

This application is available at <http://osap.gov.on.ca>.

PURPOSE OF THE PROGRAM

The Fellowships for Studying in French program was established to encourage Ontario residents to enter full-time postsecondary programs offered in French at French-language or bilingual institutions in Ontario or another part of Canada.

Fellowships are awarded on a competitive basis to students with the highest marks. If you are enrolled at an institution outside Ontario, you are eligible for a fellowship only if your program of study is not available in French in Ontario.

The program receives partial funding support from Canadian Heritage and is administered in Ontario by the Ministry of Training, Colleges and Universities.

VALUE OF THE AWARD

The value of the award is \$1500. If you receive the fellowship and are applying for assistance under the Ontario Student Assistance Program (OSAP), the amount of the fellowship award will be taken into consideration in the OSAP assessment. The award is non-renewable.

SELECTION PROCEDURES

There are two separate academic competitions: one for candidates planning to enrol in a university program, and one for candidates planning to enrol in a college program, including a program at a Collège d'enseignement général et professionnel (CEGEP) in Quebec, or a private postsecondary program. (All institutions and programs must be approved for student loan purposes.)

If you are a regular candidate, your application is assessed on the basis of your academic results. If you are a mature candidate, your application is assessed on the basis of your academic results, past experience, and academic potential. (See "Categories of Candidates" for definitions of regular and mature candidates.)

ELIGIBILITY

You are eligible to be considered for a 2011-2012 fellowship if you meet the following requirements:

- You have never received a Fellowship for Studying in French.
- You have never been a full-time student enrolled in at least 60 per cent of a full course load in French at a French-language or bilingual postsecondary institution in Canada or abroad for a period of two consecutive semesters.
- You are a Canadian citizen, permanent resident or protected person.
- You are an Ontario resident. You are considered to be an Ontario resident if:
 - you have always resided in Ontario;
 - Ontario is the last province you resided in for 12 consecutive months without being a full-time postsecondary student;
 - your spouse has always resided in Ontario;
 - Ontario is the last province your spouse resided in for 12 consecutive months without being a full-time postsecondary student;
 - Ontario is the last province your parent(s), step-parent, legal guardian, or official sponsor(s) has resided in for at least 12 consecutive months;
 - You now reside in Ontario AND you and your parents or spouse, if applicable, have lived in Canada for less than 12 months.
- You plan to enrol in a postsecondary program that is approved for student loan purposes, that lasts at least 21 weeks, and that leads to a university or college degree, a college or university certificate, or a college or university diploma. (*You are not eligible if you are enrolling in a qualifying year, in upgrading courses, or in an apprenticeship program.*)

- You plan to enrol in a postsecondary program that is approved for student loan purposes and that begins in September 2011, for two consecutive semesters, as a full-time student taking at least 60 per cent of a full course load in French or 40 per cent in the case of a person with a disability (except for immersion programs, which have to be entirely in French) in each semester, at one of the following:

- a French-language college of applied arts and technology (CAAT) in Ontario or a community college in another part of Canada.
- a French-language or bilingual university in Ontario or in another part of Canada.
- a French-language or bilingual private postsecondary institution in Ontario or in another part of Canada that is approved for student-loan purposes.
- a French-language CEGEP in Quebec, in a professional program.

- If you enrol at an institution outside Ontario but within Canada, you are eligible for a fellowship only if your program of study is not available in French in Ontario.
- Students attending and paying tuition fees to an institution outside of Canada are not eligible for the fellowship.

Note: If you are enrolled in an approved semester program, as described above, and you started your studies in January 2011, you must also be enrolled for a second semester that will begin September 2011.

If you plan to begin your studies in January 2012, you must use the 2012-2013 application.

CONDITIONS OF THE FELLOWSHIP

If you receive a Fellowship, you agree to comply with the Fellowship Conditions. If you fail to comply with the Fellowship Conditions, the Ministry may require you to repay all or a portion of the Fellowship year:

1. You agree that the Ministry can verify or audit any information in your application, supporting documentation and other communications relating to your application and award of a Fellowship and your continued eligibility for a Fellowship. You understand that to do this the Ministry may collect relevant personal information from your educational institutions and other organizations.
2. You must remain eligible for the Fellowship until the end of the approved program in your postsecondary institution.
3. You will not collect any type of government income or benefits, with the exception of Orphans' Benefits, Survivors' Benefits or Disabled Contributors' Child's Benefits under the Canada Pension Plan, Crown wardship benefits and OSAP.
4. You must provide confirmation of your enrolment in the approved program in your postsecondary institution.
5. You must not fail to complete two consecutive semesters in the approved program in your postsecondary institution.
6. If you change programs or postsecondary institutions, you must notify the Ministry and provide verification that that you remain eligible for the Fellowship
7. If you fail to repay all or a portion of your Fellowship when required by the Ministry, a collection agency may be retained to collect the debt and the debt may be reported to a consumer reporting agency.

