



**Social Sciences Field Course Student Support Fund
GUIDELINES and APPLICATION
2018-2019 (revised March 2019)**

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 UVic Social Sciences field courses** for students with financial need. 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 at UVic
- Demonstrated financial need
- Good academic standing with a minimum cumulative GPA of 4.0
- Participating in a UVic Social Sciences Field Course
- 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, the level of need portrayed by the applicant, 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-\$6000. 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 one week 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 are accepted on a rolling basis, but are due no later than one week after being accepted into your chosen field course. For example, if you are accepted into the field course on March 3, then your application to the SOSC FCSSF would be due no later than March 10. Decisions would then be shared by March 17.

Application Instructions

Applicants must complete all sections on the application form. Applications and all requested attachments must be submitted by email to Emma Hughes, Social Sciences Receptionist, soscreception@uvic.ca, 250-721-7015. Include your name and field course title in the title of your application (e.g. JaneSmith_CubaFieldSchool). Late applications will not be accepted.

Contact Information

Direct all inquiries related to this fund to Emma Hughes, SOSC Receptionist, soscreception@uvic.ca, 250-721-7015.

**Due to the availability of field course funds directly from Environmental Studies (ES), ES students participating in ES field courses are not eligible to apply to the Social Sciences Field Course Student Support Fund. If you are an ES student seeking support for an ES field course, please apply to the Lorene Kennedy award (contact the ES office for more information). ES students can access this fund for field courses in other units and students from other units can access this fund for ES field courses.

Section 1: Applicant Information

Student name	
Student number	V00
Email & Phone #	
Department/Major(s)	
Field course number & title	
Instructor's name	
Field course dates	
Field course fee (not including tuition)	
Field course travel costs (If not included in Field course fee)	
Is this the first Field Course that you will take in your current undergraduate studies?	Yes No

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

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

What are your academic and career goals and how does this field course contribute towards these goals?

Is there anything else we should know about the importance of this field course for you?

Section 3: Confirmation of Financial Need

*This section helps to clarify your need of financial assistance for this field course - **Fill in Questions 3.1, 3.2 (Part A AND/OR Part B), and 3.3.***

3.1 Family Situation

Marital Status: Single ___ Married ___ Common-Law ___ Separated ___ Divorced ___

Number of dependent children living with you: ___

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

PART A - Table

Education Expenses		Education Resources	
Tuition and Student Fees		Long-term Savings (such as RESP and TFSAs)	
Books		Awards (Scholarships, Grants Bursaries)	
Supplies & other expenses		Tuition waiver(s)	
Field experience travel expenses		Student Loan & Grant (<i>attach assessment</i>)	
Field experience fees (NOT tuition fees)		Gifts (including from family)	
Other field experience costs (e.g. travel visa)		Other resources	
Education Expenses		Total Education Resources	
Monthly Expenses (use an average month)		Monthly Income (use an average month)	
Housing (rent or mortgage)		Employment earnings (all sources)	
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)	
Monthly Living Expenses		Monthly Living Resources	

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 above table; the paragraph should convey what your expenses are and how they are or are not being met, as well as any extenuating circumstances you deem relevant. Attach your Student Loan & Grant Assessment if applicable.

3.3 Other Funding Sources

Are you awaiting decision on any other financial support? If so, which support and for how much?

Section 4: Academic Eligibility

Please attach your unofficial transcript.

Cumulative GPA: _____

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

Declared Major: _____

QUESTIONS?: Contact: Emma Hughes, Social Sciences Receptionist, sosreception@uvic.ca, 250-721-7015.