



## SCHOLARSHIPS AND STUDENT AID Office

# NEED-BASED BURSARIES FOR UNPAID INTERNSHIPS AND RESEARCH OPPORTUNITIES

## INFORMATION SHEET FOR UNDERGRADUATE STUDENTS

Enriched Educational Opportunities (EEOs) are high quality mobility or 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.

### Unpaid Internships or Research Experiences may be eligible for EEO Bursaries!

- Your faculty will determine which opportunities shall be eligible for this bursary program. These may include unpaid internships and research opportunities, depending on local priorities.
- Your faculty will provide you with a supporting document (such as a transcript entry or a confirmation letter) to confirm their recognition, which generally involves a vetting/selection process, academic oversight and clear learning outcomes.



### Student eligibility for EEO bursaries is determined as follows, you must:

- Be enrolled in an Undergraduate degree at the University.
- Be 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, and that international students have received or would receive in-course McGill bursaries/loans.
- Have an 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.
- 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 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: [mcgill.ca/studentaid/special-funding/eoo](http://mcgill.ca/studentaid/special-funding/eoo)

**Before you apply:** You should pursue (and ideally confirm) any Faculty-based 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 [mcgill.ca/studentaid/files/studentaid/eoo-budget-template.xlsx](http://mcgill.ca/studentaid/files/studentaid/eoo-budget-template.xlsx)

**Step 3:** Attend a financial aid appointment

- **Call** our Office at 514-398-6013 to make an appointment with a Financial Aid Counselor (to have your appointment at Macdonald Campus, please call 514-398-7992).
- **Bring** the following supporting documents to your appointment:
  - The completed EEO Budget form (or other budget document), which serves 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. The decision is posted on the **Financial Aid/Awards** tab on Minerva and, if your application is successful, it is followed by an email, which will contain important information about your award. Bursaries are disbursed to coincide with out-of-pocket expenses.