



Instructions for Completing and Submitting Award Applications, Financial Statements and Supporting Documents

i Please submit award applications and all completed documents to your Awards Rep. You can also contact your Awards Rep if you need assistance or have questions about completing your application. Please see [Table of Contents](#) to navigate to a full list of our Awards Reps.

Table of Contents

Table of Contents.....	1
How to Submit your Award Application	2
How To Complete the Financial Statement.....	6
Page 1:	6
Page 2:	7
Income:	7
Monthly Expenses:	8
College Expenses:	10
How to Complete Supporting Forms	11
Student Application Portfolio.....	11
Common Achievement, Bursary or Scholarship Application:.....	12
College Reference Form:.....	13
Student Progress Report:.....	13
Volunteer & Activities Form:	14
Where to send the completed awards application?.....	15
Campus Awards Representatives →	15
Online Learning Programs Awards Representatives →	16

How to Submit your Award Application

Where do I find award applications?

- Applications for awards can be found on the college website at www.cna.nl.ca/awards
- Students can search the website by campus, program and / or award name.
- Awards are separated by 5 categories:
 1. **Application Attached;** you will find an application form after clicking on the award.
 2. **Common Achievement Application required.**
 3. **Common Bursary Application required.**
 4. **Common Scholarship Application required.**
 5. **No application required;** there is no need to apply. All students who meet the criteria will be considered.

Once you determine the awards you want to apply for you click on name of the award. The file opens up and the first page of application provide information on the award such as name, number of awards, value and criteria. You must read the criteria to ensure you are eligible to apply for the award.

How do I complete the award applications?

- You can print the application and complete by hand.
- You can save the application and complete it on your computer, OneDrive or jump drive.

How do I save the award application to my computer?

- Click on the “save” button and determine where you want to save the file (*i.e.: on your desktop, OneDrive or jump drive*). Change the file name to the name of the application and your name (*i.e.: Common Bursary-John Doe*), (*i.e.: Flight 491 Memorial Scholarship -John Doe*)
- Once saved to your computer, complete the fillable application. Remember to save it when you make changes to the application.

- Do this for each application you want to apply for.

Process for Common Achievement, Bursary or Scholarship Application

- You only need to complete both applications **ONE** time.
- Each award includes the value, donor, eligible program and year.
- Check the box next to the award that you are eligible for.
- Once completed and submitted, you will be considered for all the awards, bursaries & scholarships listed on the applications, if you meet the eligible criteria for that award.
- Eligible criteria for each award can be found on the 2024-2025 Student Awards Handbook or by searching the award on the college website at www.cna.nl.ca/awards.
- Other awards are available to students that are not included on the Common Achievement, Bursary or Scholarship applications. Please view more awards on our college website at www.cna.nl.ca/awards.

Some applications require additional documentation / forms like the College Reference Form, College Financial Statement Form, Student Progress Form and Volunteer & Activities Form). Where do I find these?

- The forms can be found on the college website under Important Applications & Documents, Additional Forms (To Go With Applications)
- You can print the form/forms and complete by hand or
- You can save the form to your computer, OneDrive or jump drive and then complete it.

How do I save and send the College Reference to Campus Awards Rep?

- You can print the application and give it to your Reference to complete and give it back to you. You will need to attach it to the application and give it to the Campus Awards Rep in person or you will need to scan it and email it to the Campus Awards Office email.

- You can save the application to your computer. OneDrive or jump drive with your name. Email it to your Reference to complete and he/she can email it back to you. You will then email it to the Campus Awards Office email.
- You will not need to make multiple copies of the College Reference Form.

It asks for a Letter of Reference. Is this the same as a College Reference form?

- No, a **Letter of Reference** is different. The letter is asking for something specific from the person who is giving the reference and it relates directly to the award.
- Make sure you submit a Letter of Reference and not a College Reference form when the award application is asking for a Letter of Reference.

How do I save and send the Student Progress Report to the Campus Awards Rep?

- You only need a Student Progress Report when there are courses in progress (started in the fall semester) and not on your transcript. This usually applies to Industrial Trades students because courses are not completed therefore no grades are submitted.
- You can print the Student Progress Report and give it to your instructor to complete and give it back to you. You will need to attach it to the application and give it to the Campus Awards Rep in person or you will need to scan it and email it to the Campus Awards Rep.
- Or you can save the application to your computer, OneDrive or jump drive with your name. Email it to your instructor to complete and he/she can email it back to you. You will then email it to the Campus Awards Rep.
- You will not need to make multiple copies of the Student Progress Report.

