



Apply Online for Student Awards

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INTRODUCTION

George Brown College's Awards program recognizes students who demonstrate financial need along with academic excellence. Assistance in the form of non-repayable scholarships, awards and bursaries is provided to eligible students to assist them with the costs of their education. *Student Awards* will allow you to identify the awards, scholarships, and bursaries you may be eligible for, apply online, and track the status of your application.

Applications for student awards are now available through the ***Student Awards*** tab in [Stu-View](#).

For details regarding application deadlines and further information on available awards, scholarships and bursaries please visit the [Awards and Scholarships](#) webpage.

Who Is Eligible to Apply?

To be eligible for awards, scholarships and bursaries, you must be:

- A current student at George Brown College, **and**
- Registered as a full-time student – i.e. taking at least 60% of a full course load, or at least 40% of a full course load for students with a permanent disability.

Continuing Education students and part-time students are not eligible to apply online for awards, scholarships and bursaries. If you are a Continuing Education or part-time student, please contact the [Financial Aid](#) office directly to find out about your financial assistance options.

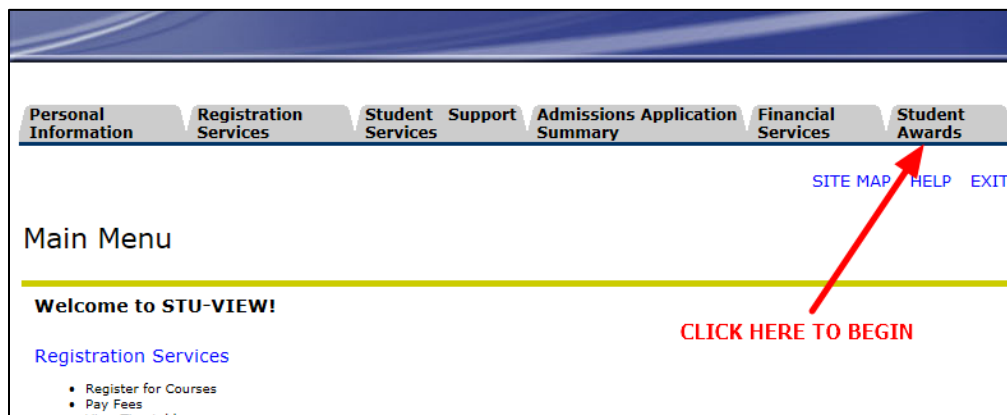
Please note: You must be enrolled in full-time classes for the applicable semester in order to view the available bursary, scholarship and awards applications.

APPLICATION PROCEDURE

Important Note: Before applying for student awards for a particular term, please ensure that you are registered for the term with a full-time course load – i.e. you must have already signed up for your required classes. If you are not registered as a full-time student in a post-secondary program, you will not see any awards applications when you get to [Step 3](#) of the application process.

Follow these steps to complete the online application process:

STEP 1: Login



To access the online *Application for Student Awards*:

- a) Login to your [STU-VIEW](#) account.
- b) Click on the **Student Awards** tab.
- c) Select **Apply for Student Awards**.

You will now see the Select Aid Year and Period page.

- d) Carefully read the instructions shown at the top of the page.
- e) Click on the **Continue** button at the bottom of the screen.

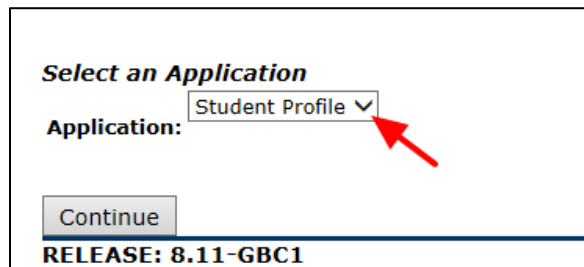
You will now see the Select an Application page.

STEP 2: Complete your Student Profile

To complete your *Student Profile* form:

- a) Select **Student Profile** from the *Application* dropdown menu on the Select an Application page.

