HOW TO APPLY FOR SCHOLARSHIPS, BURSARIES, AND AWARDS

FINANCIAL AID & AWARDS

CAPILANO UNIVERSITY
AWARDS APPLICATION PROCESS

- Apply for awards online
- Submit additional documents
- Check Status on Awards Won
HOW TO APPLY

Go to the CapU homepage and click on ‘myCapU.’
Select ‘myCapU Account.’
To ensure continuous service during peak registration, we have changed the appearance of the myCap (Student Information menus, please contact the Registrar’s Office at 604.984.4900 during office hours.

**Personal Information**
View addresses and emergency contact information; change your PIN.

**Registration**
Check your registration status (Time Ticket), add/drop & waitlist for classes, view your schedule and access Add, Drop, Withdrawal Procedures, Textbook list.

**Student Records**
Display your term grades, account summary by term, holds, academic transcript, T2202A tax slips, and make credit card payments.

**Applications**
View the status of your Application for Admission/Readmission to the University.

**Financial Aid and Awards**
Apply for awards and view student loan information.

**Elections**
Cast your ballot electronically.

**Course Evaluation**
Submit your Course Evaluation On-line.

**Student Services**
Review applications, register for classes, apply for Financial Aid, review and update appointments.

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**How to Apply for Scholarships, Bursaries, and Awards Guide**
Financial Aid & Awards
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Financial Aid and Awards

Explore Scholarships, Bursaries & Awards
A listing of scholarships, bursaries and awards administered by Capilano University; Financial Aid and Awards.

Apply for Scholarships, Bursaries, Awards, and Fee Deferrals
Apply, update and view your online application for scholarships, bursaries, awards, and fee deferrals administered by Capilano University; Financial Aid and Awards.

View Scholarships, Bursaries and Awards Received
View scholarships, bursaries and awards, disbursed by Capilano University Financial Aid and Awards, that you have won.

Check Your StudentAid BC Application Status
Go to the StudentAid BC website to check the status of your loan application.

Commitments and Offers
View commitments and accept available offers.

Select ‘Apply for Scholarships, Bursaries, Awards, and Fee Deferrals.’
Scholarships, Bursaries and Awards Applications

To complete an application, click the Apply link in the Select to Access column.

To make changes to an application, click the Completed On date in the Select to Access column. Please ensure you click the Statement, select Yes to agree to the Terms and Conditions at the end of the application, and click the button.

The status of your application is displayed in the Status column. If the status is blank, the application has not been viewed and Student Records > View Holds.

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Type</th>
<th>Applications Accepted</th>
<th>Close</th>
<th>Select to Access</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>Fee Deferral Application</td>
<td>Nov 13, 2018</td>
<td>Feb 21, 2019</td>
<td>Completed on Nov 13, 2018</td>
<td>Pending</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>Scholarships, Bursaries, Awards</td>
<td>Nov 13, 2018</td>
<td>Feb 08, 2019</td>
<td>Completed on Feb 07, 2019</td>
<td>Under Review</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>Fee Deferral Application</td>
<td>Jul 09, 2018</td>
<td>Nov 01, 2018</td>
<td>Completed on Jun 29, 2018</td>
<td>Approving</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>Scholarships, Bursaries, Awards</td>
<td>Jul 09, 2018</td>
<td>Sep 17, 2018</td>
<td>Completed on Sep 13, 2018</td>
<td>Not selected</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>Fee Deferral Application</td>
<td>Mar 05, 2018</td>
<td>Jun 21, 2018</td>
<td>Completed on Mar 05, 2018</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Select ‘Apply’ for the Scholarship, Bursaries, Awards application for the term.
Welcome to the Spring 2019 online scholarships, bursaries, and awards application.

- Visit How to Apply for Awards to learn more about this application process and the additional award application documents due by January 18.
- Visit Scholarships, Bursaries & Awards to learn more about minimum eligibility criteria for Capilano University scholarships, bursaries, and awards.

* - indicates a required field.

Application Term: Spring 2019
Application Type: Scholarships, Bursaries, Awards
Street: 123 STREET ADD
City: VANCOUVER, BC, V5K1M9
Birth Date: Mar 18, 1989
Gender: Female
Preferred Email: kirengill@capilanou.ca
Program of Study: Bachelor of Business Admin
Application Date: 09/18/2017
Social Insurance Number: (OPTIONAL - NOT REQUIRED)

SIN is collected only for the purpose of T4A administration. Refer to Canada Revenue Agency for information.

Accommodations: *

Select the option that best represents your circumstances.

