



UNIVERSITY OF
CALGARY

Indigenous Student Technology Fund

Eligibility Requirements

The Indigenous Student Technology Fund (ISTF) is awarded through the Leadership and Student Engagement Office, and is a collaboration between the University of Calgary and the Writing Symbols Lodge. This fund is intended to support the technical needs of Indigenous students, including the provision of Laptops, Tablets, Software, and peripheral needs associated with coursework. Applications for funding must be submitted by full- or part-time University of Calgary students registered in a University of Calgary degree program, or as a University of Calgary Open Studies student. It is the responsibility of the applicant to know and adhere to all eligibility requirements and policies below.

GENERAL POLICIES AND GUIDELINES

- University of Calgary undergraduate and graduate Indigenous students (First Nations, Non-Status, Inuit, Métis) are eligible to apply for and receive funding.
- The ISTF Committee will not consider applications submitted by non-currently registered students;
- Recipient selection and distribution of funds will be determined by the ISTF committee, which is comprised of university staff, faculty and student representatives; and
- **Applications are not retroactive in nature;** that is, applications for funding submitted or received after the date of your activity will not be considered.

FUNDING ELIGIBILITY

- Applicants must be full- or part-time University of Calgary students registered in a University of Calgary degree program, or as a University of Calgary Open Studies student.
- Applicants must self identify as Indigenous (First Nations, Non-Status, Inuit, Métis).

- Successful applications must demonstrate a need for support in the provision of technology, including Laptops, Tablets, Software, and peripheral needs as it relates to coursework.
- Successful applications must provide details about specific needs, and express how support would benefit students in reaching their goals.
- Fund distribution is competitive. Applicants should ensure their application is thorough, in-depth, has been proofread and does not have spelling or grammatical errors.

AWARD

The support awarded to a successful applicant will be determined by the quality of the proposal, the needs communicated by the applicant, the amount requested, and the availability of funds. Please be aware that you may not be awarded the full amount requested.

The ISTF is awarded using a Scholarship Payment process. To receive your funds, your SIN number or Study Permit information must be on file with the University. If this information is not on file, you must contact HR at hr@ucalgary.ca or call 403-220-5932 to update your information as soon as possible or risk having your funding withdrawn. This is a form of non-taxable income and you will be receiving a T4A Tax Form from the University of Calgary for the amount you are funded. To find out more about T4As and Scholarship Payments, please call the Integrated Service Centre HR Help Desk at 403-220-5932. Successful applicants will receive their funding on or around the 25th of the following month via a direct deposit or cheque. If you will require funds by a certain date, please consult the timeline on the ISTF website. More information on this process will be communicated to successful applicants.

In the event you no longer require support for which you were awarded funds:

If you have withdrawn from courses for which you received specific support, you must notify the Writing Symbols Lodge Office immediately. If you have already received your funds, you must repay them using a cheque for the full amount of your funds addressed to "The University of Calgary" and delivered to the Writing Symbols Lodge (MacEwan Student Centre 390Z) within 14 days of the notification.

HOW TO APPLY

Applications are due by **4:30PM** on the **10th day of each month**. **There will be no application submissions in either April or December.**

Before applying to the ISTF, please ensure that you have reviewed the ISTF Eligibility Requirements. Prior to submitting the application, we strongly encourage you to information about your needs ready and be prepared for the following three questions:

1. Tell us a little about yourself and your area of study.
2. Tell us about your specific technological needs and how they relate to your area of study.
3. Tell us how support will benefit you in achieving your academic goals.

RESUBMIT

Students are only allowed to resubmit their application once for the same support if their previous application was not successful for the funding. We strongly suggest that you contact the Writing Symbols Lodge for feedback on how your application may be strengthened before your resubmission.

YEARLY REVIEW

The maximum award amounts, along with the process and requirements for funding will be reviewed on an annual basis. This review will be conducted by the ISTF Committee, which is constituted of university staff, faculty and student representatives. Any changes will be updated on the ISTF website and in the Eligibility Requirements document.