



**Ministry of the Solicitor General**

**CONSTABLE JOE MACDONALD  
PUBLIC SAFETY OFFICERS'  
SURVIVORS SCHOLARSHIP FUND**

**2024–25 GUIDELINES**

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## **BACKGROUND**

- In June 1997, the Public Safety Officers' Survivors Scholarship Fund (PSOSSF) was established through an Order-in-Council (OIC) to recognize the tremendous sacrifice made by our public safety officers and their families to keep Ontario safe.
- The PSOSSF was initially established to provide for the cost of tuition and textbooks for postsecondary education at approved Canadian institutions, to the spouses and children of public safety officers who have died in the line of duty.
  - In 2002, the PSOSSF was renamed to commemorate the late Constable Joe MacDonald.
  - In August 2003, the Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund (CJMPSOSSF) was amended by OIC to permit the funding of certain living expenses and to restrict the funding of the scholarship to a maximum period of five years.

## **APPLICATION PROCESS AND TIMELINES**

- The CJMPSOSSF application package consists of the application form, these guidelines and Appendix A, which outlines the eligible living allowances for recipients.
- The CJMPSOSSF is offered annually. A new and fully complete application form must be submitted for each year that funding is requested.
- Applications are reviewed individually by an Advisory Committee, whose members have been appointed by the Solicitor General, and are assessed against the eligibility criteria specified in these guidelines. The Advisory Committee recommends applications to the Solicitor General for approval.

### **Approximate Scholarship Timelines**

- **May 2024** – The Ministry of the Solicitor General (the “ministry”) issues the annual call for applications.
- **May 2024** – 2023–24 scholarship recipients must submit their year-end reconciliation forms and corresponding receipts to the ministry.
- **June 2024** – 2024–25 applications are due.
- **July 2024** – The Advisory Committee convenes to review applications and make funding recommendations to the Solicitor General.
- **September 2024** – The ministry advises applicants of their application status and the first funding instalment is distributed to successful recipients.
- **September to December 2024** – Scholarship recipients track expenses for their mid-year reconciliation and advise the ministry of any changes to their program status or contact details.
- **End of December 2024 – January 2025** – Scholarship recipients submit their mid-year reconciliation forms and corresponding receipts to the ministry for review and approval. The ministry reconciles the recipients' mid-year expenses and issues the second funding instalment.
- **January to April 2025** – Scholarship recipients track expenses for the year-end reconciliation and advise the ministry of any changes to their program status or contact details.
- **May 2025** – Scholarship recipients submit their year-end reconciliation forms and receipts to the ministry for review and approval. The ministry reconciles the recipients' year-end expenses.

## **ELIGIBILITY**

### **The following persons may apply for a scholarship from the CJMPSOSSF:**

- any spouse of a public safety officer who died in the line of duty; or
- any child of a public safety officer who died in the line of duty, born within or outside marriage, including an adopted child, who is under the age of 25 at the time of the application (or such greater age as the Advisory Committee, in its discretion, considers appropriate in the circumstances).

**To be considered for a scholarship from the CJMPSOSSF, a child or spouse must meet the following conditions:**

- the applicant is admitted to an approved Canadian postsecondary educational institution as a full-time, part-time or summer school student in a program of study leading to a degree or diploma;
- the applicant does not hold a bachelor's or higher degree in any subject;
- the applicant has not received funding under the CJMPSOSSF for five or more years; and
- the applicant provides satisfactory evidence to the ministry that he/she is the child or surviving spouse of a public safety officer who died in the line of duty.

### **New Applicants**

**A new applicant under the CJMPSOSSF who is the child of a deceased public safety officer must submit:**

- a copy of the death certificate of the public safety officer who died in the line of duty;
- a copy of his/her birth certificate;
- proof of his/her acceptance into an approved postsecondary educational institution;
- evidence that the program of study for which he/she is seeking a scholarship leads to a degree or diploma;
- an official tuition invoice for the upcoming semester or year, once available;
- proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill, rerouting of mail or lease/rental agreement);
- proof of marriage, if applicable (e.g., marriage certificate, if claiming a spouse); and
- proof of dependants, if applicable (e.g., birth certificates for each child, Canada Child Tax Benefit receipts or Federal Income Tax Returns).

