

Apply Online for Student Awards

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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 card in <u>STU-VIEW</u>.

For details regarding application deadlines and further information on available awards, scholarships and bursaries please visit the <u>Awards and Scholarships</u> 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 <u>Financial Aid</u> 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 Full-time program, you will NOT see any awards applications when you get to <u>Step 3</u> of the application process.

Follow these steps to complete the online application process:

STEP 1: Login & Navigate to Student Awards

- a) Login to your <u>STU-VIEW</u> account and navigate to either the "My Account" page or "Discover" page.
- **b)** Select the Main Menu (3 horizontal lines) in the top left-hand corner of the home page for additional options.

| Main Menu icon. Select this icon for additional options | | |
|---|---|--|
| STU-VIEW Accessibility issues? For students contact: 416-415-2000 For employees contact: Helpdesk | Transfer Credit Applications will open on August 6th | |
| 1 of 2 Helpdesk | 2 of 2 Transfer Credit Applications | |
| | | |
| Guide to the New STU-VIEW | Q DISCOVER MORE | |



c) When the side panel appears, select the "My Account" option, or the "Discover" option.

d) On the My Account page: Once on the "My Account" page, you should see the "Student Awards" card at the top, but if you don't, you can use the "Find Cards" search feature to pull up the card quickly.



| = | Profile | | |
|--|---|---|---------------------|
| | Details My Account | | |
| Q student awards X awards bursaries bursary financial aid sci Student Awards III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | nolarship scholarships student awards view applications | Enter any of these keywords to pull up the "Student Awards" card, or select any of these keywords underneath the search box to pull up the "Student Awards" card. | SORT BY Relevance ∽ |

On the Discover page: On the Discover page, you can follow the same instructions as above for the My Account page to find the "Student Awards" card.

e) Select Apply for Student Awards. You will now see the Select Aid Year and Period page.

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

| Browse ► | |
|--|---------------------------------------|
| Personal Information Admissions Application Summary Financial Services Registration Services Student Awards Academic Records Additional Student Services Select an Application Home > Select an Application | Aid Year: 2324 Aid Period: FULLYEAR |
| | |
| Applying for Student Awards | |
| Please read the following before starting the application process: Apply Online for Student Awards | |
| To apply online for scholarships, bursaries and awards: 1. Complete and submit your <u>Student Profile</u> | |
| Please note the majority of awards are for registered full-time students. | |
| 2. Complete and submit each awards application separately | |
| To view additional awards applications, you must first submit the Student Profile. Then return to this page by selecting <u>Apply for Student Awards</u> from the Main Menu and follow the on-screen instructions. | |
| Application Deadlines: | |
| Fall Awards: October 7, 2023 Winter Awards: February 7, 2024 Spring Awards: June 7, 2024 | |
| IMPORTANT NOTE: If you have started your Student Profile, but did not finish it, click on the "Student Awards" tab again and choose "View my Applications" to view/modify your current application. | |
| Select an Application | |
| Application: Student Profile Continue | |

g) Carefully read the instructions shown at the top of the page

STEP 2: 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

| (🕦) - Pending | | |
|----------------------------------|--|--|
| (√) - Complete (*) - Required | | |
| 🗿 General Questionnaire \star | | |
| Essay Questions * | | |
| Resources and Expenses Que | stionnaire * | |
| College-Wide and Divisional J | Awards * | |
| 🚺 Consent \star | | |
| General Declaration * | | |
| Please COMPLETE all pending | sections that are marked as required (*) | |
| | | |
| | w Checklist Submit Application | |

- 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.
- 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 $\sqrt{}$ next to each section that you have **completed**. You will see a blue icon 2 next to each section that is **pending (i.e. incomplete)**.

| (ℚ) (√) (★) - | - Pending - Complete Required |
|---------------------|---|
| 1 | General Questionnaire * |
| Ó | Essay Questions * |
| 1 | Resources and Expenses Questionnaire 🛊 |
| 0 | College-Wide and Divisional Awards \star |
| 0 | Consent * |
| 0 | General Declaration * |
| | |
| Plea | ase COMPLETE all pending Չ sections that are marked as required (*) |

