

# UNIVERSITY OF MANITOBA

## EMPLOYEES SCHOLARSHIP

### 2023-2024 Application Form

The deadline to submit your completed application is:  
**May 31, 2024 (11:59 p.m.)**

The University of Manitoba Employees Scholarship is available to the spouse or dependent child of an employee or retired former employee of the university. Definitions and further information are found on Page 4, Section 4: Definitions.

#### SECTION 1: ELIGIBILITY

**All students:** To be considered eligible, all students must be the spouse or dependent child of an employee or retired employee of the University of Manitoba. *The employee must be a full-time or part-time regular employee whose work week is fixed at 50% or more for 12 months spanning the academic session for which the student applies.*

**Undergraduate students** must be enrolled full-time in a degree credit program and must have completed at least 60% of a full course load in the Fall/Winter academic session (as defined by their Faculty, College, or School) and achieved a minimum sessional grade point average of 3.0 in the given session. A minimum course grade of B must have been achieved in a course in order for that course to be considered eligible for reimbursement.

**Graduate students** must have been registered as a full-time student in the Faculty of Graduate Studies, in the academic session under consideration, and achieved a sessional grade point average of 3.5 with no one grade lower than a B+.

#### SECTION 2: APPLICATION GUIDELINES

1. The application must be completed by both the scholarship applicant and the eligible employee/retiree.
2. All applications must be scanned and submitted by e-mail to: [umes@umanitoba.ca](mailto:umes@umanitoba.ca).  
**Note:** Paper applications will not be accepted.
3. All applications must be submitted by the scholarship applicant (the student) from a valid University of Manitoba student e-mail address. Applications submitted by the employee/retiree or applications sent from a non-university e-mail address will not be accepted.
4. Upon receipt of the e-mail submission, students will be provided with an automatic response. If an automatic response is not received, please send another e-mail to the account.
5. Late applications will not be considered.
6. All applicants will be notified of the competition results by the end of August.

**SECTION 3: STUDENT INFORMATION**

**Disclaimer:** The information provided below will be used for the purpose of the administration of this award program. Please note that the information may be subject to audit review.

**Instructions:** This section of the application is to be completed in full by the student. All fields are required.

**Student Information**

Last Name/Surname		First Name/Given Name	
Student Number	Street Name and Number		City
Province	Country	Postal Code	
University Student E-mail Address			
Relationship to employee at the University of Manitoba: <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child			
Please indicate in which of the following academic sessions you were enrolled at the University of Manitoba (check both if both apply): <input type="checkbox"/> Summer Session 2023 (May 2023 – August 2023) <input type="checkbox"/> Fall/Winter Session 2023-2024 (September 2023 – April 2024)			

**Declaration and Signature**

I, \_\_\_\_\_ declare that:  
 (please print your name)

- (1) I am either the spouse or dependent child, as indicated above, of the eligible employee/retiree named in Section 4 of this application.
- (2) I was enrolled in courses at the University of Manitoba in the session(s) indicated above.
- (3) The information provided in this application is true and complete.
- (4) I authorize the release of the information contained herein to the appropriate selection committee.

\_\_\_\_\_  
 Student's Signature \_\_\_\_\_ Date (dd/mm/yyyy)

**Application Deadline: May 31, 2024 (11:59 p.m.)**  
 Application submissions: [umes@umanitoba.ca](mailto:umes@umanitoba.ca)

**SECTION 4: UNIVERSITY EMPLOYEE/RETIREE INFORMATION**

**Disclaimer:** The information provided below will be used for the purpose of the administration of this award program. Please note that the information may be subject to audit review.

**Instructions:** This section of the application is to be completed in full by the employee/retiree. All fields are required.

**Employee/Retiree Information**

Last Name/Surname	First Name/Given Name
Job Title/Position	Employee ID Number (6 Digits)
Faculty/College/School/Department	
Union Affiliation – <b>Please check the appropriate box:</b> UMFA <input type="checkbox"/> AESES <input type="checkbox"/> CUPE <input type="checkbox"/> UNIFOR <input type="checkbox"/> N/A <input type="checkbox"/>	

**Declaration and Signature**

I, \_\_\_\_\_ declare that:  
 (please print your name)

- (1) I am an eligible employee/retiree of the University of Manitoba;
- (2) The student named above is either my spouse or dependent child as indicated above;
- (3) The information provided in this application is true and complete;
- (4) I authorize the release of the information contained herein to the appropriate selection committee.

\_\_\_\_\_  
 Employee/Retiree's Signature

\_\_\_\_\_  
 Date (dd/mm/yyyy)

**Application Deadline: May 31, 2024 (11:59 p.m.)**  
 Application submissions: [umes@umanitoba.ca](mailto:umes@umanitoba.ca)

## SECTION 4: DEFINITIONS

**Eligible employee:** A full-time or part-time regular employee whose work week is fixed at 50% or more for 12 months spanning the academic session for which the student applies.

**Eligible retiree:** A retired former employee who is eligible for the University of Manitoba Supplemental Health Benefits Plan.

**Spouse:** Spouse is defined as “a staff member’s legal spouse, common-law spouse, or same-sex partner (common-law spouse or same-sex partner is defined as an individual who has been residing with the staff member in a conjugal relationship for a period of not less than one year before the beginning of the eligibility period, which falls on May 1, 2023).”

**Dependent Child:** A dependent child is defined as “any unmarried ... child who is dependent on the staff member for support and maintenance...” Marriage is defined in the same manner as it is defined for eligibility purposes for a spouse of an employee; one is defined as married when one has a “legal spouse, common-law spouse or same-sex partner”. A child who has a legal spouse, a common-law spouse, or a same-sex partner - (common-law spouse or same-sex partner means an individual who has been residing with the [applicant] in a conjugal relationship for a period of not less than one year before the beginning of the eligibility period, which falls on May 1, 2023) - is no longer considered dependent on parents according to the terms of this award and is, therefore, not eligible to be considered.

**Letter of Permission Courses:** To be considered eligible for the University of Manitoba Employees Scholarship, students must be a full-time student enrolled in a degree credit program at the University of Manitoba in the sessions listed in section 3 of this application. If students have completed courses on a Letter of Permission at another institution, such as the Université de St. Boniface, in these sessions, these courses will be used for consideration of their course-load only and will not be eligible for reimbursement. The fees which are considered for reimbursement under this program are only the tuition fees that the student has paid while they were a full-time student at the University of Manitoba in the academic sessions under consideration.

**Further information:** For more information on the selection and calculation process for this award, please visit the Financial Aid and Awards website or click [here](#).

---

**Financial Aid and Awards**  
422 University Centre  
Winnipeg, MB R3T 2N2

Phone: 204-474-9531  
[umes@umanitoba.ca](mailto:umes@umanitoba.ca)



UNIVERSITY  
OF MANITOBA