

# **College Awards Information Sheet**

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 (Financial Statement, Reference Form, Progress Report, Volunteer Activities Form), sign it and make multiple copies to attach to each application.
- 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.

## **COMMON 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 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 2021-2022 Student Awards Handbook or by searching the award on the college website at [www.cna.nl.ca/awards](http://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.
- If you identify as being indigenous, a visible minority, a female or having a disability check the appropriate box and include supporting documentation with the application.

### **3. DECLARATION and SIGNATURE**

- Signature is required for printed applications
- Electronic applications will be accepted without signature if 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](http://www.cna.nl.ca/awards)

## **FINANCIAL STATEMENT:**

### **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, if you will live away from home, are you married/common law, and 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 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. STATEMENT OF FINANCIAL NEED:**

### **Estimated Resources:**

- 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)

### **Personal Contribution (per semester)**

- Savings: Personal savings & RESP
  - If you have any savings for school indicate it here only that amount for your fall semester. Not the total amount. For example, you may have a 25,000.00 RESP but you get 5,000.00 per semester.
  - The amount you saved during summer employment, divided by the number of semesters this academic year.

- Income from employment while attending school (during a 16-week semester)
  - If you will be working while attending school (i.e.: a part time job) indicate approximately how much money you will make during the 16 weeks
- EI (Employment Insurance) benefits per semester while studying
  - How much EI benefits will you receive during the 16 weeks. For example: if you will get 100.00 per week. Record 1600.00 in the box.
- Funding (i.e.: IPGS, First Nations). Specify agency: \_\_\_\_\_
  - If you are getting any funding from a sponsoring agency/ group indicate how much you will get during the 16 weeks. In the space provided record the agency (i.e.: IPGS or First Nations).
  - Don't forget to add your tuition fees if this is included with your funding from a sponsoring agency.

### **Student Assistance (per semester)**

- Provincial Grant (per semester)
  - How much money you received in provincial grant on your Student Financial Services Assessment, it will show as NL Student Grant. Only record for the fall semester.
- Federal Student Grant (per semester)
  - How much money you received in federal grant on your Student Financial Services Assessment, it will show as CSG-FT or GSG-Students with Disabilities. Only record for the fall semester.
- Bursaries, Scholarships, and Awards
  - If you won any awards for the academic year you can divide the amount of the bursaries, scholarships and awards you have 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 Fall semester.
- Tuition Vouchers (SWASP, etc.)
  - If you received any tuition vouchers such as tutoring for tuition or a summer SWASP position you can total the amount and divide by the number of semesters. If you received 1000.00 in total and have two semesters in the 2021-2021 academic year you can enter 500.00 for the fall semester.
- Other income: (i.e.: CPP, Pension Benefits etc.) \_\_\_\_\_
  - If you are receiving other income such as Canadian Pension Plan or Child Tax Benefits enter how much you will receive during the 16 weeks. If you will get 50.00 per week enter 800.00.

## Other Contributions (per semester)

**Note:** Contributions indicates the amounts are not borrowed or need to be paid back.

- Contributions from parents/ guardians
  - How much money will your parents/ guardians contribute during the fall semester or 16 weeks. If parents / guardians will give you 2,000.00 enter it here.
- Contributions from spouse
  - How much money will your spouse contribute during the fall semester or 16 weeks. If spouse will give you 1,000.00 enter it here.

## ADD 1-13 to show your Total Resources Per Semester

- Add all of the amounts from 1-13 in the Resources column and enter the amount

## Debt- Related Resources (per semester)

- NL Student Loan (per semester)
  - How much money will you receive in provincial loan from Newfoundland & Labrador government. On your Student Financial Services Assessment, it will show as NL Student Loan. Only record for the fall 2021 semester.
- Federal Student Loan (per semester)
  - How much money will you received in federal loan on your Student Financial Services Assessment, it will show as Canada Student Loan. Only record for the fall 2021 semester.
- Credit Card/ Bank Loan/ Student Line of Credit Loan (per semester)
  - How much money are you borrowing from a bank or financial institution such as Bank of Montreal or Scotiabank for the fall semester. **Note:** calculate only the money you are borrowing for the fall 2021 semester. Do not include credit card debit borrowed prior to starting college in 2021.
- Other (please, specify): \_\_\_\_\_
  - If you are borrowing money from a source not stated above, you can indicate here.