At first, the Student Profile will be the only option displayed in the Application dropdown menu. After you submit your Student Profile, additional awards applications will be available for you to select if you are an eligible student. The Student Profile must be submitted once per academic year.



Select an Application

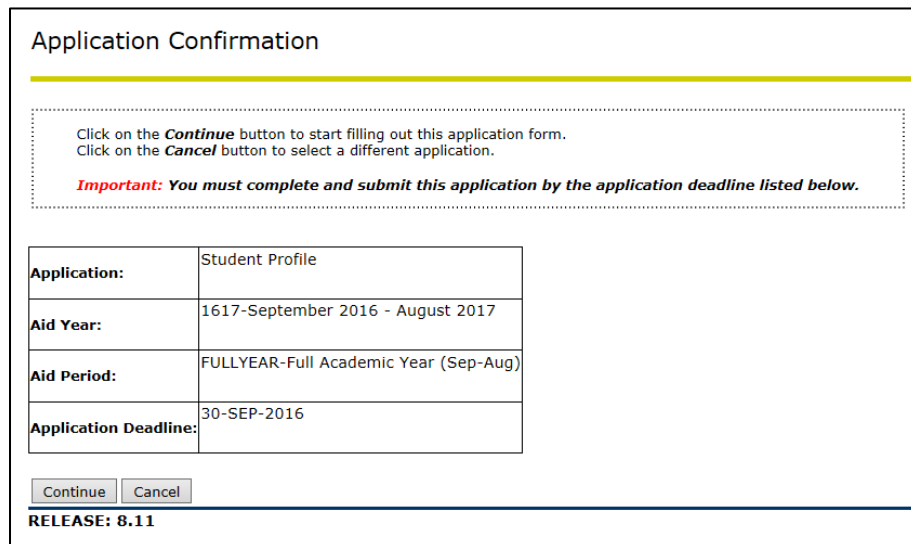
Application: Student Profile ▼

Continue

RELEASE: 8.11-GBC1

- b) Click on the **Continue** button at the bottom of the screen.

You will now see the Application Confirmation page.



Application Confirmation

Click on the **Continue** button to start filling out this application form.
Click on the **Cancel** button to select a different application.

Important: You must complete and submit this application by the application deadline listed below.

Application:	Student Profile
Aid Year:	1617-September 2016 - August 2017
Aid Period:	FULLYEAR-Full Academic Year (Sep-Aug)
Application Deadline:	30-SEP-2016

Continue Cancel

RELEASE: 8.11

- c) Carefully read the instructions shown at the top of the page.

d) Click on the **Continue** button at the bottom of the screen.

You will now see the main menu of the Student Profile with links to each of the six (6) required sections:

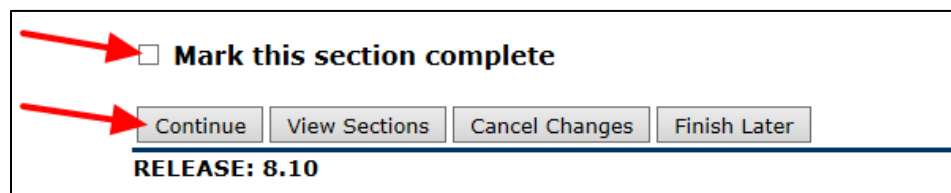
- *General Questionnaire*
- *Essay Questions*
- *Resources and Expenses Questionnaire*
- *College-Wide and Divisional Awards*
- *Consent*
- *General Declaration*



e) Click on the link for the first section—**General Questionnaire**—to begin filling out your *Student Profile*.

f) For each section, answer all questions to the best of your ability.

g) When you have answered all the questions within a section, select **Mark this section complete** and click on the **Continue** button to go to the next section.



- h) At any time, you can click on the **View Sections** button to return to the main menu of the Student Profile form.

You will see a red checkmark ✓ next to each section that you have **completed**.

You will see a blue icon ⓘ next to each section that is **pending (i.e. incomplete)**.