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

| 🗸 General Questionnaire * |
|--|
| 🗸 Essay Questions 🗱 |
| Resources and Expenses Questionnaire * |
| 🗸 College-Wide and Divisional Awards \star |
| 🗸 Consent * |
| General Declaration * |
| View Application Summary View Checklist Submit Application |
| View My Student Aid View My Applications |

| Additional Student Se | |
|--|--|
| ubmit Applic | allon |
| Home > Submit A | pplication |
| | |
| SUCCESS: Your appl | ication was successfully submitted. |
| | Click Here to View Additional Awards Applications. |
| : | onal awards applications will only be available if you are registered full-time in a post-secondary program <u>and</u> your <i>Student</i> sen submitted. |
| Important: If you man Application Details | ake any changes to your application, you will have to submit the application again. |
| Application: | Student Profile |
| Aid Year: | 2324-September 2023- August 2024 |
| Aid Period: | FULLYEAR-Full Academic Year (Sep-Aug) |
| Application Status: | Submitted |
| Staff Comments: | |
| Application Deadline | 07-JUN-2024 |
| Generate PDF Applica | |
| View My Student Aid | View My Applications |

STEP 3: View Additional Awards Applications

To view the awards applications:

| Submit Appli | cation |
|-----------------------|--|
| Home > Submit A | Application |
| | |
| SUCCESS: Your ap | oplication was successfully submitted. |
| | |
| | Click Here to View Additional Awards Applications. |
| | itional awards applications will only be available if you are registered full-time in a post-secondary program <u>and</u> your <i>Student</i> been submitted. |
| | |
| 💷 Important: If you m | nake any changes to your application, you will have to submit the application again. |
| Application Details | |
| Application: | Student Profile |

<mark>OR</mark>

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 postsecondary 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 <u>Step 3</u>.

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

| Personal Information Admissions Application Summary Financial Services Registration Services Student Awards Academic R | ecords Additional Student Services |
|--|--------------------------------------|
| Select Aid Year and Period | |
| Home > Student Awards > Create New Application for Student Awards | |
| | |
| Please click on the Continue button below to view the awards applications which are currently available to you. | |
| Select Aid Year and Period | |
| Aid Year: September 2023- August 2024 V | |
| Aid Period: Full Academic Year (Sep-Aug) | |
| | |
| Continue | |

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.

| Select an Application |
|---|
| Home > Select an Application |
| |
| |
| Applying for Student Awards |
| Please read the following before starting the application process: <u>Apply Online for Student Awards</u> |
| To apply online for scholarships, bursaries and awards: |
| 1. Complete and submit your <u>Student Profile</u> |
| Please note the majority of awards are for registered full-time students. |
| 2. Complete and submit each awards application separately |
| To view additional awards applications, you must first submit the Student Profile. Then return to this page by selecting Apply for Student Awards |
| from the Main Menu and follow the on-screen instructions. |
| Application Deadlines: |
| Fall Awards: October 7, 2023 |
| Winter Awards: February 7, 2024 |
| Spring Awards: June 7, 2024 |
| IMPORTANT NOTE: If you have started your Student Profile, but did not finish it, click on the "Student Awards" tab again and choose "View my |
| Applications" to view/modify your current application. |
| |
| Select an Application |
| Application: George Brown College Opportunity Awards (Fall) |
| Application: George Brown College Opportunity Awards (Fall) 🗸 |
| |
| Continue |

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.

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.

| Select an A | pplication | |
|--------------|---|--|
| Application: | George Brown College Bursary (Fall) George Brown College Opportunity Awards (Fall) Specific Awards (Fall) | |
| Continue | | |

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.