## ADD 14-17 to show your Total Debt-Related Resources Per Semester

- Add all of the amounts from 14-17 in the Resources column and enter the amount

## ADD 1-17 to show your Grand Total of Resources Per Semester

- Add all of the amounts from 1-17 in the Resources column and enter the amount

## Estimated 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

### College Expenses (per semester)

- Tuition/Fees (i.e.: audit fees, exam fees, confirmation fee, certification fees, etc.)
  - Total how much your tuition fees, and any other fees for the fall 2021 semester
- Books
  - Total how much your books will be for the fall 2021 semester
- Equipment and Supplies
  - Total how much your equipment and supplies will be for the fall 2021 semester
- Field Trips
  - If you have any field trips as part of your program total how much your field trips will be for the fall 2021 semester.
- Health & Dental Insurance
  - How much will your health and dental insurance be for the fall 2021 semester. If you are opting out of Health and Dental do not include it.
- **You can refer to the Program Cost Form for costs**

### College Transportation Expenses (per semester)

- Transportation – Private vehicle owner
  - If you have your own vehicle, how much will your transportation cost during the semester. This can include vehicle payments, insurance, gas and maintenance. For example, if your car payment is \$75.00 per week, insurance is \$25 per week and gas is \$30 per week, the total will be \$2080 for 16 weeks. ( $\$130 \times 16 = \$2080$ )
- Transportation – Public (i.e.: bus, taxi, carpool)
  - How much will your transportation cost during the semester. If you live in St' John's and purchased a student semester bus pass, the fee \$275. If you carpool and the owner charges you \$25 per week, the total is \$400.00.  
( $25 \times 16 = \$400$ )
- One return trip per semester from permanent residence to college.
  - Transportation cost to travel to college at the beginning of the semester and to return home at the end of the semester. Calculate \$20 per 100 km, for example if you live in Rocky Harbour and attend college in Bay St. George, the distance is approximately 200 km, return trip will be 400 km.  $400\text{km} \div 100\text{km} = 4$ . And  $4 \times \$20.00$  is \$80.00. The cost for one return trip is \$80.00.

## Living Expenses (per semester)

- Rent or Mortgage - Room / Apartment
  - How much will be your portion of rent or mortgage for 16 weeks or the semester. If you pay \$100.00 for week for a boarding house the total will be \$1600.00. If your portion of rent or mortgage is \$500.00 per month your total amount will be \$2000.00.
- Food/ Meal Plan
  - How much will you spend in food or a meal plan for 16 weeks? If you spend \$50 per week it will be \$800.00.
  - If you have dependents and spend \$150 per week it will be \$2400.00.
- Utilities (i.e. Heat & Lights)
  - How much will you spend in utilities for the fall 2021 semester. 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 or included. If you pay \$150.00 per month in utilities your total amount is \$ 600.00.
  - If you have roommates and your portion is only \$60.00 per month, then you total is \$240.00.
- Phone
  - How much will you spend in phone charges for the fall 2021 semester? If your bill is \$100.00 per month, you need to multiple by 4 months for a total of \$400.00.
- Internet
  - If your bill for Internet is \$80.00 per month, you need to multiple by 4 months for a total of \$320.00.
  - If you have roommates and your portion of Internet bill is \$20.00 per month, then your total is \$80.00.
- Child Care
  - How much will you spend in childcare for 16 weeks? If spend \$125.00 it will be \$2000 for 16 weeks.

## Other Expenses (per semester)

- Other (i.e. medical cost not covered under insurance plan) \_\_\_\_\_
  - Examples of other expenses could be supplies or medicine not covered by your insurance plan. Write what the expense is in the blank line provided. What will be your total cost during the 16-week semester?
- Other (please specify)
  - If you have other expenses that have not been listed above, you can include that expense.

## **ADD 18-33 to show your Total Expenses Per Semester**

- Add all of the amounts from 18-33 in the Expenses column and enter the amount
- Please provide information on any special circumstances that you feel should be considered that are not reflected in the financial statement.

**Please note that a separate sheet can be used if more space is required.**

## **Declaration and Signature**

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

## **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 can have your college reference form completed and make multiple copies to attach to each application. \*\*\*\*Please keep in mind that some applications may require a 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 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 something that does not apply to you, please indicate "N/A" Not applicable.
- Incomplete applications will NOT be considered.

**PLEASE INDICATE HOW LONG AND UNDER WHAT CIRCUMSTANCES YOU HAVE KNOWN THE APPLICANT**

- The person should write how long and in what capacity he/she has known the student. *For example: 2 years, student worked part-time at Walmart while under my supervision OR 1 year, as student's instructor for ABC Program.*

**EXPLAIN WHY YOU BELIEVE THIS INDIVIDUAL IS A WORTHY CANDIDATE FOR A SCHOLARSHIP/BURSARY/AWARD**

- Please write why you feel the applicant should be considered for an award, please feel free to use examples demonstrating the character and strengths of the student.

**PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS BY CIRCLING THE APPROPRIATE NUMERICAL VALUE OR BY CHECKING "UNABLE TO ASSESS".**

- Please rate the student's qualities from a scale of 0 to 4. If you cannot determine, please check unable to assess.

**Don't forget to have the form signed by your reference and include their contact information. If the reference has the correct software program they can electronically sign, however if not, we can accept a college reference if they send the form from their college email or the form can be printed and signed.**

**STUDENT PROGRESS REPORT:**

This form is used when a college transcript is not available because courses are still in progress. This form should be brought to all instructors in your program and completed. Then submit with your application in place of a transcript.

**COLLEGE & COMMUNITY VOLUNTEER ACTIVITIES FORM:**

Many awards require a student 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 and contact information.
- 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 an on-going commitment or a one-time activity? *For example: coaching minor hockey, this would be considered an on-going activity. Volunteered with College Orientation Day would be considered the one-time 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.
- Identify the hours you participated in the activity and if this is weekly, monthly, etc. *For Example: if you volunteered with the College Orientation Day, you would put the total numbers hours you volunteered that day. If you volunteer with coaching minor hockey you put the number of hours each week you volunteer.*

**\*\*\* THIS FORM CAN BE COPIED IF MORE SPACE IS REQUIRED**

***If you have any questions, please contact your Campus Awards Rep.***

Baie Verte - Scott Furey, SDO

Bay St George – Jonathan Bennett, SDO

Bonavista - David Alcock, Counsellor

Burin - Craig Wells, Counsellor

Carbonear - Robyn Frampton, SDO

Clareville – Lauren Brake, SDO

Corner Brook – Cathy Regular, SDO

Distributed Learning – Lori Thornhill, SDO

Gander - Celena Alcock, SDO

Grand Falls-Windsor - Rob Hillier, SDO

Happy Valley-Goose Bay - Sharon Lucci, SDO

Labrador West - Pamela Meaney-Pieroway, Counsellor

Placentia - Dodie Blanche, SDO

Port Aux Basques – Samantha Allen, Resource Facilitator/SDO

Prince Philip Drive - Charlene Oake, SDO

Ridge Road – Jennifer Burge, SDO & Janet Cooney, Departmental Program Coordinator

Seal Cove - Marlene Furlong, SDO

St. Anthony – Lavinia Crisby, SDO