer employer in relation to your tuition and books):

14. Social assistance payments or workers compensation payments: _____

15. GST rebates: _____

16. Identify any other sums to which you will have access to or will be receiving, specifying the amount and the source (eg income tax rebates, orphan's benefits, etc.):

APPLICANT'S DECLARATION

Read carefully and check each box to complete the required declaration. Please note that your application will be considered incomplete without your signature.

- I have answered all questions applicable to me on this form in a forthcoming manner and all the information is, to the best of my knowledge, complete and true in every respect.
- I understand that to knowingly provide false or misleading information would be a serious breach of my ethical obligations and may lead to disenfranchisement from current and future bursary assistance.
- I will provide updated information if pertinent circumstances change.
- I understand that the information given in this form will be reviewed by those involved in the BC Law Foundation Diversity Access Grants decision-making process and I consent to the use of the information I have provided for that purpose as well as for the purpose of compiling statistical information, reports, and research.

Signed: _____ **Date:** _____