



LOYALIST COLLEGE SCHOLARSHIPS, AWARDS AND BURSARY APPLICATION INSTRUCTIONS

Please follow the instructions listed below to submit your information for the bursary/scholarship application:

1. Please type www.myloyalist.com; key in your User Name and Password and click *Log In*.

NOTE: First-year Students – your User Name is in the format: FirstnameLastname (no spaces) and your Password will be your date of birth in the YY/MM/DD format. If you are a 'first-time user', it will prompt you for a new user name – this will now be your student number; the new password is your Social Insurance Number. Once this information is set, it should not ask for this again.

Returning Students – your login will be the same one you use to sign in on a computer at the College or to access your mail.

Then – click the **Awards, Bursaries & Scholarships** icon.

2. **Log in Screen** – Please type in your student number and Social Insurance Number, then press *Continue*.
3. **Privacy Statement** – Please read the privacy statement and press the *Accept* button to continue on to the next part of the application. Once you click "*Accept*", there will be a pop-up screen, notifying you that receipts will be required to finalize your application. (Please click 'OK' to continue. If you press the Decline button, you will be directed to a privacy concern page. This page indicates that you do not wish to submit your personal information online and must go to the Financial Aid Office (Room 2H1) to fill out a paper application).
4. **Personal Information** – Please complete the personal information. All fields on this form are mandatory. If you miss entering information and press the *Next* button, the page will highlight the required field and give a red error message on the top and bottom of the page letting you know what field is missed. Please verify that your email address is accurate as you will be receiving an email confirmation upon completion of the application.
5. **Awards, Bursaries & Scholarship Selection Screen** – This page will indicate the entire list of Bursaries for which you may be eligible based on GPA (Grade Point Average), Gender, Program, Location, Program Year and eligible dates. Please review the bursary description to be sure you are eligible for the bursary before clicking the check-box. When you are finished, click *Next*.
6. **Financial Information** – Please enter your income and expenses on a semester basis. If you are required to submit receipts or proof of documents, you can scan and upload these documents to your application or drop off copies to the Awards Officer, Joanne Farrell, Room 2H1, by the deadline date. Once you have filled in all the appropriate fields, please hit the *Calculate* button, then click the *Next* button to continue.

If the system indicates that you are not eligible for bursaries based on your income vs. expenses, please review what you have keyed or come and see the Awards Officer, Joanne Farrell, in Room 2H1 to review your application. **Please continue on with the application, until you get the "Thank you" page. This will ensure that your information is captured in our database.**

NOTE: Based on the information provided in the personal section, the system has calculated your monthly living allowance (see chart below). The living allowance is composed of shelter, food, public transportation and miscellaneous items (e.g. personal and health care, clothing, H/H, cleaning, communication). The guidelines used are those provided by the Ministry of Training, Colleges and Universities. If the amount populated does not cover your monthly expenses, please list any additional expenses under 'extraordinary' expenses. Proof of extraordinary expenses will be required.

Living Allowance Chart:

	Per Month	Per Semester (x4 months)
Single Student, living at home	\$650	\$2,600
Single Student, independent (out of high school 4 years), living at home	\$650	\$2,600
Single Student, not living at home	\$1,300	\$5,200
Single Student, independent (out of high school 4 years), not living at home	\$1,300	\$5,200
Married Student	\$2,100	\$8,400
Sole Support Parent	\$1,400	\$5,600
Allowance for Dependent Children	\$555 per child	

7. **Confirm Your Application Screen** – Please verify the data you have entered thus far. It will list your Personal Information, Bursaries selected and Financial Information. If all information is correct please click *Continue*. If you made an error and need to make a change please click *Make Corrections*. This will take you back to the beginning of the Personal Information section; continue to click *Next* until you come to the necessary change.

8. **Submit Information “Thank You” Screen** – This page will submit all of your information into the database. It will also indicate additional material required for the Financial Information page (Government Funding; Extraordinary Expenses, etc.) as well as any additional materials that may be required for specific bursaries (résumés, essays, transcripts, etc). **Remember, all this information can be uploaded to your application. You will receive an automated email message from the system in your email account (listed on the application) within 24 hours. If you do not receive this email, please contact Joanne Farrell, Awards Officer, at 613-969-1913 ext. 2202 or via email Jfarrell@loyalistc.on.ca as soon as possible.**

9. **Print “Thank You” Screen** – It is recommended that you print the final page for your records.

If you have any questions regarding any of this information, please feel free to contact Joanne Farrell, Awards Officer, at 1-888-LOYALIST, ext. 2202 or via email at jfarrell@loyalistc.on.ca .

NOTE: The deadline to apply for most bursaries will be Friday, September 19th at noon. The application is time-sensitive and will automatically close at 12 noon. **If additional documentation is required to be eligible for bursaries (e.g. receipts, résumés, letters of reference), this material must be submitted by 4 p.m. of the deadline date, unless otherwise noted. Late submission of this material may affect your eligibility.**