Fundamentals of Co-operative Organizations
Certificate Program 2017

Funding Assistance Guidelines

To make this professional development program as accessible as possible, the Ontario Co-operative Association will make available funds to provide bursaries and payment plans. These funds are in addition to ongoing subsidization of the FCO Program through On Co-op dues and reserve funds.

WHO IS ELIGIBLE?

Bursaries

reducing the cost of the FCO Program for new or emerging co-operatives

For each cohort of the Fundamentals of Co-operative Organizations Certificate Program, a limited number of bursaries will be made available to representatives of:

- An incorporated co-operative less than five years old; or
- Organizing/planning committees or individuals contemplating - or in the process of forming - a legally incorporated co-operative, and/or groups working with co-operative developers or similar professionals to determine the feasibility of proceeding towards co-op incorporation.

Payment Plans

spreading the registration fees for the FCO Program over a number of months

For each cohort of the FCO Program, On Co-op will consider requests to divide the cost of registration fees into a number of payments for representatives of:

- Incorporated co-operatives five years or older; or
- Other groups, organizations or individuals that are not eligible for a bursary

GENERAL POLICIES

- The full price of the 2017 FCO Certificate Program is:
  On Co-op Member Price**: $3,300 + tax
  On Co-op Member Affiliate (MOMO) Price: $3,500 + tax
  Non-Member Price: $3,900 + tax
  ***For the definition of an Ontario Co-operative Association member, please refer to the membership pages of the On Co-op website.*
- Program applicants who are not members of On Co-op are encouraged to apply for membership. An application can be downloaded from www.ontario.coop/members. Membership discounts for the FCO Program cannot be made retroactively.
- Students or their organizations must submit a written request to Adam Malloy, Education Manager, Ontario Co-operative Association, requesting financial assistance by December 17, 2016. Under exceptional circumstances only, strict adherence to this date may be waived. The request letter must include:
  - The type of financial assistance requested and the amount of upfront financial contribution that can be made; and
  - The benefits to the student and/or organization of participating in the FCO Program.
- Requests for financial assistance are subject to acceptance and due diligence by On Co-op.
- Once acknowledgement has been received that the student has been accepted into the FCO Program, On Co-op will require a signed contract with the student agreeing to the terms and conditions of the financial assistance.

Bursaries

a. Requests for bursaries of **between 10% - 90%** of the FCO program student fee plus HST will be considered. Students, or their organization, must contribute a minimum of 10% of the student fee + HST.
b. Bursaries may only be used to subsidize the FCO Program registration fee and HST. The bursary does not cover any other fees, charges or expenses, including lost wages, travel and transportation, child care, Internet and telecommunications costs, additional food or accommodation.
c. Only one bursary request per co-operative or group will be considered per cohort. However requests for other students from the same group requesting a payment plan is acceptable.
d. Bursaries and payment plans cannot be combined for one person.
e. The total amount annually allocated to bursaries is limited. Depending on the dollar value of all requests made for bursaries, students may receive less than their requested amount. The bursary program may stop accepting applications at any time.

Payment Plan

1. On Co-op will remit 100% of the student fee payment to the Schulich School of Business on behalf of all individuals approved for payment plans on or before the posted payment date. The student will make his/her contributions directly to On Co-op.
2. Requests for payment plans **up to 90%** of the FCO Program student fee plus HST will be considered. Students, or their organization, must contribute a minimum of 10% of the student fee + HST upfront.
3. A fee of 3.5% will be calculated on the total amount advanced and will be included in the instalment calculations.
4. Up to three equal payments will be allowed, each to be received before the next Intensive Session, with full payment to be made at least two weeks before the final Intensive Session of the cohort.
5. Payments must be current before the student is allowed to attend the Intensive Sessions or to graduate. Program access may be discontinued if the payment plan is not followed.
6. Student may repay the monies advanced sooner than the payment schedule, but no cancellation or modification of the split payment fee or other discount will be given.
7. Up to five students from the same organization may take part in the payment plan per cohort.
8. Sample payment plan:
   a. $3,300 student fee + $429 HST = $3,729. Assumes student contributes 20% ($745.80) to On Co-op upfront, leaving $2,983.20 to be financed.
   b. Split payment fee is $104.41 (3.5% of $2,983.20).
   c. Three equal instalments of $1,029.20 [(2,983.20 + 104.41) /3] will be made to On Co-op no later than: five working days before Intensive #1, five working days before Intensive #2, ten working days before Intensive #3. Intensives are held about 4-6 weeks apart.

Student obligations

- Must have submitted a complete application for the FCO Program directly to the Schulich School of Business for the current cohort prior to the posted application deadline.
- If the request for financial assistance is accepted, the student will sign a Letter of Agreement acknowledging that he/she:
  - Acknowledges the amount to be financed and the payment terms, or offered as a bursary;
  - Will complete all components of the FCO Program in the current cohort, including webinars and all exercises and projects to the best of his/her abilities;
  - Will attend and participate in all Intensive Sessions;
  - May be requested to assist in the promotion of the FCO Program in the future; and
  - Understands that access to the Program and/or graduation may be suspended if he/she does not fulfill the requirements of the Letter of Agreement.
  - Initial student contributions must be received at On Co-op by the posted payment date.
- All amounts owing on a payment plan must be repaid even if student does not graduate or otherwise complete the FCO Program.

- Course materials (including access information for the webinars) cannot be sent out until the Letter of Agreement has been signed by both the student and On Co-op and the student financial contribution has been received.

For more information, contact:

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Or visit ontario.coop/FCOProgram