**A new applicant under the CJMPSOSSF who is the spouse of a deceased public safety officer must submit:**

- a copy of the death certificate of the public safety officer who died in the line of duty;
- a copy of his/her marriage certificate;
- a copy of his/her birth certificate;
- proof of his/her acceptance into an approved postsecondary educational institution;
- evidence that the program of study for which he/she is seeking a scholarship leads to a degree or diploma;
- an official tuition invoice for the upcoming semester or year, once available; and
- proof of dependants, if applicable (e.g., birth certificates, Canada Child Tax Benefit receipts, or Federal Income Tax Returns).

### **Returning Applicants**

**A returning applicant who wishes to apply for another year of funding under the CJMPSOSSF must:**

- immediately advise of any changes to his/her program/course, address and/or contact information;
- provide evidence that the program for which he/she is seeking a scholarship leads to a degree or diploma;
- provide proof of satisfactory academic progress (as defined by the postsecondary institution where he/she is enrolled) in order to continue receiving the scholarship, or proof of extenuating circumstances leading to unsatisfactory academic progress;
- an official tuition invoice for the upcoming semester or year, once available;
- provide proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill, rerouting of mail or lease/rental agreement); and

- complete and submit mid-year and year-end reconciliation forms with original, itemized receipts to substantiate the expenses claimed, in order to reconcile the previous year's funding.
  - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase.

### **Final Year Applicants**

#### **A returning applicant who is in his/her final year of study and/or final year of the CJMPSOSSF must:**

- immediately advise of any changes to his/her program/course, address and/or contact information;
- submit proof of completion of his/her educational program (e.g., final transcript or a copy of diploma/degree);
- provide proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill, rerouting of mail or lease/rental agreement); and
- complete and submit mid-year and year-end reconciliation forms with original, itemized receipts to substantiate the expenses claimed in order to reconcile the last year of funding.
  - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase.
  - Upon final reconciliation, if he/she:
    - received an underpayment in the final year of study, the difference between the amount paid and the maximum amount for which he/she is eligible may be paid to him/her by the ministry; or
    - received an overpayment in the final year of study, the amount overpaid must be returned to the ministry by cheque payable to the "Ontario Minister of Finance".

### **Retroactive Applications**

- A retroactive application should be completed if the applicant is requesting a funding reimbursement for previous years of study. However, such an application will only be considered if the retroactive period of study directly precedes the current academic year's application and is part of the current degree/diploma for which a CJMPSOSSF scholarship is being sought.
  - For example: A student who applies this year for his/her second year of studies towards a Psychology Degree at the University of Toronto and also submits a retroactive application for the previous year (e.g., first year studies) of this degree.

#### **An applicant who wishes to submit a retroactive claim under the CJMPSOSSF must:**

- provide proof of satisfactory academic progress (as defined by the postsecondary institution where he/she is enrolled) or proof of extenuating circumstances leading to unsatisfactory academic progress, for each year of the retroactive claim; and
- complete and submit a year-end reconciliation form for each year of the retroactive claim, with original, itemized receipts to substantiate the expenses claimed, in order to reconcile each year of funding.
  - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase. Submitting a retroactive application that meets the above criteria does not guarantee an approval of the application.
- Retroactive applications will be brought forward to the Advisory Committee for their review.
  - The Advisory Committee has the discretion and authority to approve or reject a retroactive claim or deem it ineligible. **Note: For a copy of the Retroactive Application Form and Reconciliation Form, please contact ministry staff.**

**ELIGIBLE EXPENSES****Tuition**

- Approved tuition, as evidenced in an official tuition invoice, is paid directly to the scholarship recipient's educational institution in two or three instalments, depending on the financial policy of the institution.
- Generally, instalments are paid as follows:
  - Fall (e.g., Late August/September);
  - Winter (e.g., January/February); and/or
  - Summer, if applicable (e.g., May/June).