Indicate the birth date of your dependent children (mm/dd/yyyy):

Questions with asterisks (*) require an answer

e.g. First Nations, Métis, Inuit

Confirm that your personal information is correct. If not, contact the Registrar’s Office.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a member of the Cheam First Nation band? (Y/N)</td>
<td></td>
</tr>
<tr>
<td>If you are a member of the Cheam First Nation band, please provide your Status number</td>
<td></td>
</tr>
<tr>
<td>Are you a member of the Fort Langley First Nation band? (Y/N)</td>
<td></td>
</tr>
<tr>
<td>If you are a member of the Fort Langley First Nation band, please provide your Status number</td>
<td></td>
</tr>
<tr>
<td>Are you a member of the Squamish Nation? (Y/N)</td>
<td></td>
</tr>
<tr>
<td>If you are a member of the Squamish Nation, please provide your Status number</td>
<td></td>
</tr>
<tr>
<td>Is this the first term you are taking post-secondary courses (100-level or higher) at Cap? (Y/N) *</td>
<td></td>
</tr>
<tr>
<td>Have you been approved to receive a scholarship/award from Capilano University this term? (Y/N) *</td>
<td></td>
</tr>
<tr>
<td>Have you applied for, or will be applying for, student loans this term? (Y/N) *</td>
<td></td>
</tr>
<tr>
<td>Do you want to be considered for bursaries? (Y/N) If yes, complete the Budget Worksheet (next page) *</td>
<td></td>
</tr>
</tbody>
</table>

Questions with asterisks (*) require an answer. Bursaries are awards based on financial need; if you select ‘Y’, you must complete the Budget Worksheet on the next page to be considered. Only enter ‘Y’ or ‘N’ for Yes/No questions.

To navigate through your application, only use the ‘Continue’ button. Do not use your browser ‘Back’ or ‘Forward’ keys.
Budget Worksheet

Application Term: Spring 2019
Application Type: Scholarships, Bursaries, Awards
* - indicates a required field.

Expenses

Standard living expenses (e.g. rent, transport, food, etc.) & your tuition/fee/book amounts will be automatically applied. These expenses should not be reported here.

Description Explanation

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
<th>Entered Amount</th>
<th>Multiplier</th>
<th>Calculated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care</td>
<td>If you have child care expenses for your children aged 11 years and younger, enter the monthly amount you are required to pay each month during the term that this application is for.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support</td>
<td>Child support (also called maintenance) is financial support that one parent pays to another parent under an agreement or court order to help provide for the daily needs of a child. If you are required to make these payments, enter the monthly amount you are required to pay each month during the term that this application is for.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spousal Support</td>
<td>Spousal support (also called maintenance) is financial support paid to a former spouse under an agreement or court order to help with living expenses. If you are required to make these payments, enter the monthly amount you are required to pay each month during the term that this application is for.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceptional Expenses</td>
<td>If you have exceptional financial circumstances that set you apart from other students and are a barrier to accessing your education, you may report the amount of your exceptional expenses you have for this term here. You must submit supporting documentation (e.g. receipts) for all claimed exceptional expenses. Information on supporting documentation requirements and instructions for submission of your supporting documentation is at scholarships, bursaries, and awards. All claimed exceptional expenses are subject to review.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the total amount per month unless otherwise specified in the Expenses Explanation.

For information on Exceptional Expenses, please visit the ‘Current & Returning Students’ webpage.

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If $0 total resources are claimed below & you have not/will not apply for student loans, you will need to contact finaid@capilanou.ca in order to be considered for bursaries.

If you do not report any income ($0 Total Resources) and are not receiving a student loan for the term, you must email finaid@capilanou.ca and provide an explanation of what resources you are using to fund the term.

Refer to your sponsorship approval letter and enter the amount your band has approved. If your band is sponsoring your full tuition, enter in the amount of tuition for the term listed on your ‘Student Account Summary’. If your band has already paid your tuition it will be listed on your Account Summary as “Contract Payments.”

Enter the total amount per month unless otherwise specified in the Resources Explanation.
Personal Declaration

Application Term: Spring 2019
Application Type: Scholarships, Bursaries, Awards

- All submitted award applications are subject to audit and verification, and a minimum of 5% of award applications will be audited each term.
- If your application is selected for audit, you may be required to submit additional supporting documentation as part of the audit process.
- Awards will be revoked for students who fail to provide supporting documentation or misrepresent themselves on applications.

Applicant Statement

I certify that the information provided on this application is true and complete to the best of my knowledge. If requested, I will provide supporting documentation for verification of information. I authorize Capilano University to verify information collected on this application and I consent to the disclosure of information on this application to other educational institutions, government agencies, and the Ministry of Advanced Education as required. I understand that any misrepresentation or false information provided may result in the cancellation of any application or scholarship/bursary/award and may be subject to University disciplinary action. I will immediately notify Financial Aid and Awards if any of the information I have reported on this application changes. I understand that any scholarship/bursary/award that I am granted. If I am awarded a scholarship/bursary/award, I consent to the disclosure of my information, relevant to the receipt of the scholarship/bursary/award, to the donor, applicable Capilano University departments, and/or media publications. In accordance with the Freedom of Information and Protection of Privacy Act, this information can only be used for the purpose for which it is collected; for a reason consented to by the individual; or in accordance with sections 33 and 36 of the Act.

By submitting this application I agree to this Applicant Statement.

Do you agree to the terms and conditions listed above?  