(ⓘ) - Pending
(✓) - Complete
(*) - Required

- ✓ General Questionnaire *
- ⓘ Essay Questions *
- ✓ Resources and Expenses Questionnaire *
- ⓘ College-Wide and Divisional Awards *
- ⓘ Consent *
- ⓘ General Declaration *

Please COMPLETE all pending ⓘ sections that are marked as required (*)

- i) Once you have completed all six (6) required sections — i.e. all sections have a red checkmark ✓ — click on the **Submit Application** button.

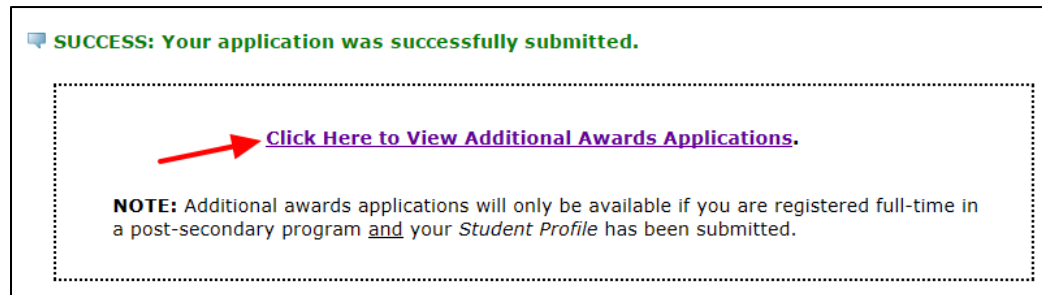
You will now see the Submit Application page with a message confirming that your application was successfully submitted.

🗨 **SUCCESS: Your application was successfully submitted.**

STEP 3: View Additional Awards Applications

To view the awards applications:

- a) Select the ***Click Here to View Additional Awards Applications*** link on the Submit Application page. (This page is displayed immediately upon submission of the *Student Profile*).



OR

Click on the ***Student Awards*** tab and then select ***Apply for Student Awards***.

You will now see the Select Aid Year and Period page.

A screenshot of a web page titled "Select Aid Year and Period". The page has a yellow horizontal line at the top. Below the line, it says "Please click on the **Continue** button below to view the awards applications which are currently available to you." Underneath, there is a section titled "Select Aid Year and Period" with two dropdown menus: "Aid Year:" with the selected option "September 2016 - August 2017" and "Aid Period:" with the selected option "Full Academic Year (Sep-Aug)". At the bottom of this section is a "Continue" button. Below the button, it says "RELEASE: 8.11".

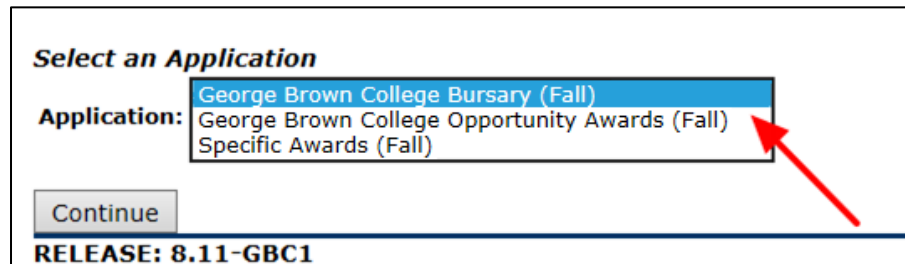
Please note: If you have not yet registered for the term with a full-time course load in a post-secondary program, you will not be able to continue. Instead, you will see the following message: "THERE ARE NO AWARDS APPLICATIONS AVAILABLE." If you later register for classes with a full-time course load, please re-submit your Student Profile and then continue with Step 3.

- b) Click on the **Continue** button at the bottom of the screen.

You will now see the Select an Application page.

- c) Use the **Application** dropdown menu to see the awards applications that are available to you.