**Textbooks**

- Funding for required textbooks is paid directly to the scholarship recipient in two or three instalments, in line with the schedule for tuition payments.
- Upon reconciliation at the mid-year and/or year-end points, overpayments/underpayments are identified and recovered/reimbursed.

**Student Living Allowance**

- A scholarship recipient can apply for a student living allowance based on his/her living situation (as defined below and further outlined in Appendix A).
- Eligible student living expenses and allowances are based on the Canada Student Financial Assistance (CSFA) Program.
  - The CSFA conducts an annual review of the allowance amounts and they are amended accordingly.
  - The current student living allowances in each expense category (i.e., shelter, food, miscellaneous and local public transportation) are detailed in Appendix A.
- Funding for approved living expenses may be paid out to the **maximum limit** per expense category, based on an eight or 12-month academic period. However, a part-time student may be subject to a reduced maximum limit in each expense category (to be determined on an individual basis by the Advisory Committee).
- Funding for approved living expenses is paid directly to the scholarship recipient in two or three instalments, in line with the schedule for tuition payments.
- Generally, instalments are paid as follows:
  - Fall (e.g., Late August/September);
  - Winter (e.g., January/February); and/or
  - Summer, if applicable (e.g., May/June).
- Upon reconciliation at the mid-year and/or year-end points, overpayments/underpayments in each living expense category are identified and recovered/reimbursed.

**Additional details regarding each living expense category are provided below.****1. Shelter**

- Shelter allowance is only provided to students in the living situations as outlined in sections (a) - (d) below.
  - Shelter allowance amounts are outlined in Appendix A for each living situation.
  - Eligible shelter expenses include, but are not limited to:
    - rent, and utilities.
- a.** To be considered a “**Single Student Away from Home**” for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who is living away from home (not in his/her parent(s)/guardian(s) home); and
  - a student whose educational institution is more than 50 kilometres away from his/her primary residence (parent(s)/guardian(s) home).

- **Note:** Any student whose primary residence (parent(s)/ guardian(s)’ home) is closer than 50 kilometres to his/her educational institution is not eligible to apply for the shelter allowance, regardless of whether he/she moves closer to the educational institution.
- For example: A student who lives with his/her parents in Richmond Hill, a suburb of the Greater Toronto Area, and moves to downtown Toronto to be closer to his/her educational institution (e.g., University of Toronto), would not be eligible to apply for the shelter allowance. However, if that student attends Carleton University and moves from his/her parents’ home in Richmond Hill to Ottawa, then he/she would be considered a “Student Living Away from Home” and would be eligible to apply for the shelter allowance as the distance exceeds 50 kilometres.

For single students living away from home, the allowance outlined in Appendix A is based on the shared average cost of a two-bedroom apartment, including utilities.

- b. To be considered a “**Single Parent/Sole Support Parent**” for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has legal and/or physical custody and responsibility to support a “**Dependant Child**” and who is:
    - single (not married or in a common-law relationship);
    - separated or divorced from a spouse; or
    - widowed.

- c. To be considered a “**Married Student and Spouse**” for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has been living in a conjugal relationship, or a situation similar, for at least three years, as of the first day of classes (common-law marriage), or who is married.

For married students, the allowance outlined in Appendix A is based on the average cost of a two-bedroom apartment, including utilities.

- d. For scholarship purposes, a recipient may receive living allowance amounts for each eligible dependant child. To be considered a “**Dependant Child**” for the purposes of the CJMPSOSSF, the child must be:
- the student’s natural or adoptive child,
  - under the age of 18; and
  - living with the student on a full-time basis during their study period.