Note:

- You may receive the Fellowship for Studying in French while participating in the Second-Language Monitor Program.
- You may receive the fellowship if you receive OSAP funding.

CATEGORIES OF CANDIDATES

There are two categories of candidates: regular candidates and mature candidates.

You are considered to be a regular candidate if you are a secondary student who has never undertaken postsecondary studies and you have not been absent from full-time studies for two periods of 12 consecutive months. You are also considered to be in this category if you have undertaken postsecondary studies and have not been absent from full-time studies for two periods of 12 consecutive months. Upgrading courses at a College of Applied Arts and Technology (CAAT) and pre-university courses are not considered post-secondary studies. If you have undertaken postsecondary studies in French, you remain eligible as long as your course load has been less than 60 per cent in French or 40 per cent in the case of a person with a disability.

You are considered a mature candidate if, before you begin your proposed studies, you have been absent from full-time secondary or postsecondary studies for at least two periods of 12 consecutive months. These two periods do not have to be consecutive. Indicate that you are a mature student by placing a check mark in the appropriate box on the application form, under “Current Educational Situation”.

SUPPORTING DOCUMENTATION

If you are a permanent resident you must provide a photocopy of the front and back of your Permanent Resident Card.

A protected person is defined in the *Immigration and Refugee Protection Act* (Canada). If you are a protected person, you must provide a photocopy of your valid Protected Person Status Document (PPSD) and a photocopy of your temporary Social Insurance Number (SIN) card.

If you are attending an institution in another Canadian province, attach a copy of the program description taken from the institution’s calendar which provides an overview of the program, an outline of the courses to be taken and the accreditation to be obtained. The language of instruction must also be provided.

If you are intending to enrol in French as a Second Language or French Immersion programs you must attach a copy of the program description taken from the institution’s calendar which provides an overview of the program, an outline of the courses to be taken and the accreditation to be obtained. Students with a disability must provide a recent medical certificate, report or assessment (e.g., a learning disability assessment) completed by a qualified practitioner, or documentation proving that you are in receipt of federal and /or provincial disability assistance.

Note: If you are submitting supporting documentation to the ministry please ensure that your envelope is addressed properly. In addition, you should consider sending the document(s) using a secure means (e.g., by registered mail).

OTHER DOCUMENTS

Select the category to which you belong, on the basis of the definitions provided previously under “Categories of Candidates”.

Regular Candidates

Secondary Students: No transcripts are required, as your school will be completing Section 6 of the application.

Postsecondary Students: Official transcripts of secondary, postsecondary, pre-university, or upgrading marks are required. Also required are any interim marks that are available at the time of application. If, because of special circumstances, postsecondary marks/transcripts are not available for your current school year, the ministry will accept an official course list, in which the language of instruction, whether French or English, is specified. To be considered official, transcripts (original or photocopy) must bear the official seal of the institution and an original signature. Interim marks must be submitted on institution letterhead and authorized by a school official. Official transcripts of marks are required for all credits acquired outside the province of Ontario.

Mature candidates

1. Official transcripts of secondary, postsecondary, pre-university, or upgrading marks are required. Also required are any interim marks that are available at the time of application. If, because of special circumstances, postsecondary marks/transcripts are not available for your current school year, the ministry will accept an official course list in which the language of instruction, whether French or English, is specified. To be considered official, transcripts (original or photocopy) must bear the official seal of the institution and an original signature. Interim marks must be submitted on institution letterhead and authorized by a school official. Official transcripts of marks are required for all credits acquired outside the province of Ontario.
2. A typed outline of approximately 350 words, in which you describe the professional and personal experiences and/or activities you have had or engaged in that are relevant to your chosen field of study and your interest in the French language, is required.
3. A recent letter on institution letterhead from an academic reference, in which he or she has outlined your academic potential, is required. If you do not attend an educational institution, a letter of reference on institution letterhead from a qualified person (an employer, a professional from a service agency, etc.), in which he or she has outlined your abilities is required.

