

Distance Exams

Testing Centre Services Bursary Application

Nipissing University recognizes that testing centre service costs came as a significant, unplanned expense for many of our students for the December 2018 exam period. In order to assist students in making the transition to the new exam booking process, we are offering a one-time bursary to partially reimburse students for some of their costs incurred as a result of testing centre services. Please note that this is a one-time bursary for the December 2018 exam period that will not be offered in future exam periods.

The deadline for this application and all relevant original receipts to be mailed to our office is:

Thursday, December 20th, 2018

Eligibility Requirements

In order to be eligible for a Testing Centre Services Bursary, you must have incurred testing centre service expenses totaling at least \$100 for the December 2018 exam period. You must provide original receipts for all testing centre service costs incurred, and these costs can only be considered for the bursary if they are not otherwise being covered by your employer or any other sponsor or funding agency.

In order to be eligible for consideration for the bursary, your completed application and all pertinent original receipts must be postmarked by the deadline above to the following address:

Office of the Registrar – Distance Exams
Nipissing University
100 College Drive, Box 5002
North Bay, ON P1B 8L7

In the event that the testing centre can only issue an electronic receipt, we will accept an electronic copy of the receipt as long as it bears your name, the amount paid, and a unique invoice # or receipt # that can be verified by the testing centre. In all other cases, you must mail the original paper receipt to our office with this application. To avoid duplication, we cannot accept copies or facsimiles, and your original receipts will not be returned to you.

Please note that incomplete or false applications, applications missing original receipts, or applications listing exam information that cannot be corroborated by our Student Information System and the Testing Centres listed on the application form will not be considered. If your application is successful, you will be mailed a cheque by the end of February 2019 as follows:

- \$50 for students with overall testing centre service costs of \$100 or more, but less than \$200.
- \$100 for students with overall testing centre service costs of \$200 or more, but less than \$300.
- \$150 for students with overall testing centre service costs exceeding \$300.

Please ensure that your mailing address on WebAdvisor is up-to-date in order to have your cheque sent to the correct address.

For further information, please contact us at distance_exams@nipissingu.ca.

Distance Exams

Testing Centre Services Bursary Application

Name of Applicant: _____

Student #: _____

Course Code	Exam Date	Exam Time	Testing Centre Used	Cost per exam (tax incl.)
Total:				

Note that your original receipts showing proof of payment for all costs listed here must be included with this form in order to be eligible for the bursary.

I, _____ (print name) certify that I incurred the above costs for exams I wrote during the December 2018 exam period for my Fall courses at Nipissing University. I further certify all of the following are true:

- all information provided in this application is factual,
- the receipts included with this application are from my own testing centre service expenses, and
- these costs have not and will not be subsidized by my employer or any other sponsor or funding agency, or refunded in whole or in part by the testing centre.

I agree that as part of this application, my exam booking, exam attendance, registration, and sponsorship information will be verified by the Office of the Registrar in order to determine my eligibility for this award. I understand that this bursary will not be available in future exam sessions.

Signature of applicant

Date