Children in high school who are 18 years of age or older are not considered dependants. Children who have completed high school are also not considered dependants.

**2. Food**

- Eligible food expenses include, but are not limited to:
  - groceries;
  - take-out; and
  - food ordered at restaurants.
- **Alcohol is not** an eligible food expense.

**3. Miscellaneous**

- Eligible miscellaneous expenses include, but are not limited to:
  - clothing;
  - personal care (e.g., toiletries);
  - health care products (e.g., eyeglasses);

- household expenses (e.g., furnishings); and
- communication (e.g., cellular phone bill).
- **Alcohol is not** an eligible miscellaneous expense.

#### **4. Local Public Transportation**

- Eligible local transportation costs **only include expenses to and from the student's school residence and the educational institution**, and **not** transportation costs to and from the secondary residence, such as the student's parent(s)' home.
- Eligible transportation expenses include, but are not limited to:
  - gas;
  - a bus pass; and
  - a school parking pass.

#### **LIMITATIONS**

- The amount of the CJMPSOSSF scholarship will be reduced by the amount of any other scholarship received by the applicant but shall not be reduced by any other money received by the applicant, including a student loan, a bursary given by the approved postsecondary educational institution or an association to which the deceased public safety officer belonged or an insurance benefit maintained on behalf of the deceased public safety officer.

#### **UNUSED OR MISUSED SCHOLARSHIP FUNDS**

- If the recipient does not complete the year or semester of study for which he/she has received a scholarship under the CJMPSOSSF, the recipient must immediately return the scholarship funds to the ministry.
- A scholarship under the CJMPSOSSF must only be used for the intended purposes, and only for eligible expenses as outlined in these guidelines.
  - If scholarship funds are unused or misused, the funding must be returned to the ministry.
  - If such unused or misused funding is not returned to the ministry, the recipient's account may be sent to the Ministry of Public and Business Service Delivery for collections.

#### **DEFINITION OF TERMS**

- For the purposes of this application and the administration of the CJMPSOSSF, the following terms in these guidelines are as defined in Orders-in-Council 1453/97 and 1582/2003 and generally described as follows:

#### **A Public Safety Officer**

- A police officer who is a member of a police service in Ontario, as defined in the *Police Services Act* (PSA) or *Community Safety and Policing Act, 2019* (CSPA).
- A First Nations Constable (as described in the PSA) or First Nation Officer (as described in the CSPA).
- A firefighter (full-time, part-time and volunteer) as defined in the *Fire Protection and Prevention Act, 1997*.
- A person who is employed in the ministry:
  - to provide probation services and parole supervision (Probation and Parole Officers); or
  - to be directly involved in the care, health, discipline, safety and custody of an inmate, as defined in section 1 of the *Ministry of Correctional Services Act* (Correctional Officers).
- A youth worker, also known as a youth probation officer, who was appointed under the applicable provincial legislation (i.e., the former section 46(1)(b) of the *Ministry of Correctional Services Act*, or under clause 90(1)(b) of the *Child and Family Services Act*, or clause 146 (1) (b) of the *Child, Youth and Family Services Act, 2017*).



The Advisory Committee may, in its discretion, consider an individual's application, if the applicant's spouse or parent was:

- an auxiliary member of a police service who, at the time of his/her death, was acting with the authority of a police officer under PSA or CSPA as applicable; or
- a special constable whose appointment under the PSA or CSPA as applicable, at the time of his/her death conferred on him/her the powers of a police officer.

If a scholarship is granted as a result of the foregoing paragraph, the deceased auxiliary member of the police force or special constable shall be deemed to have been a public safety officer.

