

University of Toronto Scholarship Program for Dependants of Faculty Members, Librarians, Professionals/Managers and Research Associates

NOTE: For an original and complete version of the policy for Faculty Members and Librarians, consult the University Policy Handbook. An unofficial copy of the Handbook is available at: <https://governingcouncil.utoronto.ca/secretariat/policies/scholarship-program-dependents-faculty-members-and-librarians-march-7-1994>

For a copy of the Policies for Professionals/Managers consult the Policies for Professionals/Managers

For a copy of the Policies for Research Associates consult Policies for Research Associates

Who is Eligible

This scholarship program is for dependants of University of Toronto Faculty Members (including Full-time Clinical Academic Appointees), Librarians, Professionals/Managers and Research Associates (those covered under the Policy for Research Associates (limited term) and Senior Research Associates) who are studying on a full-time basis in an eligible program of study at an eligible institution. For those studying part time at the University of Toronto, the tuition waiver program remains in effect.

Value of Scholarship

For dependants of eligible faculty members & librarians who hold an appointment of 76% or greater, the value of the scholarship is equal to 65% of the amount of the academic fees for five full courses in a general program in Arts and Science at the University of Toronto. For faculty members and librarians who hold an appointment of 25%-75%, the value is pro-rated to the actual FTE.

For dependants of full-time eligible Professionals/Managers and Research Associates, the value of the scholarship is equal to 50% of the amount of the academic fees for five full courses in a general program in Arts and Science at the University of Toronto. For part-time Professionals/Managers and Research Associates with appointments of 25%-99%, the value will be pro-rated to the actual FTE.

Definitions

"Dependant" means a son, stepson, daughter, stepdaughter, or spouse of a faculty member, librarian professional/manager or research associate.

"Eligible Faculty Member, Librarian, Professional/Manager or Research Associate" means a faculty member, librarian, professional/ manager or research associate who holds a regular staff appointment, whether full-time, part-time of 25% or more, or a sessional appointment, during the academic session for which the scholarship application is made. The value of the scholarship shall be pro-rated to the actual FTE. Sessional, contract or term appointments will receive the same consideration as continuing appointments. Dependants of faculty members, librarians, professionals/managers or research associates who have retired are eligible for the scholarship program with the value of the scholarship based on the retiree's FTE in their final year of employment.

"Eligible Full-time Clinical Academic Appointee" means a clinical faculty member who is engaged in academic work for at least 80% of their professional working time. The Clinical Academic Appointee may work part-time but devote 80% or more of their professional work time to academic work. This is called full-time equivalent. For full-time equivalent appointments, the scholarship shall be pro-rated to the proportion of academic activity.

"Eligible Affiliated Scientist" means an individual appointed to a Status-Only role in any Faculty who meets the criteria outlined in the October 1, 2024 memo Establishment of "Affiliated Scientist" Subgroup within Status-Only Category ([PDAD&C#13](#)).

"Eligible Institution" means any four-year-degree-granting institution (or its equivalent if the institution is outside North America) which is recognized by the University of Toronto for transfer credit purposes, or Ontario Colleges of Applied Arts and Technology and the Ontario College of Art and Design.

"Eligible Program of Study" means a program of study leading to a first undergraduate degree or certificate and which does not require prior undergraduate preparation.

"Eligible Student" means a student who is the dependant of a faculty member, librarian, professional/manager or research associate and who is enrolled as a full-time student in an eligible institution in an eligible program of study and who:

(a) is enrolling in the first year of studies (Admission Scholarship) and has attained at least an 75% average in the student's best six grade 12 U or M courses; or best six OAC courses; or an appropriate combination of Grade 12 U/M and OAC courses. Students from other educational jurisdictions must present equivalent qualifications.

(b) has attained an average of at least "B" in the student's most recent year of eligible program of studies (In-program Scholarship); or

(c) having been granted a scholarship under this program in the previous year, continues to be eligible to proceed in the student's eligible program of study and who is not on academic probation (Continuing Scholarship).

"Spouse" means a person who is living with the faculty member, librarian, professional/manager or research associate in a conjugal relationship, whether or not the persons are legally married to each other, and includes persons who are of the same sex or of the opposite sex of the faculty member, librarian or professional/manager or research associate.

Administrative Procedures

For an Admission Scholarship: the student shall submit an application and a transcript of marks to the University Registrar's Office at the time when the student has received admission to an eligible institution in an eligible program. The student is entitled to submit further transcripts in the event that the first transcript submitted does not qualify the student for the scholarship but a later one does.

For an In-Program Scholarship: the student shall submit an application and a transcript of the student's final marks for the most recent year of eligible program of studies.

For a Continuing Scholarship: the student shall submit a transcript of the student's marks for the most recent year of studies or such other evidence as may demonstrate that the student meets the criteria AND confirmation of the continuing eligibility of the employee of whom the student is a dependant. *Where there has been no break in studies, confirmation of the continuing eligibility of the employee will be done automatically through Human Resources in the summer prior to the beginning of the new academic year.*

Completion and submission of the application

The application must be submitted to the staff member's own **University of Toronto** department for confirmation of the staff member's eligibility in accordance with guidelines provided by the Department of Human Resources (see **Section C** of the application). Section C must be filled out by the Human Resources Representative or the Business Officer of the University of Toronto department after confirmation of the staff member's eligibility.

Note: Unsigned or incomplete applications (including those without appropriate transcripts attached) cannot not be processed.

The application and any required **academic transcripts or other supporting documents** can then be forwarded to the University Registrar's Office to: dependants.scholarship@utoronto.ca

Please note: The electronic version of this application form has fillable fields, and signatures are required where noted. The form can be digitally signed and submitted by email (or signed and scanned and submitted by email).

Applications cannot be processed without an academic transcript. If you are currently attending the University of Toronto or have applied for admission for the current academic year, you do not need to submit a separate transcript for this application.

The University Registrar's Office will determine the applicant's eligibility, and then advise the student via email of the value and terms of the scholarship, payment procedure and the renewal requirements. To ensure prompt payment of the scholarship, please submit the application before the end of the first study term of the academic year for which you are applying.

Payments:

For University of Toronto students, the scholarship will be credited to the student's account.

For students registering at other institutions, the scholarship funds will be **forwarded to the appropriate institution** and released to the student upon confirmation of enrollment in a full-time course load.

T4a's will be issued to the student recipient for this program.

Incomplete applications cannot be processed. Please ensure that all fields are completed and all necessary signatures obtained before submitting the application to the University Registrar's Office.