APPLICATION PROCEDURES

1. If you are a regular candidate attending a *secondary school*, you are responsible for completing all sections of the application except Section 6, which must be completed by your institution. Your institution must calculate your average and enter it in Section 6 of the application form.
2. If you are a regular candidate attending a *postsecondary school* or a mature candidate, you are responsible for completing all sections of the application except Section 6, which you will leave blank.
3. If you are applying to more than one institution, list each institution on the application form.
4. It is your responsibility to ensure that your application and all supporting documentation are received by the deadline. Incomplete applications will be rejected. The ministry is not responsible for lost or incomplete applications.
5. The completed application form and all supporting documentation must be received by the ministry **on or before June 10, 2011**, at:

Student Financial Assistance Branch
Ministry of Training, Colleges and Universities
189 Red River Road, 4th Floor
P O Box 4500
Thunder Bay ON P7B 6G9

Telephone: 1-800-465-3957 (Toll-free)

NOTIFICATION AND PAYMENT PROCEDURES

You will be informed by mid-September about whether or not you have been successful in the competition.

The fellowship is payable in two instalments. The first instalment will be paid in September 2011, and the second instalment in January 2012.

The ministry will send the cheque to your financial aid office. The fellowship is not considered taxable income; however, a T4A will be issued. The full amount of scholarships, fellowships, or bursaries that are received by you as a student with respect to your enrolment in a program that entitles you to claim the education amount **is not taxable** and are no longer reported as income on your tax return.



This application (including supplementary pages) is available at <http://osap.gov.on.ca>. Please read supplementary pages for an overview of this program. If you are a regular candidate, your application is assessed on the basis of your academic results. If you are a mature candidate, your application is assessed on the basis of your academic results, past experience and academic potential.

Please print in black ink.

1. Personal Information

Last name

First name and middle initial

Social Insurance Number

Mailing address

Street number and name, rural route, or post office box

Apartment number

City, town or post office

Province

Postal code

Area code and telephone number

Permanent Ontario address (if different from above)

Street number and name, rural route, or post office box

Apartment number

City, town or post office

Province

Postal code

Area code and telephone number

Gender

Date of birth

Citizenship status

☐ Male ☐ Female

D

M

Y

☐ Canadian citizen ☐ Permanent resident / Protected person (Refer to page 2 of supplementary pages for documentation requirements)

In which language do you prefer to receive correspondence?

Is French your first language or a second language?

☐ French ☐ English

☐ First language ☐ Second language

Residency Information

Check one of the following 7 statements that best describes your current residency situation as of September 1, 2011:

1. ☐ You have always resided in Ontario;

2. ☐ Ontario is the last province you resided in for 12 consecutive months without being a full-time postsecondary student;

3. ☐ Your spouse has always resided in Ontario;

4. ☐ Ontario is the last province your spouse resided in for 12 consecutive months without being a full-time postsecondary student;

5. ☐ Ontario is the last province your parent(s), step-parent, legal guardian, or official sponsor(s) has resided in for at least 12 consecutive months;

6. ☐ You now reside in Ontario AND you and your parents or spouse, if applicable, have lived in Canada for less than 12 months;

7. ☐ Other. You are not eligible to apply for the fellowship.

2. Proposed Postsecondary Program, 2011-2012 Study Period

Institution name(s). If you are applying to more than one institution, list each institution

Postsecondary program (Must be enrolled in and attending an institution/program that is approved by the Province of Ontario for student loan purposes. If attending an institution in a Canadian province other than Ontario or attending a French as a Second Language or French Immersion program, attach a program description and course outline from the institution's calendar). The language of instruction must be provided.

Expected starting date for 2011-2012 study period

Expected completion date for 2011-2012 study period

D

M

Y

D

M

Y

What will be your level of study? (Check one)

1. ☐ College diploma

4. ☐ University certificate

7. ☐ Doctoral degree

2. ☐ College certificate

5. ☐ Bachelor's degree

3. ☐ University diploma

6. ☐ Master's degree

3. Current Educational Situation

Check the statement that most accurately represents your current situation (Refer to student definitions on page 2 of application information sheet)

☐ I will receive/have received a secondary school diploma by the end of the 2010-2011 school year.

☐ I have undertaken full-time postsecondary studies during the 2010-2011 school year. I have submitted all required documentation.

☐ I am a mature candidate. I was absent from full-time studies, secondary or postsecondary, for two periods of 12 consecutive months sometime in the past (these periods need not have been consecutive). I have submitted all required supporting documentation.

