

LOYALiST

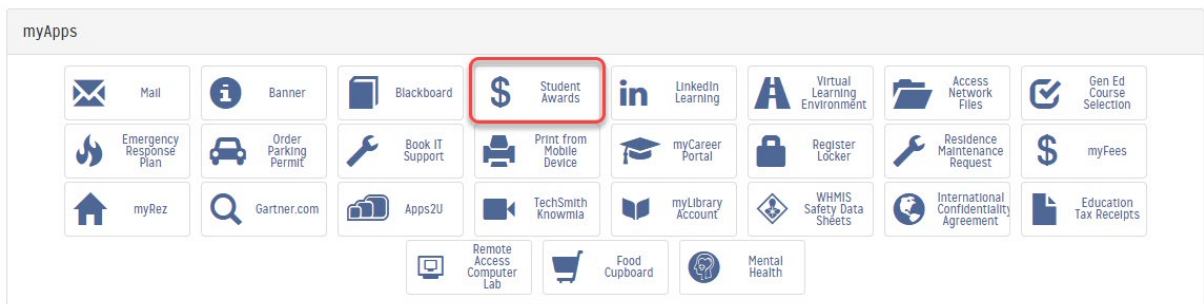
STUDENT AWARDS APPLICATION GUIDE

Welcome to the new Student Awards Application! This new system determines eligibility for awards based on information from Banner, as well as the personal and financial information provided by the student.

Before proceeding with the Student Awards Application, you will need the following information:

- Social Insurance Number (SIN)
- Your total earnings from the previous 4 consecutive weeks that includes wages earned, support payments and government benefits i.e. child tax credit, ODSP payments
- Your total savings amount
- Your total expenses

To access the Student Awards Application, you will need to log into your myLoyalist Portal.



After you have clicked on the Student Awards icon, you will see a disclaimer. Please read the disclaimer, click 'Agree'.

Disclaimer

You will be required to enter personal information in order to apply for awards, bursaries, scholarships and on-campus employment opportunities. This information is required to determine your eligibility. Students receiving an award, bursary or scholarship will receive a T4a tax form. Your social insurance number is required for this tax form.

Please visit our [site](#), to learn how we protect your privacy.

I understand and accept the following:

- i. the information contained in this application will be used by Loyalist College for the purpose of selection for awards, bursaries, scholarships, on-campus employment and the generation of my T4a tax receipt;
- ii. the College will not release application information or the results of the evaluation process, except to inform me that my application has been accepted for an award, bursary, scholarship or on-campus employment; and
- iii. if my application is selected for an award bursary or scholarship, I authorize the publication of my name and program on the College website or other College publication.

You must accept the terms of this privacy statement before proceeding with the online application. You will be asked to accept these terms each semester.

AGREE

STUDENT AWARDS APPLICATION GUIDE

If you have completed your personal and financial information, you will see their list of awards you can apply to. If you haven't completed this information, you will receive a message stating you need to complete the following information. Please confirm your Personal Information and select the appropriate check boxes that you identify with:

Hello, Rebecca Foreman

Please enter all pertinent information below. Please note: once you select 'submit', you will not be able to adjust your answers until the following semester.

Local City: Trenton
Permanent City: Trenton
Your address is used in determining eligibility for some awards, bursaries and scholarships. Address changes can be made in Banner.

County/Region ?

Are you affiliated with the Accessibility Centre? ? Yes No

Are you of indigenous descent? ? Yes No

Are you a First Generation student? ? Yes No

Answers to the Personal Information questions are used to determine eligibility to apply to awards, scholarships and bursaries.

*If you haven't provided your SIN number to Loyalist College, the application will ask you for it. You will not be able to proceed without entering your 9 legit SIN number.

The County/Region equals the County in Ontario that your permanent address is in. For example if your permanent address is in Picton, your County would be Prince Edward County.

Select SUBMIT:

County/Region ?

Are you affiliated with the Accessibility Centre? ? Yes No

Are you of indigenous descent? ? Yes No

Are you a First Generation student? ? Yes No

Answers to the Personal Information questions are used to determine eligibility to apply to awards, scholarships and bursaries.

Once you have clicked SUBMIT, use the drop down menu for 'My Information' and select 'Financial Information':

Home My Information ▼ Application FA

PERSONAL INFORMATION

FINANCIAL INFORMATION

STUDENT AWARDS APPLICATION GUIDE

On the Financial Information page, you will need to enter your Income and Resources and your Expenses. If you are receiving OSAP (Ontario Student Assistance Program), the information will populate automatically.

Financial Information

In order to be eligible for many of the awards/bursaries/scholarships, financial need must be determined. Please accurately enter your current financial situation.

Income and Resources

Savings ?	<input type="text"/>
Scholarships and Bursaries from Other Sources (excluding OSAP) ?	<input type="text"/>
Income from Government Benefits (ODSP, EI, CPP, Child Tax, Ministry funding, Indigenous funding) ?	<input type="text"/>
Income From Part Time Work (do not include On-campus Employment) ?	<input type="text"/>
Parental/Spousal Monthly Assistance ?	<input type="text"/>
Support Payments ?	<input type="text"/>
Total OSAP Amount for current semester (semester entitlement – loans and grants) ?	7674,6
Financial Aid from Another Province or Country ?	<input type="text"/>
If you are not receiving OSAP, please explain why (2000 character maximum) ?	
<div style="border: 1px solid black; height: 60px;"></div>	

Under expenses, your Tuition and Ancillary Fees will populate automatically. If your program requires Books and Supplies, this will also automatically populate for you. **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 comprised of shelter, food, public transportation, and miscellaneous items such as personal & health care, clothing, H/H, cleaning, communication. The guidelines used are those provided by the Ministry of Colleges and Universities. If the amount populated does not cover your monthly expenses, please provide a brief explanation of the shortfall.