How do I save and send the Volunteer & Activities Form?

- Click on the “save” button and determine where you want to save the file (*i.e.: on your computer, OneDrive or jump drive*). Change the file name to Volunteer Activities and your name (*i.e.: Volunteer Activities-John Doe*).

- Once saved to your computer, OneDrive or jump drive, complete the fillable form. Remember to save your changes after you complete the form.
- You can complete and save this form multiple times if you require more space. Just be sure to number your pages. (*i.e.: Volunteer Activities pg.1-John Doe, Volunteer Activities pg.2-John Doe*).
- You will not need to make multiple copies of the College & Community Volunteer Activities Form.
- You can choose to print the form and complete manually.

How To Complete the Financial Statement

- Click on the “save” button and determine where you want to save the file (*i.e.: on your computer, OneDrive or jump drive*). Change the file name to College Financial Statement Form and your name (*i.e.: Financial Statement Form-John Doe*).
- Once saved to your computer, OneDrive or jump drive, complete the fillable form. Remember to save your changes after you complete the form.

Page 1:

1. STUDENT INFORMATION

- Enter your name, age, student number, campus, program, and year of program.

2. LIVING SITUATION

- Check all boxes that apply to your situation while attending college. If you will live at home (with parents), if you will live away from home, are you married/common law or are a mature student living on your own? And do you have dependents?
- If you check that you will live away from home, you must include the distance in kms from hometown to college. For example, if your permanent home is Corner Brook, but you are attending college in St. John's then its 690 kms.
- If you have dependents, you must include how many.
- Check the box that best describes your combined parental/household income.

3. COLLEGE FUNDING

- Check all boxes that apply to your funding sources while attending college.

4. CIRCUMSTANCES FOR CONSIDERATION

- If you have any circumstances that you feel will have an impact on your college funding, please provide a description and it will be taken under consideration.
- You can attach a separate sheet if more space is required.

Page 2:

Please use financial information for the Winter 2025 semester.

Income:

- Complete all sections.
- If a section is not applicable to you, please put “Ø” in that section.
- Please ensure totals are inserted at the bottom.

Student Aid Loan (per winter semester)

- How much money you received in provincial or federal loan on your Student Financial Services Assessment. Only record the information for the winter semester. You can find this information on your 2024-2025 Student Aid Assessment on your Student aid NL account.

Student Aid Grant (per winter semester)

- How much grant money you received in federal or provincial grant on your Student Financial Services Assessment, it will show as NL Student Grant, CSG-FT, CSG-FTDEP, CSG-D, and/or CSG-TU. Only record for the winter semester. You can find this information on your 2024-2025 Student Aid Assessment on your Student aid NL account.

Savings for Winter Semester

- If you have any savings for school indicate it here, only that amount for your winter semester, not the total amount. For example, you may have a \$5000.00 RESP and you receive \$2500.00 for each semester. Therefore, \$2500.00 would be the amount entered used for the winter semester.
- The amount you saved during summer employment, divided by the number of semesters this academic year. Use the calculated amount for winter semester.

Funding (i.e.: IPGS, Indigenous, EI Benefits, etc.)

- If you are receiving any funding from a sponsoring agency/ group indicate how much you will receive for the winter semester. Don't forget to add your tuition, college fees, books and living allowance if this is included with your funding from a sponsoring agency.
- EI (Employment Insurance) benefits or living allowance for the winter semester. For example: if you will get \$100.00 per week in EI benefits, then add an additional \$1700.00 to the funding amount.

Bank Loan (per winter semester)

- Includes Credit Card / Student Line of Credit Loan
- How much money are you borrowing from a bank or financial institution such as RBC or Scotiabank for the winter semester? **Note:** calculate only the money you are borrowing for the winter semester. Do not include credit card debit borrowed prior to starting college.

Family Support (per winter semester)

- Contributions from parents/ guardians, spouse, or other family members
- Contributions can be money or in-kind (i.e.: paying rent for semester)

Bursaries, Scholarships, and Awards (per winter semester)

- If you won any awards for the academic year, divide the amount of the awards by the number of semesters. For example, if you won a \$2000.00 bursary and you have two semesters this year, you will enter \$1000.00 for the winter semester.