### **Died in the Line of Duty**

- A public safety officer's death is the direct and proximate result of a traumatic injury incurred in the course of, or arising from, his/her employment as a public safety officer.
  - Traumatic injury means a wound or the condition of the body caused by external force, including but not limited to an injury inflicted by a bullet, explosive, sharp instrument, blunt object or other physical blow, fire, smoke, chemical, electricity, climatic condition, infectious disease, radiation or bacteria, but excluding an injury resulting from stress, strain or a disease that routinely constitutes a special hazard in, or is commonly regarded as a normal incident of a public safety officer's occupation.

### **A Child of a Public Safety Officer**

- A child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his/her family.

### **Approved Postsecondary Educational Institution**

- An educational institution in Canada, as described in the definition of "designated educational institution" in subsection 118.6(1) of the *Income Tax Act* (Canada), and such other postsecondary educational institutions in Canada as may be designated by the Minister.
- Designated educational institutions as described in the *Income Tax Act* are educational institutions in Canada, if:
  - They are a university, college or other educational institution designated by:
    - the lieutenant governor in council of a province as a specified educational institution under the *Canada Student Loans Act*,
    - an appropriate authority under the *Canada Student Financial Assistance Act*, or
    - by the Minister of the Province of Quebec responsible for the administration of *An Act respecting financial assistance for education expenses*, for the purposes of that Act, or
  - They are certified by the Minister of Employment and Social Development (currently known as the Minister of Employment, Workforce Development and Official Languages) to be an educational institution providing courses, other than courses designed for university credit, that furnish a person with skills for, or improve a person's skills in, an occupation.

**Note: To verify eligibility of an educational institution, please contact ministry staff.**

### **Student Living Allowances**

- Student living allowances are outlined in the Canada Student Financial Assistance (CSFA) Program policies developed by Employment and Social Development Canada, but with the following limitations:
  - the distribution of funds will only be extended for local transportation costs to and from the student's school residence and the educational institution but will not be extended for transportation costs to and from the student's educational institution or the student's school residence to a secondary residence, such as the student's parents' home;

- an allowance for shelter will only be considered if the student's educational facility is more than 50 kilometres in distance from his/her home residence and the student wants to live at another residence which is less than 50 kilometres from the educational institution; and
- the amounts with respect to student living allowances in the CSFA Program represent the maximum amount that the Fund will distribute regarding any student living allowance.

**The following terms are as defined in the Canada Student Financial Assistance Program and generally described as follows:**

### **Course Load**

- Determined based on the policy of each student's educational institution, and in some cases, factors other than courses or credits considered.
- A student may wish to contact the financial aid office of his/her educational institution for further information, if unable to determine his/her course load.

### **Full-Time Students**

- A student who is taking at least 60% of a full course load, unless he/she has a permanent disability.
  - If five courses are considered to be a full course load, then a student must take at least three courses to be considered a full-time student (i.e.,  $3/5 \times 100 = 60$  per cent).
  - If 30 credits are considered to be a full course load, then a student must take at least 18 credits to be considered a full-time student (i.e.,  $18/30 \times 100 = 60$  per cent).
- If a student indicates that he/she has a permanent disability, he/she is considered to be a full-time student if he/she is taking at least 40% of a full course load.
  - If five courses are considered to be a full course load, then a student with a disability must take at least two courses to be considered a full-time student (i.e.,  $2/5 \times 100 = 40$  per cent).
  - If 30 credits are considered to be a full course load, then a student with a disability must take at least 12 credits to be considered a full-time student (i.e.,  $12/30 \times 100 = 40$  per cent).
- If a student indicates that he/she has a permanent disability and is planning to take between 40 per cent and 59 per cent of a full course load, he/she is required to submit documentation of the permanent disability.
  - "Permanent disability" is a functional limitation that is caused by a physical or mental impairment that restricts an individual's ability to perform the daily activities necessary to participate in studies at a postsecondary level or in the labour force, and that is expected to remain with the individual for his/her expected natural life.
  - Acceptable documentation includes a medical certificate, a learning disability assessment, or a document proving the student is in receipt of federal and/or provincial disability assistance.