Please note: The awards applications which appear in the Application dropdown menu will vary according to your program registration, course load, and declaration of identity. You will only be shown applications for awards groups that you may potentially be eligible for.



Select an Application

Application: George Brown College Bursary (Fall)
George Brown College Opportunity Awards (Fall)
Specific Awards (Fall)

Continue

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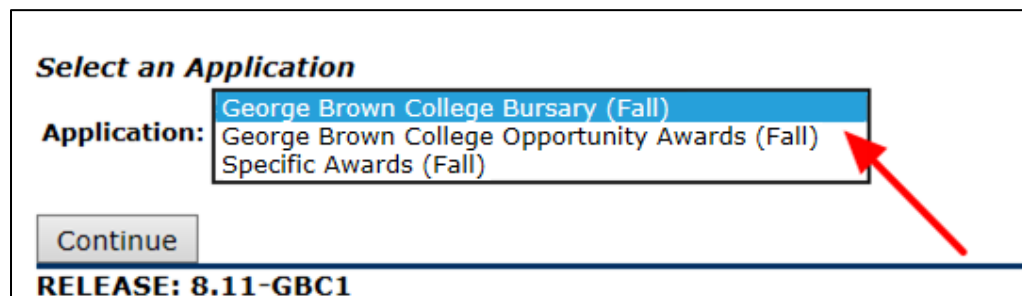
DISCLAIMER: This image is for illustration purposes only. You may not see these particular awards applications as part of your application process.

STEP 4: Apply for Additional Awards

In most cases, individual awards will not appear on awards applications. Instead, you will be asked to apply for an awards group—e.g. *George Brown College Entrance Awards*—and you will then be considered for all the individual awards within that group.

To apply for additional awards:

- a) Select an application from the **Application** dropdown menu.



Select an Application

Application: George Brown College Bursary (Fall)
George Brown College Opportunity Awards (Fall)
Specific Awards (Fall)

Continue

RELEASE: 8.11-GBC1

DISCLAIMER: This image is for illustration purposes only. You may not see these particular awards applications as part of your application process.

b) Click on the **Continue** button at the bottom of the Select an Application screen.

You will now see the Application Confirmation page. Please be sure to note the application deadline for the selected application.

Application Confirmation

Click on the **Continue** button to start filling out this application form.
Click on the **Cancel** button to select a different application.

Important: You must complete and submit this application by the application deadline listed below.

Application:	George Brown College Opportunity Awards (Fall)
Aid Year:	1617-September 2016 - August 2017
Aid Period:	FULLYEAR-Full Academic Year (Sep-Aug)
Application Deadline:	30-SEP-2016


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c) Click on the **Continue** button at the bottom of the Application Confirmation screen.

You will now see the main menu for the selected application form, with a link to each section. Required sections are marked with a red asterisk (*).

George Brown College Opportunity Awards (Fall)

(i) - PENDING
(✓) - COMPLETE
(*) - REQUIRED

 George Brown College Opportunity Awards (Fall) *

Please COMPLETE all pending  sections that are marked as required (*).

- d) Click on the link to go to the corresponding section.

You will now see all the awards that are available within this section. Awards that are marked with a red asterisk () are required – i.e. you must click through to apply.*

(*) - Required

[GBC Opportunity Awards \(Fall\) *](#)

Mark this section complete

Continue View Sections Cancel Changes Finish Later

RELEASE: 8.10

- e) Click on each link to view the application for a particular award or awards group.

- f) Answer all the questions displayed on the application, if any.

- g) Click on the **Apply for this award** checkbox.

Please note: If you do not select this checkbox, you will not be considered for the award/awards group.

GBC Opportunity Awards (Fall)

Description:

Opportunity awards are for students who are registered full-time in their first semester of study at George Brown College for the Fall 2016 semester.

