

**BRAIN INJURY ASSOCIATION OF CANADA**  
**ASSOCIATION CANADIENNE DES LÉSÉS CÉRÉBRAUX**



**MANDATE:**

**TO IMPROVE THE QUALITY OF LIFE FOR ALL  
CANADIANS AFFECTED BY ACQUIRED BRAIN  
INJURY AND PROMOTE ITS PREVENTION**

## **BIAC-ACLC BURSARY PROGRAM POLICY**

The BIAC Bursary Program is intended to assist students living with an acquired brain injury to pursue educational opportunities in English or French post secondary institutions or apprenticeship/trades programs. Two bursaries of \$2,000 each will be awarded for each school year: one for studies in English and one in French.

### **ELIGIBILITY REQUIREMENTS**

To be eligible for a BIAC Bursary, you must:

- be a full-time student or be eligible to attend a Canadian postsecondary institution in a recognized program leading to a degree, certificate or diploma or recognized apprenticeship/trades programs
- have sustained an acquired brain injury
- be a Canadian citizen, Permanent Resident or Protected Person, within the meaning of the *Immigration and Refugee Protection Act*.

Please note that receiving a bursary may affect your eligibility for other forms of provincial financial assistance.

### **PROGRAM ADMINISTRATION**

The program will be administered by the Executive Director and will be guided by this policy. The Executive Director will be responsible for:

- preparing all necessary forms and letters
- posting program details and documents on the BIAC-ACLC website
- receiving and tracking applications including proof of brain injury
- convening meetings of the Selection Committee and taking minutes
- notifying applicants of the status of their application after the Board of Directors has decided who will receive bursaries.
- receiving proof of registration and authorizing payments to students.

Students who have been previous recipients of a BIAC-ACLC bursary are eligible to apply in subsequent years.

### **HOW TO APPLY**

If you wish to be considered for a bursary, you must complete the entire BIAC online application or BIAC's Application Form for Full-Time Students. Information provided on your application will be shared with the Selection Committee panel in order to determine your eligibility. Please send the Application Form and supporting documentation to:

### **BIAC-ACLC Bursary Program**

155 Queen St, Suite 808, Ottawa, Ontario K1P 6L1

Tel.: 1-866-977-2492 (Toll Free)

Fax: 1- 613-236-5208

Email: [info@biac-aclc.ca](mailto:info@biac-aclc.ca)

Website: [www.biac-aclc.ca](http://www.biac-aclc.ca)

### **DEADLINE**

Application forms and related documents will be posted on the BIAC-ACLC website.

If you are applying using the BIAC online application or BIAC's application form, you must submit your application by **April 30th of the given year**.

### **CONFIRMATION OF ENROLMENT DEADLINE**

If you are selected as a potential bursary recipient, your enrolment must be confirmed to BIAC in order to maintain your eligibility for this bursary. This confirmation is done by producing a document (e.g. letter) confirming your enrolment to a postsecondary institution.

### **PROCESS**

The administrative process is as follows:

1. Applications must be completed, signed and supported by:
  - a. proof of brain injury which may be in the form of a doctor's certificate, a letter of attestation by a regional, provincial or national brain injury association or other respected body (e.g. physiotherapist, school Principal).
  - b. two independent appraisals of the applicant's capacity to undertake the proposed course of study: An Appraisal Form will be provided as part of the application package.
  - c. confirmation of enrolment to a post-secondary institution or training program
  - d. transcripts of marks from previous completed semester
  - e. financial information demonstrating a need for financial support to undertake the course of study.

2. Original signed documents must be submitted to BIAC-ACLC by **April 30th of the given year**. The following documents must be submitted in their original forms (no copies allowed):
  - a. Application Form
  - b. Appraisal Form
  - c. proof of brain injury
3. The Board of Directors will appoint a Selection Committee to review all applications and recommend specific candidates for bursaries.
4. The Selection Committee panel will comprise at least three members including an acquired brain injury survivor including English and French speaking members.
5. The Selection Committee will select one student who intends to pursue studies in English and another in French for the award of a bursary.
6. Selection will be on the basis of the highest financial need and the Selection Committee's assessment of the candidate's capacity to undertake the proposed course of study.
7. The Selection Committee will recommend candidates for bursaries to the Board of Directors, which will be responsible for making the final decision.
8. The decisions of the Board of Directors are final. No appeals will be considered.
9. Successful candidates will be notified in writing of the award and must accept in writing. A relevant form will be provided for their signature.
10. Unsuccessful applicants will be notified in writing.
11. Payments will be made directly to the students upon receipt of proof of registration in September.
12. Should a student discontinue a course of study after they have received a bursary payment, BIAC-ACLC will not attempt to recover such amounts from the student.

## **PRIVACY POLICY**

At the Brain Injury Association of Canada, we recognize the importance of privacy and are committed to maintaining the accuracy, confidentiality and security of your personal information. To consult our Privacy Policy please refer to our website: <http://biac-aclc.ca/en/privacy-policy/>.