### **Part-Time Students**

- A student who is taking 20 per cent to 59 per cent of a full course load.
  - If five courses are considered to be a full course load, then a student must take at least one, and less than three, courses to be considered a part-time student (i.e.,  $1/5 \times 100 = 20$  per cent).
  - If 30 credits are considered to be a full course load, then a student must take at least six, and less than 18, credits to be considered a part-time student (i.e.,  $6/30 \times 100 = 20$  per cent).

### **Common-Law Marriage**

- A common-law marriage exists if a student:
  - has been living with his/her partner in a conjugal relationship for at least three years as of the first day of his/her classes; or
  - has been living with his/her partner in a conjugal relationship and are raising children for whom they are both the natural or adoptive parents.

- If the above criteria are met, an applicant may be eligible to apply for living expenses funding as a married student.

## **APPLICATION FORM INTRUCTIONS**

### **Application Form**

- Open the Application Form (Adobe PDF). Once the form is open, you will begin on Page 1.
- Complete each field. Press “Tab” to get to the next field or click on the desired field.
  - **Note:** *Some fields have a drop-down menu, which will appear when you click on the field.*

### **Section A – Applicant Information (Page 1)**

- Enter your first, middle and last names
- Enter your date of birth (D/M/Y)
- Enter your address (primary residence, e.g., parent(s)/guardian(s)' home address)
- Enter your email address (to be used for future correspondence)
- Enter your primary phone number (digits only, e.g., 4169876543)
- Enter your secondary phone number (if applicable)
- Enter your other phone number (if applicable)
- Select your marital status
  - **Note:** *See the Eligible Expenses and the Definition of Terms sections for more information on marital status definitions.*
- Select the number of children you have (if applicable)
- Select the number of children you have under the age of 18 years old (if applicable)
- Provide your emergency/alternate contact person's information (a person we may contact in the event of an emergency or if you are unavailable)
  - Enter his/her first and last names
  - Enter his/her relationship to you (e.g., Spouse, Mother, Father, Sister, etc.)
  - Enter his/her primary phone number
  - Enter his/her secondary and/or other phone number (if applicable)
  - Enter his/her email address

### **Section B – Information on Deceased Public Safety Officer (Page 1 and 2)**

- Enter his/her first, middle and last names
- Enter his/her place of employment (e.g., Ontario Provincial Police)
- Select his/her occupation
- Enter his/her employment address
- Select his/her relationship to you
- Indicate if you are a new applicant
- Indicate if you are making a retroactive claim
  - **Note:** *Retroactive claim refers to an application for a funding reimbursement for a previous year of study. Review the Retroactive Applications section for more detail.*

### **Section C – Educational Institution/Studies Information (Page 2)**

- Enter your educational institution
- Enter the address of the educational institution
- Enter the undergraduate program name
- Select the year of study (e.g., 1st year = 1, 2nd year = 2, etc.)
- Select the designation (i.e., Degree or Diploma)
- Select the duration of the program (e.g., four-year program = 4)
- Select your status (e.g., Full-Time or Part-Time)
  - **Note:** *See the Definition of Terms section for the definitions of full-time and part-time*
- Select the type of institution (i.e., University, College or Other)

- Select type of study. If not listed, select “Other” and type in the next field.
- Indicate proof of study (i.e., document you will submit with your Application Form, e.g. Admissions/Acceptance Letter, etc.)

