



Master of Political Management Student Experience Bursary

Application Form

This bursary was established by Bill Fox, practitioner-in-residence, 2015-16, with donations from Canadian National Railway, Torrance J. Wylie, and Bill Fox.

Terms and Eligibility

Each student is eligible to apply for funds to take part in conventions, conferences, campaigns, or other activities relevant to the practice of political management. The bursary can be used to pay for transportation, accommodation, per diems (for meals and incidental expenses), registration fees, or other reasonable costs associated with these events. For legal reasons, we cannot reimburse students for fees paid to political parties or registered charities.

Each year, the program supervisor will determine the maximum amount available per student. Up to 60 per cent of this amount may be given to the student in advance. In the 2016-17 academic year, the maximum bursary is \$500, and the maximum advance is \$300. Within 30 days of the event, you must provide receipts to account for the advance you received and to request further funds up to your limit. You will not be permitted to graduate until you either provide those receipts or reimburse the fund for any advance you received. You may use the fund for multiple events, so long as you do not exceed the per student limit.

Application Deadline: At least one month prior to the proposed event.

Instructions:

1. Please complete all sections of the application form.
2. Please submit a brief statement describing the activity and your role in it. Explain how your participation in this activity is relevant to and will enhance your learning experience as student in the Master of Political Management program.
3. Please include expected travel costs and financial requirements.

Submit applications to:

2434R Richcraft Hall,
Political Management, Carleton University
1125 Colonel By Drive
Ottawa ON K1S 5B6

SECTION 1: Personal Information

Carleton ID Number : _____ Telephone: _____ Email : _____

Last Name _____ Given Names _____

Current Address _____ City _____ Postal Code _____

Permanent Home Address (if different from above)

Citizenship/Residency Status (check one)

Canadian Citizen

Permanent Resident

Protected Person

Student Visa

SECTION 2: Describe the activity and your role in it

Please attach to this application a brief (1-2 page) outline of the conference, convention, or campaign that you wish to take part in. Describe how your participation in this activity is relevant to political management studies. Explain how your participation will enhance your experience in the program.

SECTION 3: Need and travel costs

Please attach an itemized list and description of your expected costs for travel, accommodation, and meals to this application. Keep in mind that the fund is designed to compensate students for low-priced expenses. (E.g., if several students are attending a convention, they should share accommodation at the Best Western, not each stay in suites at the Four Seasons.) Unreasonable requests will be denied.

Applicant's Declaration

I will use the funds advanced to me for the purposes stated in this application. I will provide receipts to justify any advance within thirty days of the activity. If I am unable to take part in the proposed activity, I will reimburse Carleton University for any funds advanced to me. If I do not spend the entire advance, I will reimburse Carleton University for the unspent portion. I understand that I will not be permitted to graduate if I still owe all or a portion of the advance to Carleton University. I authorize Carleton University to release a copy of this application and accompanying documents to the appropriate awards selection committee(s) and to the award donor, in order to adjudicate my application for this bursary. If requested, I agree to provide the Awards and Financial Aid office or the office of the Dean of the Faculty of Graduate and Postdoctoral Affairs with any documentation necessary to verify the information on this form. I declare that the above information is true and accurate. If any information is inaccurate, I understand that this bursary may be reassessed and/or withdrawn.

Signature

Date

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

The Awards and Financial Aid office and the Faculty of Graduate and Postdoctoral Affairs allows for disclosure or exchange of information to external and internal bodies as required determining eligibility/suitability for awards and the release of identifying information that may include name/program / year, to award donors and university units advising them of award recipients. If you have any questions or concerns regarding the release of this information, please contact mpm@carleton.ca.