Tuition Vouchers (SWASP, etc.)

- If you received a tuition voucher such as Tutoring for Tuition or a summer SWASP position, you will include the amount remaining on your voucher that will be applied to your winter tuition fees.

Employment

- If you will be working while attending school (i.e.: a part time job) indicate approximately how much money you will make during the winter semester.

Other income (i.e.: CPP, Pension Benefits etc.)

- If you are receiving other income such as Canadian Pension Plan or Workers Compensation, enter how much you will receive during the semester. If you will get 50.00 per week enter 800.00.

Monthly Expenses:

- Complete all sections.
- If a section is not applicable to you, please put “Ø” in that section.
- Please ensure totals are inserted at the bottom.
- You may be asked to provide documentation of your expenses (i.e.: rent receipts)



Housing (Rent, mortgage, utilities, internet, cable – include only your portion if sharing)

- How much is your monthly portion of rent or mortgage for the winter semester. If you pay \$100.00 per week for a boarding house the total will be \$400 for the month.
- How much will you spend in utilities each month. If you are in a boarding house, you won't have this separate cost. If you rent an apartment / house, it may be separate from the rent. If you have roommates only provide your portion per month.
- How much is your bill for Internet/cable is \$80.00 per month. If you have roommates only provide your portion of bill.
- Add all these expenses to give you the total for Housing.

Food/ Meal Plan

- How much will you spend in food or a meal plan for a month? If you spend \$100 per week it will be \$400.00.
- If you have dependents and spend \$200 per week it will be \$800.00.

Cell Phone

- How much will you spend in phone charges each month?

Transportation (Gas, insurance, car payment)

- If you have your own vehicle, how much will your transportation cost for the month. This can include vehicle payments, insurance, gas, and maintenance.
- If you use public transportation, estimate the cost for the month. Or if you carpool and the owner charges you \$25 per week, the total is \$100.00 for the month.

Child Care

- How much will you spend in childcare for a month? If spend \$150.00 a week, it will be \$600.00 per month.

Other Expenses

- Examples of other expenses could be medical expenses or an unexpected repair. Write what the expense is for and total cost in the blank line provided.



College Expenses:
Tuition and Fees

- Total tuition and any other fees for the winter semester

Books

- Total cost of books for the winter semester

Supply Costs

- Total how much your equipment and supplies will be for the winter semester. Do not include computer costs, however if there was an unexpected expense for the semester, please include under "Other Expenses".

Other Expenses

- Examples of other expenses could be exam or license fees. Write what the expense is for and total cost in the blank line provided.

Declaration and Signature

- Make sure you **sign/ type and date** the form.
- Signature is required for printed applications.
- Electronic applications will be accepted without signature if name is printed/ typed and emailed from student CNA email address.

How to Complete Supporting Forms

This information sheet is to help students complete their College Award applications, which is used for Achievement, Distinction and Bursary awards. This information helps the award committees assess a student based on the award criteria.

Note:

- If you are applying for multiple awards, you can complete one copy of each additional form (College Financial Statement Form, Reference Form, Student Progress Report, Volunteer & Activities Form), sign or print and add it to your Student Application Portfolio.
- Complete the entire form. If there is something that does not apply to you, please indicate “N/A” Not applicable.
- Incomplete applications will NOT be considered.

Student Application Portfolio

The Student Application Portfolio will be a file or envelope that will contain ONE copy of each application and supporting documents for all awards that the student will be applying for.

For example:

Each Student that applies will have their own individual Application Portfolio that will consist of:

- 1 copy of **Common Achievement Application, Common Bursary Application** and/ or **Common Scholarship Application** (Note: you must tick the boxes for the awards where you meet the eligibility criteria.
- 1 copy of each **Separate Award Application** outside of the common achievement/bursary/scholarship application.
- 1 copy of Required Forms (**College Reference Form, Volunteer & Activities Form, College Financial Statement Form**)
- 1 copy of **Transcript** and/or **Student Progress Report**

Common Achievement, Bursary or Scholarship Application:

- You only need to complete either of these applications **ONE** time.
- Once completed and submitted, you will be considered for all the awards, bursaries & scholarships ticked on the applications. Please tick the boxes for the awards where you meet the eligibility criteria.
- Eligible criteria for each award can be found on the 2024-2025 Student Awards Handbook or by searching the award on the college website at www.cna.nl.ca/awards.

