

Application Procedures

The Patrick F. Lett Graduate Student Assistance Bursary was set up as a safety net for graduate students who for one reason or another got into financial difficulties during the course of their studies or research.

Normally applications are considered on a per-term basis for the following periods:

- January 1 to April 30;
- May 1 to August 31;
- September 1 to December 31;

The application deadline is one month before the beginning of each period. However, the Lett Committee will consider applications at any time if the need is urgent. You are considered eligible if:

- a) you are a MSc student and you have been supported by either your supervisor or some other means for one full year
- b) you are a PhD student and you have been supported either by your supervisor or some other means for three full years.
- c) Neither a) nor b) above applies but there are extenuating circumstances and you require financial assistance.

The application process is as follows:

- 1) Complete an application form (available from Gretchen Smith in the office).
- 2) Submit a letter stating why your thesis has taken longer than anticipated, including a timeline for completion. Include any information you feel necessary to help the committee assess your application.
- 3) Submit a letter from your supervisor discussing your progress and stating how much funding he/she is able to provide.
- 4) Submit proof that other sources of funding have been sought. For Canadian students this includes investigating student loans.

It is the student's responsibility to ensure a complete application is submitted. Students reapplying for Lett funding should not assume that information provided previously is sufficient – a new application as outlined above, must be submitted each time.

In reviewing the applications, the committee will consider: the length of time the student has been on Lett funding; the level of support requested; the student's progress as assessed by letters received; and the amount of money available in the Lett Fund. Please be aware that not everyone who applies will receive funding or you may not receive the full amount requested.

The selection committee consists of the Department Administrator, the Chair, and two graduate students. The student members will be appointed or reappointed after the application deadlines, so as to avoid possible conflicts of interest.