



SCHOLARSHIPS AND STUDENT AID Office

NEED-BASED BURSARIES FOR UNPAID PROFESSIONAL AND RESEARCH INTERNSHIPS

INFORMATION SHEET FOR FACULTY OF ARTS UNDERGRADUATE STUDENTS

Enriched Educational Opportunities (EEOs) are high quality mobility or off-campus work experience opportunities that take place outside of the classroom; they foster self-development and can help students transition successfully to the workplace or graduate studies.

The McGill Commitment:

- The university is striving to expand opportunities for undergraduates to participate in EEOs
- This priority comes with the University’s determination for these opportunities to be **accessible to undergraduates regardless of their financial capacity.**

A new aid program:

- The University has provided the Scholarships & Student Aid Office with special funding to pilot an *EEO Bursary Program*. The program will help students with the additional costs of these extra opportunities.
- Bursaries are non-repayable forms of financial assistance based on demonstrated financial need.

Your unpaid professional or research internships may be eligible for EEO Bursaries!

Your faculty will determine which opportunities shall be eligible for this bursary program, which may include unpaid professional or research internships.

- The Arts Internship Office will provide you with a supporting document: Internship Credit Form or Co-curricular Record Letter. The internships approval involves a vetting process. Students must provide proof of internship including dates, name of supervisor, internship responsibilities, learning goals and outcomes. Students would be required to attend all pre internship training sessions.
- Contact Anne Tuner anne.turner@mcgill.ca Faculty of Arts Internship Office.



Student eligibility for EEO bursaries is determined as follows:

- Be enrolled in an undergraduate Faculty of Arts degree (BA, BAsC, BSW) and be returning in Fall 2018.
- Full-time (or deemed full-time per government aid programs, due to disability or with young dependent children) in your EEO term, or at minimum in the term preceding the EEO term.
- Demonstrate financial need for your standard costs of attendance. This typically means that Canadian or U.S. residents must apply for and receive the maximum government aid, or international students received or would receive in-course McGill bursaries/loans.
- You have official record for EEO participation, either on their transcript or an advance written approval from their Faculty, including any pledged or potential funding for the purpose of EEO participation.
- **The student must be receiving academic credit through a Faculty of Arts Internship Course. If you are not eligible to receive academic credit students, the internship may be eligible to recognize the internship on their co-curricular record. For more information please contact Anne Turner anne.turner@mcgill.ca.** Please note the Arts Internship Office will not support fee based and third party internship opportunities.
- You have proof of successful completion of EEO for after-the-fact verification, either credits earned on transcript or an entry on your co-curricular record.

When to apply for EEO Bursaries:

To help with your financial plan, you may apply anytime in the academic year (September to April) to gain an idea of how much aid you could receive. Final bursary assessment can only take place once your plans are firm with supporting documentation.

How to apply to the EEO Bursaries:

You can request an EEO Bursary through the normal In-Course Financial Aid process.

More detailed steps are available on our dedicated website <http://www.mcgill.ca/studentaid/other-funding/eoo/>

Before you apply: You should pursue (and ideally confirm) any Faculty-based awards (such as Arts Internship Awards) to help defray your costs before seeking need-based assistance from the Scholarships & Student Aid Office.

Step 1: Submit an In-Course Aid application in Minerva

- The **Resources and Budget** section may include your EEO plans (if firm) or may exclude EEO impact.
- In the **Special Circumstances** section, indicate how much of the requested aid amount relates to your EEO.

Step 2: Work out your EEO budget

- It's important to isolate the costs of your EEO. These may include costs associated with travel, or costs due to a loss of income (e.g. having to give up your part-time job to accept an internship opportunity).
- Check with your Faculty: they may provide you with a budget sheet outlining the costs of your EEO
- If your Faculty does not provide this information, you can complete our [EEO Budget Form](#)

Step 3: Attend a financial aid appointment

- **Call** our Office at 514-398-6013 to make an appointment with a Financial Aid Counselor.
- **Bring** the following supporting documents to your appointment:
 - The completed EEO Budget Form (or other budget document), which will serve to isolate the costs/resources relating to the specific opportunity.
 - Unless already recorded on your transcript, a written approval from your faculty confirming your approval to participate in the EEO.
- Your appointment can address your EEO as part of a more holistic discussion about aid, or focus solely on an EEO that you wish to explore.

Decision times

Final assessments can only take place once your plans are firm and you have provided final supporting documentation. Bursaries are disbursed to coincide with out-of-pocket expenses.

Official website:

<http://www.mcgill.ca/studentaid/other-funding/EEOs/>