### Section D – Living Situation (Page 3)

- Indicate if you will live at your primary residence during the school year (e.g., parent(s)' or guardian(s)' home address) as provided on Page 1 (Select Yes or No)
  - If no, please type in the address where you will be residing during the school year.
- Indicate the distance of travel between the above address and your educational institution

### Section E – Expenses (Page 3)

- Indicate the number of month(s) you will be attending school during the current school year
- Enter the amount of your request for each of the following expense categories:
  - Tuition,
  - Textbooks,
  - Shelter\*, Note: *Eligibility is dependent on your living situation and will be determined automatically based on the information provided on previous pages.*
  - Food\*,
  - Miscellaneous\*, and
  - Transportation\*.
- **Totals will be calculated automatically.**  
**\*For maximum amounts, refer to Appendix A (Student Living Allowances)**

### Section F – Scholarship/Bursary (Page 4)

- List any scholarship and/or bursary that you have or will receive, unless the bursary is from an association to which the deceased public safety officer belonged.
- Complete all three columns
  - First column: Enter the name of scholarship/bursary.
  - Second column: Enter the year for which the scholarship or bursary was received
  - Third column: Enter the total amount of the scholarship/bursary
- **Totals will be calculated automatically.**

### Terms and Conditions (Page 5 and 6)

- Please read through the Terms and Conditions of the Application and check appropriate boxes.
- By checking the boxes and signing the page, you understand and agree to the Terms and Conditions, Proper Use of Funds and the Notice of Collection when applying for a scholarship under the CJMPSOSSF.

## SUBMITTING YOUR APPLICATION

### Instructions

- Ensure that all sections and pages of the Application Form have been completed. If you require a Retroactive Application Form or Reconciliation Form, please contact the ministry.
- **Save, attach and email the completed Application Form and the required supporting documentation to [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca)**
- Please print two copies of the entire application, sign and date both copies, with a witness present.
- Keep one hardcopy for your records and mail one hardcopy to the following address to:

**Attention: Yoko Iwasaki, Community Safety Analyst  
Ministry of the Solicitor General  
Public Safety Division, External Relations Branch  
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**Questions and Assistance**

- If you have any questions or require further assistance, please contact the ministry contact below.  
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**APPENDIX – A (STUDENT LIVING ALLOWANCES)**