You must select ‘Yes’ to agree to the Terms and Conditions.
Award Application Process Completed

Application Term: Spring 2019
Application Type: Scholarships, Bursaries, Awards

- You have now completed Step 1: Submit your online application.

- Review Step 2: Submit your additional documents to ensure you are eligible for awards.

- Once award applications close, the selection and notification process will take 6-8 weeks. Disbursement of approved award funds will occur as soon as you are notified in writing. Make sure your contact information, including your mailing address, is up-to-date. You can view and make changes to your information under 'My Applications'.

You can click the link to go directly to the 'Current & Returning Students' webpage to view additional documents.
CONFIRMING YOUR SUBMISSION

To confirm your submission, you need to check the status of your application in the Status column. If the status is blank, the application is marked as 'Incomplete'.

If you see ‘Completed on….’ then you know your application is complete. If it reads ‘Has not been completed’ you will want to return to your application and complete whatever is outstanding.

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>Entrance Awards</td>
<td>Oct 15, 2018</td>
<td>Mar 01, 2019</td>
<td>Completed</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>Fee Deferral Application</td>
<td>Nov 13, 2018</td>
<td>Feb 21, 2019</td>
<td>Completed</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>Nominee Statement</td>
<td>Nov 13, 2018</td>
<td>Mar 03, 2019</td>
<td>Completed</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>Scholarships, Bursaries, Awards</td>
<td>Nov 13, 2018</td>
<td>Jan 18, 2019</td>
<td>Completed</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>Fee Deferral Application</td>
<td>Jul 09, 2018</td>
<td>Nov 01, 2018</td>
<td>Completed</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>Scholarships, Bursaries, Awards</td>
<td>Jul 09, 2018</td>
<td>Sep 17, 2018</td>
<td>Completed</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>Fee Deferral Application</td>
<td>Mar 05, 2018</td>
<td>Jun 21, 2018</td>
<td>Completed</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>Nominee Statement</td>
<td>Mar 05, 2018</td>
<td>Jul 08, 2018</td>
<td>Completed</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>Scholarships, Bursaries, Awards</td>
<td>Mar 05, 2018</td>
<td>May 25, 2018</td>
<td>Has not been completed</td>
</tr>
</tbody>
</table>

To make changes to your application, click ‘Completed on….’ and update the information. Every time you re-enter the application, make sure you continue through the entire application and select ‘Yes’ to agree to the Terms & Conditions.
Application dates and deadlines are located at the top of the webpage.

Additional Documents are located on the ‘Current & Returning Students’ webpage.
How to apply

Applying for awards is easy, with one general online application. Follow the steps below to be sure you’re in the running for all the awards you might be eligible for.

**Step 1: Submit your online application**

**Step 2: Submit your additional documents**

Awards are available to support students who demonstrate leadership, engagement in their community and on campus, commitment to sustainability and environmental stewardship, and commitment to gender and women’s issues. To be considered for these types of awards, you need to submit additional documents to supplement your online application.

By submitting an additional document for one of the categories below, you are in the running for all awards in that category. Use our [online awards guide](#) to search for awards by category and to see which might be suited for your achievements.

**Additional documents:**
- Community and Campus Involvement Worksheet - Soccer (pdf)
- Community and Campus Involvement Worksheet (pdf)
- Demonstrated Leadership Worksheet (pdf)
- Environmental Stewardship and Sustainability Issues Essay (pdf)
- Gender and Women’s Issues Worksheet (pdf)
- Children with Disabilities Issues Worksheet (pdf)

Click the ‘Step 2: Submit your additional documents’ dropdown to view the Additional Documents for the current term.

Additional document are provided in fillable PDF format. New Additional Documents are available each term.
Completing and submitting your documents:

• Complete worksheets electronically; no handwriting
• Complete additional worksheet pages as needed to record all of your activities
• Essays must be typed and include the essay topic, your full name, and student ID
• Do not include any supporting documentation (resumes, reference letters, etc.) with your worksheets or essays
• Submit your documentation by the award application deadline, marked to the attention of "Financial Aid and Awards"
  • as a PDF sent by email to finaid@capilanou.ca sent from your student email account, or
  • delivered in person at Birch Building, room BR230 (Registrar's Office)
CHECK YOUR AWARDS STATUS

- You can check the status of whether you are receiving an award in your myCapU account by going to
  - Financial Aid and Awards
    - Apply for Scholarships, Bursaries, Awards & Fee Deferrals.
- If you do receive an award, it will show an "Approved" under the status column.
- If you are selected to receive an award, you can view your award in your myCapU account by going to
  - Financial Aid and Awards
    - View Scholarships, Bursaries and Awards Received
- The award name and amount will show in the applicable term.
AWARD PROCESSING & NOTIFICATIONS

• Estimated processing time is 6 - 8 weeks after the award application deadline.

• All recipients will be notified by Financial Aid & Awards through an award notification letter to your myCapU student email account.

• Awards are applied to your student account to pay off the any remaining balance for the term and, if applicable, refund cheques are then mailed to the address on your student record.
  • Please ensure your contact information is up-to-date.