1. APPLICANT CHECKLIST

- Check all boxes that apply to ensure you have all required documents for the application.

2. PERSONAL INFORMATION

- Be sure to complete all required information including name, student number, full address, contact information, campus, program and year of program.
- Check all boxes that apply to your citizenship, identity, residency, etc.

3. DECLARATION and SIGNATURE

- Signature is required for printed applications.
- Electronic applications will be accepted without signature if name is printed/typed and emailed from student CNA email address.

NOTE: Other awards are available to students that are not included on the Common Bursary or Scholarship applications. Please view more awards on our college website at www.cna.nl.ca/awards

College Reference Form:

Many awards require a College Reference Form, which is used with selected applications, based on selection criteria. This information helps awards committee assess a student's suitability for a specific award.

Note:

- If you are applying for multiple awards, you only need your College Reference Form completed **ONE** time to add to the Student Application Portfolio.
- Some applications may require another reference asking about specific criteria (*i.e.: leadership skills, determination, etc.*) so another suitable reference may be required to highlight requested information as set by award criteria. Please be sure that the reference you ask, is able to comment and provide details about you, as requested.
- References should **NOT** be a friend or relative of the candidate. We recommend program instructors when available. Other suggestions are past or present employer, high school teacher if you recently graduated high school, or supervisor of an organization where you completed volunteer work.
- Give your reference time to complete your reference form or letter. **Do Not** ask them for a reference and expect it the next day.
- Complete the entire college reference form. If there is something that does not apply to you, please indicate "N/A" Not applicable.
- Incomplete applications will NOT be considered.

Student Progress Report:

This form is used for Industrial Trades students with courses still in progress from the fall 2024 semester. This form should be brought to all instructors in your program and completed. Submit the student progress report with your application.

Volunteer & Activities Form:

Many awards require a student to have college, community, or volunteer activities. This form gives you the opportunity to list your activities and provide the information required.

- Name of Organization/Group including contact person.
- Describe the activity/role that you had. *For example: Volunteered with College Orientation Day, member of Student Council, assisted with coaching minor hockey, etc.*
- Identify if this was a college, community or high school activity.
- Was it one-time activity or an on-going commitment? Please tick the box showing the time commitment involved. *For example: coaching minor hockey, this would be considered an on-going weekly activity. Volunteered with College Orientation Day would be considered the one-time activity.* Identify the approximate hours you participated in the activity.
- Please put the start date and end date of the activity. In the case of the one-time activity, the start and end dates would be the same.
- Include all activities and volunteer work for the past five years. You may go back longer than the five years if the activity was still ongoing within the past five years.

Where to send the completed awards application?

- If you are taking a program at one of our campuses, you can email your completed award applications and documents to the Awards Rep at your campus. (See the list of [Campus Awards Representatives](#) below).
- If you are taking an online program, you can email your completed award applications and documents to the Awards Rep associated with your program. (See the list of [Online Learning Programs Awards Representatives](#) below).
- If you save them as fillable applications, you just attach them to the email you send to the Awards Rep.
- If you completed the applications manually and need to email them to the Awards Rep you will need to scan the applications and documents.
- You can give the completed applications and documents to the Awards Rep or drop it off at the Student Services Office at the campus.

Campus Awards Representatives →

CAMPUS	AWARD REP	CONTACT INFORMATION
Bay St. George	Vanessa Lee, SDO	bgawardsoffice@cna.nl.ca 709 643-7822
Bonavista	Adam Berry, SDO	BOAwardsOffice@cna.nl.ca 709 468-1725
Burin	Craig Wells, Counsellor	BUAwardsOffice@cna.nl.ca 709 891-5623
Carbonear	Rebecca Parsons, SDO	CAAwardsOffice@cna.nl.ca 709 596-8921
Clarenville	Lori Thornhill, SDO	CLAwardsOffice@cna.nl.ca 709 466-6945
Corner Brook	Ashley Christopher, SDO	cbawardsoffice@cna.nl.ca 709 532-4501
Gander	Brittany Glover, SDO	gawardsoffice@cna.nl.ca 709 651-4819
Grand Falls	Robert Hillier, SDO	gfawardsoffice@cna.nl.ca 709 292-5647
Happy Valley	Lorraine O'Leary, SDO	HVAwardsOffice@cna.nl.ca 709 896-6308
Labrador West	Pamela Meaney-Pieroway, Counsellor	LWAwardsOffice@cna.nl.ca 709 944-4189
Placentia	Rose Power, SDO	PLAwardsOffice@cna.nl.ca 709 227-6264

