

Overview

The **RSI Emergency Fund** is created to help students who are experiencing financial hardship due to an unexpected event or emergency that have a financial impact on their ability to successfully complete their program. Priority is given to students in the highest financial need tiers.

This fund is intended to be a supplemental financial resource. Students may apply for this fund when they have exhausted all other resources and it is not intended to replace or supplement existing financial aid. You should be aware of the [Master's Completion Bursary](#), the [Doctoral Completion Award](#) and the [SGS Emergency Fund](#).

NOTE: RSI may not be able to fulfill all requests. The amount available will be \$200-\$2000 and is determined by the need; the maximum allowable emergency aid allocation to a student will be \$2,000. The funding is subject to the availability of funds.

A student can only apply/ receive these funds once per academic year. The amount received does not have to be repaid. The Emergency Fund will not affect the students' guaranteed funding package.

Eligibility Requirements

Students must meet the following criteria in order to be eligible for an RSI Emergency Fund:

- Be currently enrolled as a full-time MSc or PhD student in RSI
- Experience an emergency, accident, illness, or other unforeseen events that will impede the timely completion of their thesis
- Demonstrate financial hardship
- Be in "good standing"

Application Process

1. Complete the Application including the Financial Needs Form.
2. Applicants must complete all questions in full and submit supporting documentation.
3. Submit complete application to the RSI Graduate Office: rsi.admin@utoronto.ca
4. Applications will be accepted twice per year (i.e. May and November)

Notification of Results

Allow three weeks for processing after the submission of your completed application with all necessary documentation. You will be notified of the results via your University of Toronto email address that is specified on your ACORN account.

SECTION 1: STUDENT INFORMATION

Last Name:	First Name:
Student Number:	U of T Email Address (all correspondence will be via this address):
Citizenship: Canadian Permanent Resident Protected Person Student Visa	

SECTION 2: ACADEMIC INFORMATION

Program Start Date (MM/YYYY):	Degree (e.g. MSc, PhD):
Please list any sessions you were on leave or not registered (e.g. Fall 2017, Winter 2018, Summer 2018):	

SECTION 3: PRELIMINARY FINANCIAL INFORMATION

Have you applied for OSAP, out-of-province, or US student loans for the current academic year: YES NO If you have selected "YES", please attach your Notice of Assessment (or equivalent) to this application form.	
Do you have a student funding package?: YES NO If "YES," please attach a copy of your current Funding Letter .	Total Value of your Funding Package: \$
ACORN fees balance for the current session(s): \$ Outstanding balance from previous session(s) (arrears): \$	

SECTION 4: STAGE OF GRADUATE PROGRAM

Please describe the progress made to date in your program and estimate the amount of work that remains to complete all degree requirements (e.g., coursework, research, comprehensive exam):

SECTION 5: PLEASE INDICATE THE FOLLOWING ANTICIPATED COMPLETION DATES

Expected date of completion of your degree requirements (MM/YYYY):
If a thesis submission is required, please indicate the date of your Final Oral Examination (FOE) or MSc Defense (if applicable) (MM/YYYY):
Date you plan on submitting your thesis to the SGS Online Repository (if applicable) (MM/YYYY):
Your expected convocation date (MM/YYYY):

SECTION 6: CURRENT FINANCIAL STATUS

Describe in detail the unexpected circumstances and/or events beyond your control that occurred and have now resulted in a financial emergency:

What other funding sources have you explored to address your current financial emergency? (e.g. OSAP, UTAPS, support from family members, line of credit etc.)

Describe the intended use of the RSI Emergency Fund:

EMERGENCY AMOUNT REQUESTED: \$



Enter your expected **Expense** and **Resource** amounts for the total number of months you will be registered in the academic year. The “Monthly Allowable Amounts” (A) provided are based on the determined (OSAP) allowable claims, for which rent, utilities, food, household supplies, cell & internet, transportation costs etc. are accounted. Supporting documentation must be provided for items with check marks as indicated on the left.

SECTION 7: BUDGET FOR CURRENT ACADEMIC YEAR

Number of Months Registered (12 month Period): _____ to _____ (MM/YYYY)

Please use the number of months indicated above when calculating expenses and resources below.