Living Allowance Chart: Per Month		Month x 4 months (semester)
Single Student, Living at home	\$1,000	\$4,000
Single Student, Independent (out of high school 4 years), living at home	\$1,000	\$4,000
Single Student, not living at home	\$1,650	\$6,600
Single Student, Independent (out of high school 4 years), not living at home	\$1,650	\$6,600
Married Student	\$2,700	\$10,800
Sole Support Parent	\$1,600	\$6,400
Allowance for Dependent Children		\$555 / per child / month

STUDENT AWARDS APPLICATION GUIDE

Expenses

Tuition and Ancillary Fees ?	<input type="text" value="0"/>	<input type="text" value="0"/> (Current Tuition)
Books and Supplies ?	<input type="text" value="0"/>	<input type="text" value="0"/> (Current Books Fee)
Dependent children ?	<input type="text" value="0"/>	
Allowance for Dependent Children	<input type="text" value="0"/>	
Day Care Expenses ?	<input type="text" value="0"/>	
Do you live with your parents during the academic year?*	<input type="radio"/> Yes <input type="radio"/> No	
Are you married or in a common-law relationship?*	<input type="radio"/> Yes <input type="radio"/> No	
Are you a sole-support parent?*	<input type="radio"/> Yes <input type="radio"/> No	
Living Allowance (This amount is based on answers to questions noted with an asterisk *) ?	<input type="text"/>	
Extraordinary Expenses ?	<input type="text"/>	
Total Expenses ?	<input type="text"/>	
Total Need ?	<input type="text"/>	

Personal Statement

Please feel free to add any other information related to your Financial Information, maximum 2000 characters

[SUBMIT](#)

Select SUBMIT. After you have submitted your Personal Information and your Financial Information, you can now click on 'Application' to see the list of awards that have generated for you, based on the criteria you entered:



Eligible Awards, Bursaries and Scholarships based on criteria entered:

Awards, Bursaries and Scholarships

The following is a list of awards, bursaries and scholarships you are eligible to apply for, based on the Personal Information and Financial Information you provided, along with the information in Banner, our student information system. Some awards, bursaries or scholarships may require you to upload documents before you can complete your application.

Belleville Odd Fellows Bursary	APPLY NOW
Ben Murphy Bursary	APPLY NOW
Bev & Ian Reilly Bursary	APPLY NOW
Bob McKnight Memorial Bursary	APPLY NOW
Canadian Power and Sail, Bay of Quinte Power Squadron Bursary	APPLY NOW
Chawkers Foundation Bursary	APPLY NOW
City of Belleville, Thurlow Ward Bursary	APPLY NOW

Click the Apply Now button. You will then see the Award Details:

STUDENT AWARDS APPLICATION GUIDE

If no action is required, select the SUBMIT button.

[Details Page](#)

Association of Friends Bursary - \$425

This bursary is for students returning in their second or third year. Students must have 75% average or higher and demonstrate financial need. Additionally, students must be an Ontario Resident.

SUBMIT

Some Awards, Bursaries and Scholarships may require additional information or documentation:

[Details Page](#)

Honorary Colonel Maureen Piercy Award - \$250

An award available to students entering or continuing in a full-time program of study at Loyalist College. Student must be immediate family members of members of 8 Air Communication and Control Squadron and be an Ontario resident. Students must provide proof of affiliation with 8ACCS.

To apply, the following document(s) need to be included before you can submit your application.

Proof of Affiliation with 8 Air Communication and Control Squadron

Choose file No file chosen

UPLOAD DOCUMENT

SAVE

SUBMIT

Students must declare that "I hereby state that I am the first generation in my family to participate in post-secondary studies and declare that my parents did not attend post-secondary studies, full-time or part-time in or outside Canada, at any time in any program". Please include in the space provided below.

This is a test and I hereby state that I am a first-generation student.

SAVE

SUBMIT

After you have completed the requested steps, click SAVE. You will be automatically directed back to the application page. After you have hit SAVE, you will see that the 'Apply Now' button has changed to 'DRAFT':

Belleville Odd Fellows Bursary

DRAFT

Click on 'DRAFT' to go back into the Award Details Page and click SUBMIT. If the Award requires additional documentation, you will not be able to submit your application without uploading the required document(s):

STUDENT AWARDS APPLICATION GUIDE

Please upload all required documents.

OK

To upload a document, select 'Choose File' and then 'Upload Document':

To apply, the following document(s) need to be included before you can submit your application.

Proof of enrolment in an apprenticeship or Ontario Youth Apprenticeship Program

Choose file

No file chosen

UPLOAD DOCUMENT

You will then see this:

To apply, the following document(s) need to be included before you can submit your application.

Proof of enrolment in an apprenticeship or Ontario Youth Apprenticeship Program

Document Has Been Uploaded.

SUBMIT

Select 'SUBMIT' and your will change:

Honorary Colonel Maureen Piercy Award

SUBMITTED

At the bottom of the page there is a summary of the Award statuses:

Explanation of Status Codes

Apply Now – You are eligible to apply for this award, bursary or scholarship.

Draft – Your application has been saved, but not submitted.

Submitted – Your application has been submitted and will be reviewed soon.

Closed – You can no longer apply to this award, bursary or scholarship.

Decision Pending – Your application is currently being reviewed.

Selected – Congratulations – you have been selected for this award, bursary or scholarship! The payment will be sent to our Accounting Department and usually takes a few weeks to process.

Not Selected – Unfortunately, you were not selected for this award, bursary or scholarship.

As the Awards Office staff work through the list of application AFTER the closing date, you will be able to see where your application stands.

Any questions about the awards, bursaries or scholarships can be sent to awards@loyalistcollege.com.