

# Application for Financial Aid

## AST-Administered Bursary Program

### SECTION 1: BEFORE YOU BEGIN

- Download the latest (free) version of Adobe Acrobat Reader DC. To do so, visit the Adobe website <https://get.adobe.com/reader/> and click the "Download Acrobat Reader" button. Follow the directions that appear on your screen to install and complete the process.
- Once you have installed Adobe Acrobat Reader DC, visit the Financial Assistance page on the AST website <https://www.astheology.ns.ca/future/financial-assistance.html>.
- Find the General Bursary Application Form and click on the link to open the file.
- Download the file to your computer and save it in a spot where you can easily find it again. (Downloading methods differ, depending on your browser).
- After you have downloaded and saved the file, close it. Close your browser.
- Open Adobe Acrobat Reader DC. From within this program, open your application file. (On a PC, you should see a menu in the upper left side that includes File/Edit/View/Sign/Window/Help. Click on **File** and choose **Open** from the popup menu. Find your file and open it.
- If you are not able to complete the form in one sitting, you can save the file to your computer. When you are ready to continue, simply open the file again in Adobe Acrobat Reader DC.
- Required text/number fields will be outlined in red, as are radio buttons. Hover over the field for further information. Use a combination of the tab key and your mouse to navigate through the form.
- **Please complete all fields. If a particular field does not apply to you, enter N/A (for Not Applicable) or "0". Incomplete fields will prevent your form from being submitted.**
- We recommend that you save a copy of your completed form before you submit. Once you have completed all fields and reviewed your application, click on the **Submit Form** button at the end of the application form. If you have missed required fields, you will get an error message and will not be able to submit. Go back and complete all required fields, then try again.
- Please include any supplementary attachments with your application (i.e., further details on your financial situation, or the letter, CV and photo that are required to apply for the St. Lazarus Ecumenical Bursary).
- If you have any questions, please send them via email to: [bursary@astheology.ns.ca](mailto:bursary@astheology.ns.ca)

### SECTION 2: PERSONAL INFORMATION

Surname:		Given Names:	
Email Address:		Phone:	
Current Mailing Address: Address Line 1 Address Line 2 City Prov/State PCode Country		Permanent Mailing Address if different than current address Address Line 1 Address Line 2 City Prov/State PCode Country	
Citizenship Status: Canadian Permanent Resident Student Visa Other		Please Specify:	Country of Birth:
Program of Study: MDiv MA (Theology and Religion) BTh GCTS Special Student			
Registration Status: FT (6 or more credits per year) PT (1 to 5 credits)		No. of expected credits this current academic year: <i>Note: The academic year runs June 1 to May 31</i>	
Do you have a degree from Dalhousie University? Yes No <i>This information is required to satisfy the terms of a bursary that gives preference to Dalhousie Graduates</i>			
<p>St. Lazarus Ecumenical Bursary:</p> <p>This bursary is open to students who are Canadian citizens or who are seeking Canadian citizenship and preparing for ministry in one of the AST degree programs. Students must demonstrate, through a letter addressed to the bursary committee, their commitment to ecumenism. Students are also asked to include a recent photo and cv to complete the application for this bursary. The donor (the Military and Hospitaller Order of Saint Lazarus of Jerusalem) may publish information about recipients in its gazette.</p> <p>I wish to apply for the St. Lazarus Ecumenical Bursary and have included a letter, photo and CV with this application</p> <p>I am not applying for the St. Lazarus Ecumenical Bursary</p>			
Denomination or faith affiliation (i.e., ACC, UCC, RCC, etc.)		Home Congregation/Location (i.e., St. Matthews UC, Halifax, NS)	Region/Diocese/Area (i.e., Diocese of NS & PEI, etc.)
Are you ordained? Yes No	Have you been accepted as a candidate for ordained ministry in your denomination? Yes No		
Are you in the process of preparing for candidacy/postulancy for ordained ministry in your denomination? Yes No			
Will you be working while you are attending AST? Yes – Part-time Yes – Full-time No, I will not be working		If you will not be working, please explain why:	
No. of dependent children:		Please list the age(s) of dependent children:	

### SECTION 3: STUDENT AID ASSESSMENT FOR THE CURRENT ACADEMIC YEAR - APPLICANT ONLY

- Please include a copy of any student aid assessment sheets as a separate attachment

Do you have a . . .	Amount	Copy of Assessment Sheet Attached?
Canada Student Loan? Yes No	\$	
Provincial Student Loan? Yes No	\$	
Provincial Student Bursary? Yes No	\$	
Bank/Student Education Loan? Yes No	\$	
TOTAL STUDENT LOANS FOR CURRENT ACADEMIC YEAR (Excludes provincial student bursary)	\$	

### SECTION 4: HOUSEHOLD DEBT (INCLUDING SPOUSE/PARTNER, IF APPLICABLE)

Accumulated student loans in the current academic year	\$
Accumulated student loans from previous years	\$
Accumulated debts from banks, trust, or finance companies (including mortgages, car loans, home improvement loans, etc.)	\$
Accumulated balance on credit cards (Visa, MasterCard, etc.)	\$
Accumulated Private Loans	\$
TOTAL	\$

### SECTION 5: USE OF A MOTOR VEHICLE

Are you or your spouse/partner the legal operator and/or owner of a motor vehicle (including a motorcycle)?	Yes	No
Monthly loan/lease payments (if applicable)	\$	
Monthly maintenance on vehicle	\$	
Monthly amount spent on fuel	\$	
Monthly amount of insurance payment	\$	
TOTAL	\$	X 12 \$

### SECTION 6: BUDGET FOR ENTIRE CURRENT ACADEMIC YEAR (JUNE 1<sup>ST</sup> TO MAY 31<sup>ST</sup>)

Students must disclose details of all income resources and expenses in order to be considered for a bursary. Students who are applying for financial aid are expected to use cash savings, investment income, and cashable resources (such as GICs and other investments) towards their education and should enter these as income. This information will be considered when calculating need, based on the gap between income and expenses. Students are not expected to cash RRSPs/IRAs and other international registered retirement savings, nor are they expected to sell or mortgage homes before applying for student aid.

### SECTION 6A: ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES JUNE 1<sup>ST</sup> TO MAY 31<sup>ST</sup>

- Include all income resources for this current academic year—June 1<sup>st</sup> to May 31<sup>st</sup>
- Use estimates if exact figures are not certain

1. Student loan income	Applicant (from Section 3)	\$	+	Spouse/ Partner	\$	=	\$
2. External bursaries/grants (Non-AST) Including bursaries from Pine Hill, etc.	Applicant	\$	+	Spouse/ Partner	\$	=	\$
3. AST bursaries already received in the current academic year							\$
4. Scholarships/Awards (include all)	Applicant	\$	+	Spouse/ Partner	\$	=	\$
5. Denomination/Congregation support	Applicant	\$	+	Spouse/ Partner	\$	=	\$
6. Family/Friends support	Applicant	\$	+	Spouse/ Partner	\$	=	\$
7. Savings (portion available for use)	Applicant	\$	+	Spouse/ Partner	\$	=	\$
8. Trust funds, investments, etc., cashed	Applicant	\$	+	Spouse/ Partner	\$	=	\$
9. Annual employment income	Applicant	\$	+	Spouse/ Partner	\$	=	\$

10. GST Refund	Applicant	\$	+	Spouse/ Partner	\$	=	\$
11. Child Support	Applicant	\$	+	Spouse/ Partner	\$	=	\$
12. Canada Child Benefit	Applicant	\$	+	Spouse/ Partner	\$	=	\$
13. Social Services/Disability Income	Applicant	\$	+	Spouse/ Partner	\$	=	\$
14. Department of Veteran Affairs (DVA) Allowance	Applicant	\$	+	Spouse/ Partner	\$	=	\$
15. Canada Pension	Applicant	\$	+	Spouse/ Partner	\$	=	\$
16. Employment Insurance (EI)	Applicant	\$	+	Spouse/ Partner	\$	=	\$
17. All other income resources	Applicant	\$	+	Spouse/ Partner	\$	=	\$
Please provide detailed explanation:							
TOTAL ANNUAL INCOME FROM ALL SOURCES							\$

## SECTION 7: CALCULATION OF NET INCOME

Total Annual Income from Section 6A	-	Total Annual Expenses from Section 6B	=	Net Income
\$	-	\$	=	\$

## SECTION 8: EXPLANATION OF NEED

It is important that we understand your financial situation. Therefore, this section **MUST** be completed in order for the application to be considered. If more space is required, please include a separate attachment with your application.

1. Have you encountered any unexpected expenses (illness, fire, theft, etc.) that had an impact on your financial situation?

Yes      No

If yes, please explain below:

2. Please provide as many details as possible to help the Bursary Committee determine your need for financial support.

## SECTION 9: APPLICANT DECLARATION AND AUTHORIZATION

- I declare that the information provided in this application is, to my knowledge, a true, complete and accurate statement of my financial status, and I hereby request consideration for assistance from the funds made available for this purpose and administered by the university.
- I authorize Atlantic School of Theology (AST) to release information about me, as it pertains to my application for financial aid, to bursary donors, funding organizations and/or applicable church bodies, in accordance with the terms outlined in specific bursary awards. I understand that my financial details will not be released to any party.
- I authorize AST to contact my sources of funds/expenses, as necessary.
- I understand that any AST-administered bursary awards will be credited to my student university account and will be used to offset tuition and any monies owing to the university.

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE (Type your initials for e-submission)

\_\_\_\_\_  
DATE

## SECTION 10: SUBMIT APPLICATION

- Please review your application carefully before you submit.** The bursary committee strives to evaluate applications on a fair and equitable basis, based on the information received. The onus is on applicants to provide accurate and thorough information. **Incomplete applications will not be considered.**
- We recommend that you save a copy of your completed application form for your records. Please ensure that you include any extra attachments when you submit. Questions about the bursary application process can be directed to the AST Bursary committee: [bursary@asttheology.ns.ca](mailto:bursary@asttheology.ns.ca).
- Applications for Summer 2025 must be received **on or before** May 31, 2025, in order to be considered.
- All applications are to be submitted using the Submit button below or email to [bursary@asttheology.ns.ca](mailto:bursary@asttheology.ns.ca).