EXPECTED EXPENSES (for the academic year)		A	B	C
Complete either Section 1 or Section 2 depending on your living arrangements - DO NOT COMPLETE BOTH. Sections 3 & 4 must be completed by all applicants.		Monthly Allowable Amount	# Months Registered	Total (A x B = C)
SECTION 1: LIVING EXPENSES – WITH NO HOUSING COSTS (e.g. residing in a family home, no rent or mortgage)				
Single/Separated/Divorced		\$560	x 12	\$
Partnered		\$1286	x 12	\$
Number of dependent(s) aged 0-12: _____	List age(s) of dependent(s) (e.g. 1, 3, 5): _____	\$327 x _____ (# of children)	x 12	\$
Number of dependent(s) ages 12-18: _____	List age(s) of dependent(s) (e.g. 16, 17): _____	\$449 x _____ (# of children)	x 12	\$
SECTION 2: LIVING EXPENSES – WITH HOUSING COSTS (e.g. you have rent or mortgage payments)				
Single/Separated/Divorced		\$1705	x 12	\$
Partnered		\$2509	x 12	\$
Number of dependent(s) aged 0-12: _____	List age(s) of dependent(s) (e.g. 1, 3, 5): _____	\$590 x _____ (# of children)	x 12	\$
Number of dependent(s) ages 12-18: _____	List age(s) of dependent(s) (e.g. 16, 17): _____	\$712 x _____ (# of children)	x 12	\$
SECTION 3: ADDITIONAL EXPENSES <input checked="" type="checkbox"/> documentation is required for each item listed with a check box in this section)				
<input type="checkbox"/>	Day Care (maximum \$470 per child x number of children)	\$ _____ (max \$470) x _____ (# of children)	x 12	\$
<input type="checkbox"/>	Debt Servicing (50% of required minimum monthly payments on loans & credit card debt up to a max. of \$250/month). NOTE: Personal loans <u>must be recorded</u> in the Resources section.			\$
<input type="checkbox"/>	Medical & Dental Costs (not covered by OHIP , UTGSU or UHIP health plans)			\$
<input type="checkbox"/>	Prescription Costs (not covered by OHIP , UTGSU or UHIP health plans)			\$
<input type="checkbox"/>	Travel due to death or terminal illness in the family (include death certificate and/or doctors note)			\$



Tuition, Incidental, System Access & Ancillary Fees (enter total only)		\$
Books & Academic Supplies (enter total only)		\$
Exceptional Unanticipated Expenses (specify below – do not include mortgage in this section):		
i)		\$
ii)		\$
iii)		\$
Total of All Expected Expenses (Sections 1-3)		TOTAL: \$
SECTION 4: EXPECTED RESOURCES (must be for the same timeframe as the Expected Expenses section)		
Student Loan (check one): OSAP Out-of-province U.S. loan Other: _____ (Notice of Assessment/Preliminary Assessment <u>must</u> be attached)		\$
Available student line of credit / financial institution loan		\$
UTAPS or PMFA funding (provide amount from current academic year as an estimate)		\$
Total amount of graduate funding package (i.e. base amount + tuition) which includes Fellowships, RAship, TAship	Enter base funding amount (e.g. \$17,500)	\$
	Enter tuition funding amount	\$
Awards (e.g. Tri-Agency (NSERC, SSHRC, CIHR) OGS, Other Government Awards, Departmental Awards – in addition to your funding package if you are receiving one)		\$
Other Employment Income (after tax deduction)		\$
Funds received from Family Member(s)		\$
50% of Partner's Income (after tax deduction, i.e. net income divided by 2) This amount <u>must be provided</u> if partnered expenses are claimed in the Expenses section		\$
Child Support or Government Assistance / Benefits		\$
Other Support / Assistance / Resources		\$
Savings / Accessible Investments / RESP (amount withdrawn for the year only)		\$
Other (specify below):		
i)		\$
ii)		\$
All Expected Resources		TOTAL \$
Requested Amount (NOTE: To obtain this amount, subtract your Expenses amount from your Resources amount)		TOTAL \$



SECTION 8: APPLICANT’S DECLARATION & AUTHORIZATION

I declare that the foregoing information is, to my knowledge, a true, complete, and accurate statement of my financial status. This application and all supporting documents will be retained by RSI for record. If any information I have provided is found intentionally falsified, I understand I may become permanently ineligible to apply or receive any future RSI funds. This form can be completed electronically, signed, and submitted via email to rsi.admin@utoronto.ca. Please allow two to three weeks for a decision upon receipt of a complete application.

Signature of Applicant: _____ **Date:** _____

Submit completed application and supporting documents to: rsi.admin@utoronto.ca

Freedom of Information and Protection of Privacy Act: www.rosi.utoronto.ca/fippa.php

OFFICE USE ONLY:

Final Verdict: Approved Not Approved	Amount Approved: \$
Authorization Signature:	Date Approved:

NOTES: