

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 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 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 bursary/scholarship application.
- 1 copy of Required Forms (**College Reference Form, College & Community Volunteer Activities Form, College Financial Statement Form**)
- 1 copy of **Transcript** or **Student Progress Report**
- 1 copy of **Diversity documentation (Indigenous, Visible Minority, Proof of Disability)** - if applicable
- 1 copy of **High School marks** - if applicable

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 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 2022-2023 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.
- 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 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.

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 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. STATEMENT OF FINANCIAL NEED:

Please use financial information for the Winter 2023 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.

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.

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 but you get \$2500.00 per semester. Therefore, \$2500.00 would be used for 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 \$1600.00 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 Child Tax Benefits enter how much you will receive during the 16 weeks. If you will get 50.00 per week enter 800.00.

Total Income

- Add all income amounts

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 portion of rent or mortgage for the winter semester. If you pay \$100.00 per 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.
- How much will you spend in utilities for the winter 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. If you pay \$150.00 per month in utilities your total amount is \$600.00. However, if you have roommates and your portion is only \$60.00 per month, then you total is \$240.00.
- If your bill for Internet/ cable 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.
- 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 16 weeks? If you spend \$100 per week it will be \$1600.00.
- If you have dependents and spend \$200 per week it will be \$3200.00.

Cell Phone

- How much will you spend in phone charges for the winter semester? If your bill is \$100.00 per month, you need to multiple by 4 months for a total of \$400.00.

Transportation (Gas, insurance, car payment)

- If you have your own vehicle, how much will your transportation cost during the semester. This can include vehicle payments, insurance, gas and maintenance.
- If you use public transportation, estimate the cost for the semester. For example, you purchased a bus pass for \$275. Or if you carpool and the owner charges you \$25 per week, the total is \$400.00.

Child Care

- How much will you spend in childcare for the semester? If spend \$150.00 a week, it will be \$2400.00 for 16 weeks.

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 supplies, medical expenses or an unexpected repair. Write what the expense is for and total cost in the blank line provided.

Total Expenses

- Add all expenses

Net Income:

- Income - Expenses

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.

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 when a College Transcript is not available because courses are still in progress from the fall 2022 semester. This form should be brought to all instructors in your program and completed. Then submit with your application in place of a College Transcript.

Please Note: In some cases, students may have to submit both a College Transcript and a Student Progress Report. They will need a College Transcript showing completed courses and a Student Progress Report for courses that were started in the fall 2022 semester but have not been completed.

COLLEGE & COMMUNITY 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.

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

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

Bay St George –Allison Lomond, Counsellor & Vanessa Lee, SDO

Bonavista - Jamie Best, Campus Administrator

Burin - Craig Wells, Counsellor

Carbonear -Robyn Frampton, SDO & Barb Robichaud, Administrative Officer

Clareville – Lauren Brake, SDO & Wendy Monks, Counsellor

Corner Brook – Jeff Patry, Counsellor

Distributed Learning - Tracy Holloway, 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, SDO / Resource Facilitator

Prince Philip Drive - Katie Nurse , SDO

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

Seal Cove - Rebecca Parsons, SDO

St. Anthony - Lavinia Crisby, SDO