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

Continuing Education students are not eligible to apply online for awards, scholarships and bursaries. If you are a Continuing Education student, please contact the Financial Aid office directly to find out about your financial assistance options.

*Continuing Education generally refers to any programs that adults pursue after formal education (i.e. courses offered during evenings, weekends, and/or distance education)

Please note: You must be enrolled in 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—i.e. you must have already signed up for your required classes. If you are not registered as a 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 & Navigate to Student Awards

Welcome, [username] to STU-VIEW!

Apply for Student Awards
- Create a Student Profile and then return to apply for student awards
- Before you begin the application process, please read the following guide: Apply Online for Student Awards

View My Applications
- View a list of your current applications and review/modify them

View My Student Awards
- View details of the awarding status

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) Click on the **Continue** button at the bottom of the screen. You will now see the **Select an Application** page.

e) Carefully read the instructions shown at the top of the page.
STEP 2: Complete your Student Profile

To complete your Student Profile:

a) Select the “Student Profile” option from the Application drop-down menu on the “Select an Application” page.

You must complete the Student Profile as the FIRST STEP. The Student Profile is where you will apply for College-Wide and Divisional awards as seen in the screenshot below. Make sure you have completed each section. You will know if a section is complete when a red check mark appears next to it (Pro-tip: we suggest using a Word Document to write your entries first so the system doesn’t time out on you). Please ensure you “submit application” and you will be considered for ALL awards that you meet the criteria for in each category: The Student Profile must be submitted once per academic year.

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

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

e) 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.

f) 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)**.

g) 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.

### Application Details

- **Application:** Student Profile
- **Start Year:** 2023-2024
- **Aid Period:** Full Year
- **Application Status:** Submitted
- **Application Deadline:** 07-JUN-2024

### Generate PDF Application

- [View/Modify Sections](#)
- [View Checklist](#)

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”). If there are any additional awards applicable to you based on your profile, you may click the link and apply:
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.

**Please note:** If you have NOT yet registered for the term with a 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 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.

**c)** You will now see the **Select an Application** page. Use the **Application** drop-down menu to see the awards applications that are available to you.
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 drop-down menu.

Please note: The awards applications which appear in the Application drop-down 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.

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 Screen]

**Application Confirmation**

- **Application:** George Brown College Bursary (Fall)
- **Aid Year:** 2023- September 2023 - August 2024
- **Aid Period:** FULLYEAR-Full Academic Year (Sep-Aug)
- **Application Deadline:** 7-OCT-2022

![Continue and Cancel Buttons]

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

![George Brown College Opportunity Awards (Fall) Screen]

**George Brown College Opportunity Awards (Fall)**

- **Pending:** 1
- **Complete:** 0
- **Required:** 1

Click on this link to complete this section.

*Please COMPLETE all pending 1 sections that are marked as required (*)

![View Application Summary, View Checklist, Submit Application Buttons]
d) Click on the link to go to the corresponding section.

You will now see all the awards that are available within this section. In the example below, there’s only one award listed, but for other award categories, there could be more than one listing. Awards that are marked with a red asterisk (*) are required – i.e. you must click through to apply.

![Image of George Brown College Opportunity Awards (Fall) section]

e) Click on each link (there could be more than one, depending on the award category) to view the application for a particular award or awards group.

![Image of GBC Opportunity Awards (Fall) page showing the application]

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.
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.

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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)**.
a) 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.

b) 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 Page](image)

   **Message in the screenshot above reads:** “Note: Fall 2023 student awards were due Oct 7, 2023, we changed the due date to capture this screenshot. As a result, the "View/Modify" link and "Generate PDF Application" link is activated. However, normally, in between term application windows, it would say "Unavailable to View/Modify." Also, note that the Student Profile has a different due date (e.g. June 7, 2024 for ’23-'24), since the same profile is used for the whole academic year (Fall, Winter and Spring).”

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.
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.

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.

   Student Profiles can only be modified during the application window for each term, and cannot be modified in between term windows. For example, for Fall 2023, the deadline was Oct 7, 2023, and the Winter 2024 application opens on Dec 12, 2023, so between Oct 8 and Dec 11th, no applications, including the student profile can be modified.

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: December 4, 2023