Port Aux Basques	Samantha Allen, SDO/RF	pbawardsoffice@cna.nl.ca 709 695-4035
Prince Phillip Dr	Katie Nurse, SDO	PPAwardsOffice@cna.nl.ca 709 758-7259
Prince Phillip Dr	Mini Nair Jayasankar, SDO	PPAwardsOffice@cna.nl.ca 709 758-7170
Prince Phillip Dr	Stacy Hogan, Clerk Typist	PPAwardsOffice@cna.nl.ca 709 758-7359
Ridge Road	Jennifer Pelley, SDO	RRAwardsOffice@cna.nl.ca 709 758-7388
Seal Cove	Marlene Furlong, SDO	SCAwardsOffice@cna.nl.ca 709 744-6841
St. Anthony	Lavinia Crisby, SDO	saawardsoffice@cna.nl.ca 709 454-2895
Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963

Online Learning Programs Awards Representatives →

ONLINE PROGRAM	CAMPUS	AWARD REP	CONTACT INFORMATION
Early Childhood Education Certificate (OAS)	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Early Childhood Education Diploma (OAS)	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Business Admin (General)	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Marketing	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Former Business Administration - Marketing	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Medical Office Management	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Records and Information Management	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Rehabilitation Assistant (OTA & PTA)	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Strategic Human Resource Management	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963

Accounting	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Former Business Admin-Accounting	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Executive Office Management	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Video Game Art & Design	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Human Resources	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Former Business Admin - Human Resources	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Former Business Management - Human Resources	Online Learning	Tracy Holloway, SDO	OLAwards@cna.nl.ca 709 466-6963
Accounting	Clareville	Lori Thornhill, SDO	CLAwardsOffice@cna.nl.ca 709 466-6945
Former Business Admin-Accounting	Clareville	Lori Thornhill, SDO	CLAwardsOffice@cna.nl.ca 709 466-6945
Enterprise Web Development	Clareville	Lori Thornhill, SDO	CLAwardsOffice@cna.nl.ca 709 466-6945
Executive Office Management	Clareville	Lori Thornhill, SDO	CLAwardsOffice@cna.nl.ca 709 466-6945
Medical Office Management	Clareville	Lori Thornhill, SDO	CLAwardsOffice@cna.nl.ca 709 466-6945
Records and Information Management	Clareville	Lori Thornhill, SDO	CLAwardsOffice@cna.nl.ca 709 466-6945
Information Management	Grand Falls	Robert Hillier, SDO	gawardsoffice@cna.nl.ca 709 292-5647
Mental Health and Addictions	Grand Falls	Robert Hillier, SDO	gawardsoffice@cna.nl.ca 709 292-5647
Early Childhood Education Diploma (OS)	Prince Phillip Drive	Katie Nurse, SDO	PPAwardsOffice@cna.nl.ca 709 758-7259

Accelerated Software Development	Prince Phillip Drive	Katie Nurse, SDO	PPAwardsOffice@cna.nl.ca 709 758-7259
Art & Design Essentials	Prince Phillip Drive	Katie Nurse, SDO	PPAwardsOffice@cna.nl.ca 709 758-7259
Tourism and Hospitality Services	Prince Phillip Drive	Katie Nurse, SDO	PPAwardsOffice@cna.nl.ca 709 758-7259
X-Ray Skills for Medical Laboratory Technologists	Prince Phillip Drive	Katie Nurse, SDO	PPAwardsOffice@cna.nl.ca 709 758-7259
Project Management	Labrador West	Pamela Meaney-Pieroway	LWAwardsOffice@cna.nl.ca 709 944-4189
CAS Transition	Gander	Brittany Glover, SDO	gawardsoffice@cna.nl.ca 709 651-4819
College Transition	Gander	Brittany Glover, SDO	gawardsoffice@cna.nl.ca 709 651-4819
Bachelor of Applied Arts: Early Childhood Education	Bay St. George	Vanessa Lee, SDO	bgawardsoffice@cna.nl.ca 709 643-7822
Early Childhood Education Admin Leadership	Bay St. George	Vanessa Lee, SDO	bgawardsoffice@cna.nl.ca 709 643-7822