**Canada Student Financial Assistance Program**

**Student Living Allowances (Monthly Living Allowance by Province/Territory)**

<b>LIVING SITUATIONS</b>	<b>NL</b>	<b>PE</b>	<b>NS</b>	<b>NB</b>	<b>QC</b>	<b>ON</b>	<b>MB</b>	<b>SK</b>	<b>AB</b>	<b>BC</b>	<b>YT</b>	<b>NT</b>	<b>NU</b>
<b>SINGLE STUDENT LIVING AWAY FROM HOME</b>													
Shelter (2 bedroom apt. inc. utilities shared by two)	640	564	725	625	482	687	564	622	551	997	688	947	948
Food (purchased from stores)	305	279	337	281	310	310	289	296	321	320	349	355	353
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	267	295	284	271	362	331	345	356	385	392	364	374	374
Local public transportation	78	76	83	80	56	98	113	78	83	123	66	81	81
<b>Total Monthly Allowance (\$)</b>	<b>1,290</b>	<b>1,214</b>	<b>1,429</b>	<b>1,257</b>	<b>1,210</b>	<b>1,426</b>	<b>1,311</b>	<b>1,352</b>	<b>1,340</b>	<b>1,832</b>	<b>1,467</b>	<b>1,757</b>	<b>1,756</b>
<b>SINGLE PARENT/SOLE SUPPORT PARENT</b>													
Shelter (1 bedroom apartment including utilities)	1116	978	1173	1052	806	1107	792	1031	872	1,431	1,249	1,492	1,494
Food (purchased from stores)	305	279	337	281	310	310	289	296	321	294	349	355	353
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	267	295	284	271	362	331	345	356	385	410	364	374	374
Local public transportation	78	76	83	80	56	98	113	78	83	112	66	81	81
<b>Total Monthly Allowance (\$)</b>	<b>1,766</b>	<b>1,628</b>	<b>1,877</b>	<b>1,684</b>	<b>1,534</b>	<b>1,846</b>	<b>1,539</b>	<b>1,761</b>	<b>1,661</b>	<b>2,247</b>	<b>2,028</b>	<b>2,302</b>	<b>2,302</b>
<b>MARRIED STUDENT &amp; SPOUSE</b>													
Shelter (2 bedroom apartment including utilities)	1279	1129	1449	1249	961	1369	1,029	1243	1,098	2,017	1,373	1,892	1,895
Food (purchased from stores)	547	555	676	556	550	562	524	537	584	590	700	567	568
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	534	585	566	542	573	604	663	676	738	603	723	608	608
Local public transportation	158	160	166	161	107	191	229	166	170	227	132	162	162
<b>Total Monthly Allowance (\$)</b>	<b>2,518</b>	<b>2,429</b>	<b>2,857</b>	<b>2,508</b>	<b>2,191</b>	<b>2,726</b>	<b>2,445</b>	<b>2,622</b>	<b>2,590</b>	<b>3,437</b>	<b>2,928</b>	<b>3,229</b>	<b>3,233</b>
<b>EACH DEPENDANT CHILD</b>													
Shelter	194	209	295	191	175	295	221	212	196	298	207	407	409
Food (purchased from stores)	218	226	237	226	255	241	224	230	250	243	286	283	283
Miscellaneous (personal & health care, clothing)	120	86	84	80	137	125	158	161	175	144	108	130	131
Local public transportation	78	76	83	80	56	98	113	64	83	112	66	81	81
<b>Total Monthly Allowance (\$)</b>	<b>610</b>	<b>597</b>	<b>699</b>	<b>577</b>	<b>623</b>	<b>759</b>	<b>716</b>	<b>667</b>	<b>704</b>	<b>797</b>	<b>667</b>	<b>901</b>	<b>904</b>
<b>SINGLE STUDENT LIVING AT HOME</b>													
Shelter	0	0	0	0	0	0	0	0	0	0	0	0	0
Food (purchased from stores)	218	275	337	281	255	241	224	230	250	301	349	283	283
Miscellaneous (personal & health care, clothing)	230	224	208	191	255	254	278	283	309	330	240	303	304
Local public transportation	78	76	83	80	56	98	113	78	83	142	66	81	81
<b>Total Monthly Allowance (\$)</b>	<b>526</b>	<b>575</b>	<b>628</b>	<b>552</b>	<b>566</b>	<b>593</b>	<b>615</b>	<b>591</b>	<b>642</b>	<b>773</b>	<b>655</b>	<b>667</b>	<b>668</b>

**Description of Student Living Situations:**

Shelter allowance is only provided to students in the living situations as outlined in (a) - (d) below:

- a.** To be considered a **“Single Student Away from Home”** for the purposes of the Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund (CJMPSOSSF), a scholarship recipient must be:
  - a student who is living away from home (not in his/her parent(s)/guardian(s)' home); and
  - a student whose educational institution is more than 50 kilometres away from his/her primary residence (parent(s)/guardian(s)' home).
  
- b.** To be considered a **“Single Parent/Sole Support Parent”** for the purposes of the CJMPSOSSF, a scholarship recipient must be:
  - a student who has legal and/or physical custody and responsibility to support a **“Dependant Child”** and who is
    - single (not married or in a common-law relationship);
    - separated or divorced from a spouse; or
    - widowed.
  
- c.** To be considered a **“Married Student and Spouse”** for the purposes of the CJMPSOSSF, a scholarship recipient must be:
  - a student who has been living in a conjugal relationship, or a situation similar, for at least three years, as of the first day of classes (common-law marriage), or who is married.
  
- d.** For scholarship purposes, a recipient may receive living allowance amounts for each eligible dependant child. To be considered a **“Dependant Child”** for the purposes of the CJMPSOSSF, the child must be:
  - the student's natural or adoptive child,
  - under the age of 18; and
  - living with the student on a full-time basis during their study period.

Children in high school who are 18 years of age or older are not considered dependants. Children who have completed high school are also not considered dependants.

**NOTE: Shelter Allowance is ineligible for a “Single Student Living at Home”.**