Apply for this award

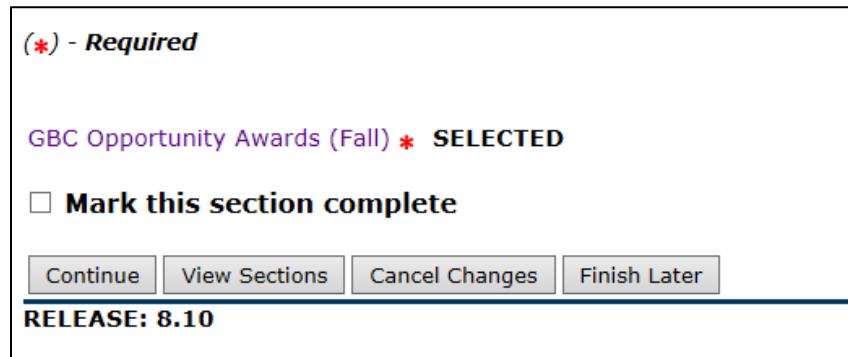
Please click on the "Apply for this award" checkbox to be considered for various opportunity awards available for George Brown College students.

Save and Continue Continue without saving

RELEASE: 8.10

h) Click on the **Save and Continue** button.

The word “**SELECTED**” will now appear next to the name of each award that you have applied for. If you do not see “**SELECTED**” next to the name of an award, you have not applied for this award.



(*) - Required

GBC Opportunity Awards (Fall) * **SELECTED**

Mark this section complete

Continue View Sections Cancel Changes Finish Later

RELEASE: 8.10

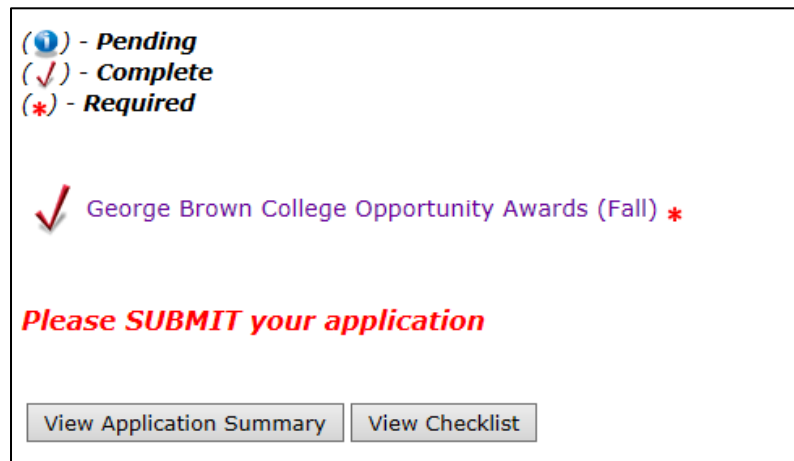
i) Once you have applied for all required awards within a section—i.e. each award is marked “**SELECTED**”—click on the **Mark this section complete** checkbox.

j) Click on the **Continue** button to go to the next section.

k) At any time, you can click on the **View Sections** button to return to the main menu of the selected application form.

You will see a red checkmark ✓ next to each section that you have **completed**—click through to see which awards you’ve selected (i.e. applied for).

You will see a blue icon ⓘ next to each section that is **pending (i.e. incomplete)**.



(ⓘ) - Pending
(✓) - Complete
(*) - Required

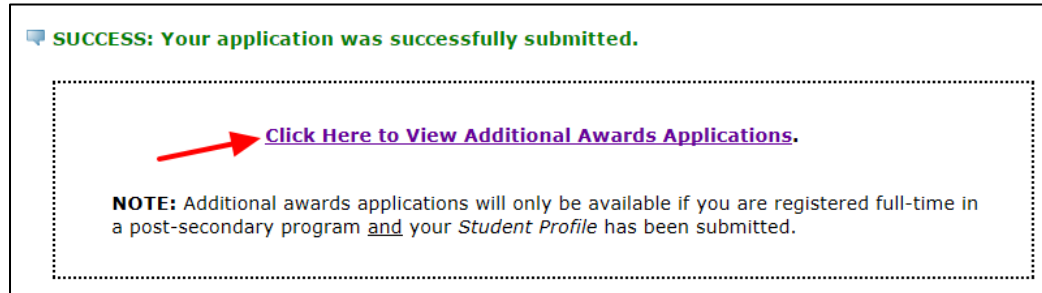
✓ George Brown College Opportunity Awards (Fall) *

Please SUBMIT your application

View Application Summary View Checklist

- l) Once you have completed all required sections — i.e. all required sections have a red checkmark ✓ — click on the **Submit Application** button.

