



**Social Sciences Field Course Student Support Fund
GUIDELINES and APPLICATION
2017-2018 (Pilot)**

Program Objectives

The Social Sciences Field Course Student Support Fund has been developed to enhance students' access to experiential learning opportunities. The intent of this fund is to defray some of the supplementary costs (not tuition fees) of Social Sciences field courses for students with financial need. This is a pilot for 2017-2018. Students can receive support from this fund a maximum of once per academic year.

Field Course Definition

A field course is an applied course of study that takes place outside the classroom, usually off campus. It is typically delivered within a compressed time-frame.

Eligibility Requirements

- Declared major in Social Sciences
- Demonstrated financial need
- Good academic standing with a minimum sessional GPA of 5.0
- Not yet received support from this fund for this academic year.

Evaluation Criteria and Process

Applications will be evaluated by the Social Sciences Associate Dean, Undergraduate Studies and the Social Sciences Community Engaged Learning Coordinator who will make recommendations to the Dean. The amount of costs covered will depend on the number of applicants and the cost of the field course.

Criteria for evaluation are: 1) financial need (75%); and 2) contribution of the field course to the student's academic and career goals (25%). Included within the second criteria will be special

consideration for students for whom this is their first field course experience.

Social Sciences field course fees range from \$300-\$4500. To maximize the number of students who benefit from this fund, fewer awards will be allocated to students who are submitting this application for a field course with high-range supplementary costs.

Students will be notified of the outcome of their application two weeks after the submission deadline. Funds will be applied directly to the cost of field course fees through the applicant's department.

Application Submission Dates

Applications for this fund will be received within the following periods:

- 1) **Opens February 7th and closes February 15th** for field courses in the Summer Session;
- 2) **Opens May 16th and closes May 24th** for field courses in the Winter Session (First and Second Term).

Application Instructions

Applicants must complete all sections on the application form. Applications and all requested attachments must be submitted by email to Rhianna Nagel, Social Sciences Community Engaged Learning Coordinator, sosccel@uvic.ca, 250-472-5667. Late applications will not be accepted.

Contact Information

Direct all inquiries related to this fund to Rhianna Nagel, Social Sciences Community Engaged Learning Coordinator, sosccel@uvic.ca, 250-472-5667.

Section 1: Applicant Information

Student name	
Student number	V00
Email	
Department/Major(s)	
Field course number & title	
Instructor's name	
Field course dates	
Field course fee	
Field course travel costs (If not included in Field course fee)	
Have you already received funding from this program for 2017-18?	

Section 2: Contribution of Field Course to Your Academic and Career Goals

Briefly respond to the following fields/questions. Point form is acceptable.

How do you expect this experience to impact your learning? What do you hope to achieve through this experience?

How does this field course complement your study program?

Is this the first Field Course that you will take in your current undergraduate studies? Yes No

How does this field course contribute towards your academic and employment goals?

In which ways do you expect this field course will prepare you to become a more informed, responsible, effective citizen and professional in a changing social/ecological/economic environment?

Section 3: Confirmation of Financial Need

Please confirm your need of financial assistance for this field course - **Fill in Questions 3.1, 3.2 (Part A OR Part B), and 3.3.**

3.1 Family Situation

Marital Status: Single Married Common-Law Separated Divorced

Is your spouse a UVic Student? Yes No Spouse's name: _____

Number of dependent children living with you: _____

3.2 Description of Financial Need (Complete Part A OR Part B)

PART A - Table

Education Expenses		Education Resources	
Tuition and Fees		Savings	
Books		Awards (Scholarships & Bursaries)	
Supplies & other expenses		Fellowships/Research Grants	
Thesis/Dissertation binding		Student Loan & Grant (<i>attach assessment</i>)	
Education Expenses (A)		Total Education Resources (C)	
Monthly Expenses		Monthly Income	
Housing (rent or mortgage)		Part-time earnings	
Food		Work-study or Co-op earnings	
Utilities		Assistantships (RA & TA)	
Household (laundry, cleaning)		Sponsorship	
Transportation		Orphan's Benefit/ CPP	
Entertainment		Net Spouse's Income (all sources)	
Medical/Dental/Optical (prorate insurance)		Financial Support from family	
Child Care Costs (after subsidy)		Spousal/child support	
Other (Please specify)		Other (Please specify)	
Living Expenses (B)		Living Resources (D)	
Total Expenses (A) + (B) =		Total Resources (C) + (D) =	
Total Expenses (A) + (B) minus Total Resources (C) + (D) = Financial Need			\$

PART B - Narrative

Write a brief paragraph that demonstrates your financial need for this field course. This paragraph should reflect on the categories found in the table to support your argument. Attach your Student Loan & Grant Assessment if applicable.

3.3 Other Funding Sources

To which other potential sponsors/grants have applications been submitted? How much funding for the field course has been secured from other sources to date? How much of your own savings do you have available for this field course?

Section 4: Academic Eligibility

Please attach your unofficial transcript.

Sessional GPA: _____

Are you registered for the field course for which you are applying to this fund: Yes No

Full-time status: Yes No

Declared Major: _____

QUESTIONS?: Contact: Rhianna Nagel, Social Sciences Community Engaged Learning Coordinator, sosccel@uvic.ca, 250-472-5667.

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Date received: _____	Financial need confirmed: _____	GPA: _____
Registered: _____	Contribution to goals: _____	Cost of field course: _____
Fund not yet received this year: _____	Full-time student: _____	Amount approved: _____
First field school: _____	Major: _____	Notified by: _____