☐ Other (please specify) _____

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4. Education History

Name and location of institution (high school, postsecondary, or other, starting with most recent)	Program	Percentage of course load in French	Level of study	Dates	
				From	To
		%	1. ☐ Certificate 2. ☐ Diploma 3. ☐ Bachelor's 4. ☐ Master's 5. ☐ Doctorate	mm/yyyy	mm/yyyy
		%	1. ☐ Certificate 2. ☐ Diploma 3. ☐ Bachelor's 4. ☐ Master's 5. ☐ Doctorate	mm/yyyy	mm/yyyy
		%	1. ☐ Certificate 2. ☐ Diploma 3. ☐ Bachelor's 4. ☐ Master's 5. ☐ Doctorate	mm/yyyy	mm/yyyy

5. NOTICE, CONSENTS, AGREEMENT AND SIGNATURE OF APPLICANT

Collection and Use of Personal Information

The Ministry of Training, Colleges and Universities (ministry) uses your personal information in this application form, including your Social Insurance Number (SIN), in the required supporting documentation and in all other communications related to your application and award of a Fellowship for Studying in French (the Fellowship), including previous applications and Fellowships, to administer and finance the Fellowship program. The ministry may use contractors, auditors or other third party administrators.

Administration includes: determining your eligibility for a Fellowship; verifying your application and Fellowship; maintaining and auditing your file; assessing and collecting repayments; enforcing your agreement with the ministry; public reporting on the Fellowship program; planning, delivering, evaluating and monitoring the Fellowship Program for quality and improvements in both content and delivery; conducting risk management, error management, audit and quality assessment activities; conducting inspections or investigations; and conducting policy analysis, evaluation, and research related to all aspects of the Fellowship program.

The ministry administers the Fellowship program in accordance with s. 5 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c. M.19, as amended, and s. 10.1 of the Financial Administration Act, R.S.O. 1990, c. F.12, as amended. If you have any questions about the collection or use of your personal information, contact the Director, Student Support Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9, Telephone: 1-800-465-3957.

Applicant's Consent to the Indirect Collection and Disclosure of Personal Information (REQUIRED)

- I agree that the ministry can, without limitation, collect, use and disclose personal information about me that is relevant to the administration of the Fellowship program with any organization or person mentioned on the application form, including the supplementary pages, who may have information relevant to my continuing eligibility for the Fellowship; Canadian Heritage; and the ministry's contractors, auditors or third party administrators.
- I understand that I may withdraw this consent at any time **before** I accept a Fellowship by writing to the Director, Student Support Branch, at the address noted above.

Applicant's Declaration and Agreement (REQUIRED)

- I have given complete and true information on this application and will notify the ministry in writing of changes to my eligibility for the Fellowship or if any other information that I have provided changes.
- I agree to comply with the Conditions of the Fellowship set out in the supplementary pages of this application.

I have read and understood this section, including the notice of the uses that will be made of my personal information and my signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my application is complete and true.

Signature of applicant

SIGN IN BLACK INK

X

Date

DAY MONTH YEAR

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Applicant's Consent to the Release of Personal Information (OPTIONAL)

- By signing below, I authorize the ministry to release to the person(s) named below any information contained in my 2011-2012 Fellowship file from the date of my application until December 31, 2012 unless I withdraw this consent by writing to the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, Thunder Bay, ON P7B 6G9.

First authorized person name and address

Date of birth (DD/MM/YYYY)

Second authorized person name and address

Date of birth (DD/MM/YYYY)

Signature of applicant

SIGN IN BLACK INK

X

Date

DAY MONTH YEAR

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6. To be completed by secondary school (for secondary school students only)

If the applicant is a secondary school student, an official from the secondary school that the applicant is currently attending must complete this section. The official seal of the secondary school must be stamped in this section. For students planning to attend a university, calculate the average of the top six senior marks from grade 12. For students planning to attend a college, calculate the average of all grade 12 marks first, then the highest marks achieved in grade 11 to a maximum of six marks without duplicating the subject. For further clarification, go to the OSAP website at <http://osap.gov.on.ca>.

Secondary school name	Student's average	Official seal of institution			
	<table><tr><td></td><td></td><td></td><td>%</td></tr></table>				
			%		
Secondary school area code and telephone number					
Secondary school official's name and title (please print)					
Secondary school official's signature	Date				
X					
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