You will now see the Submit Application page with a message confirming that your application was successfully submitted.



- m) Select the **Click Here to View Additional Awards Applications** link to select a different awards group application.

Please note: You must complete Step 4 for each additional awards application separately.

REVIEWING YOUR APPLICATION(S)

To review your application(s):

1. Click on the **Student Awards** tab
2. Select **View My Applications**

You will now see the My Applications page which includes a list of all your existing applications, along with the application status and deadline.

My Applications

Click on **View/Modify** to make changes to an application.
Click on **Generate PDF Application** to open and save a PDF copy of your application form.
Click on **Create New Application for Student Aid** to view additional awards applications that may be available to you.

Important: You must complete and submit each application by the application deadline(s) listed below.

Existing Applications

Aid Year	Aid Period	Application	Status	Application Deadline		
1617-September 2016 - August 2017	FULLYEAR-Full Academic Year (Sep-Aug)	Student Profile	Submitted	30-SEP-2016	View/Modify	Generate PDF Application
1617-September 2016 - August 2017	FULLYEAR-Full Academic Year (Sep-Aug)	George Brown College Opportunity Awards (Fall)	Incomplete	30-SEP-2016	View/Modify	Generate PDF Application

[[Create New Application for Student Awards](#)]

3. Note your status for each application. To be considered for student awards, your application must be "**Submitted**" prior to the application deadline.
4. From this screen, you may:
 - Click on the **View/Modify** link to make changes to your *Student Profile* or awards application(s).
 - Click on the **Generate PDF Application** link to retrieve a PDF overview of your application.
 - Click on the **Create New Application for Student Awards** link to begin a new awards application.

CHANGING/UPDATING YOUR APPLICATION INFORMATION

To change/update your application information:

1. Click on the **Student Awards** tab.
2. Select **View My Applications**.

You will now see the My Applications page which includes a list of all your existing applications, along with the application status and deadline.

My Applications

Click on **View/Modify** to make changes to an application.
Click on **Generate PDF Application** to open and save a PDF copy of your application form.
Click on **Create New Application for Student Aid** to view additional awards applications that may be available to you.

Important: You must complete and submit each application by the application deadline(s) listed below.

Existing Applications

Aid Year	Aid Period	Application	Status	Application Deadline		
1617-September 2016 - August 2017	FULLYEAR-Full Academic Year (Sep-Aug)	Student Profile	Submitted	30-SEP-2016	View/Modify	Generate PDF Application
1617-September 2016 - August 2017	FULLYEAR-Full Academic Year (Sep-Aug)	George Brown College Opportunity Awards (Fall)	Incomplete	30-SEP-2016	View/Modify	Generate PDF Application

[[Create New Application for Student Awards](#)]

3. Select the **View/Modify** link corresponding to the application

Please note that the View/Modify link will not be available if the application deadline has passed.

4. Click on the **View/Modify Sections** button to re-open your application.
5. Update your application information as needed.
6. Click on the **Submit Application** button to re-submit the application.

CHECKING THE STATUS OF YOUR APPLICATION(S)

To check the status of your application(s):

1. Click on the ***Student Awards*** tab
2. Select ***View My Student Awards***
3. Select ***Continue***
4. Note the status of each award

Please note that award results will be posted near the end of applicable semester.

If you experience any issues with the online application, e-mail awards@georgebrown.ca for assistance. Please be sure to read this entire document prior to submitting an email inquiry.

LAST UPDATED: August 3, 2016