| Personal Informat | ion Admissions Application Summary Financi | al Services | Registration Services | Student Awards | Academic Reco |
|-------------------|--|--------------|-----------------------|----------------|---------------|
| Additional Studer | t Services | | | | |
| Application | Confirmation | | | | |
| ppnoation | oommaalon | | | | |
| Home > Appli | ation Confirmation | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Click on the C | ontinue button to start filling out this application form. | | | | |
| Click on the C | ancel button to select a different application. | | | | |
| | | | | | |
| Important: | ou must complete and submit this application by the ap | plication de | adline listed below. | | |
| | | | | | |
| | | | | | |
| Application: | George Brown College Bursary (Fall) | | | | |
| Aid Year: | 2324-September 2023- August 2024 | | | | |
| Aid Period: | FULLYEAR-Full Academic Year (Sep-Aug) | | | | |
| Application Dead | ine: 7-0CT-2023 | | | | |
| | | | | | |
| | | | | | |
| Continue | ancel | | | | |
| | | | | | |

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 (*).



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.

| Personal Information Admissions Application Summary Financial Services Registration Services Student Awards Academic Record | ds Additional Student Services |
|--|----------------------------------|
| George Brown College Opportunity Awards (Fall) | |
| Home > Edit Application Module | |
| | |
| To Apply for GBC Opportunity Awards: 1. Click on the link below to complete the application. 2. Select Mark this section complete. 3. Click on the Continue button. | |
| (*) - Required GBC Opportunity Awards (Fall) * | |
| Mark this section complete | |
| Continue View Sections Cancel Changes Finish Later | |
| RELEASE: 8.12.1 | |

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.



- 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 <u>not</u> applied for this award.

| Student Awards | Academic Records |
|--|------------------|
| George Brown College Opportunity Awards (Fall) | |
| Home > Edit Application Module | |
| | |
| To Apply for GBC Opportunity Awards: 1. Click on the link below to complete the application. 2. Select Mark this section complete. 3. Click on the Continue button. | |
| | : |
| (*) - Required | |
| GBC Opportunity Awards (Fall) * SELECTED | |
| Mark this section complete | |
| Continue View Sections Cancel Changes Finish Later | |
| | |

- 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 \checkmark next to each section that you have **completed**—click through to see which awards you've selected (i.e. applied for).



| < | Personal Information Admissions Application Summary Financial Services Registration Services | Student Awards |
|---|--|----------------|
| (| George Brown College Opportunity Awards (Fall) | |
| (| Home > Application Form Modules | |
| | | |
| | (👥) - Pending | |
| | (\checkmark) - Complete (*) - Required | |
| | | |
| | 🖌 George Brown College Opportunity Awards (Fall) \star | |
| | | |
| | Please SUBMIT your application | |
| | View Application Summary View Checklist Submit Application | |
| | | |
| | View My Student Aid View My Applications | |

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 thatyour application was successfully submitted.



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

<u>Step 4</u> 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.

| Home > Student Awards > View | v My Applications | | | | |
|---|--|--|--|---|--|
| | | | | | |
| | | | | | |
| Click on View/Modify to make char | nges to an application: | | | | |
| · To be considered for the Co | ollege-Wide and Divisional Awards: | | | | |
| 1. Click on View/Modify on the STUDE | INT DOOFH F | | | | |
| 2. Click on View/Modify Sections | INT PROFILE | | | | |
| 3. Click College-Wide and Divisional A | Awards please follow the instructions | | | | |
| Click Submit application to re-submit | | | | | |
| | | | | | |
| | pplication to open and save a PDF copy of your application lication for Student Aid to view additional awards applicati | | | | |
| | | | | | |
| | re used for the whole academic year (Fall, Winter, and , so between Oct 8 and Dec 11th, no applications, including the | | application window for each term, and ca | nnot be modified in between term windows. For | r example, for Fall 2023, the deadline was Oct 7, 2023, and the Winter 202 |
| | , so between Oct 8 and Dec 11th, no applications, including the 23 - October 7, 2023 12, 2023 - February 7, 2024 | | application window for each term, and ca | nnot be modified in between term windows. For | example, for Fal 2023, the deadline was 0cf 7, 2023, and the Wester 2020 Note: Fall 2023 student awards were Oct 7, 2023, we changed the due de capture this screenshot. As a result |
| application opens on Dec 12, 2023, Fail 2023 Awards: August 22, 202 Winter 2024 Awards: December Spring 2024 Awards: April 18, 20 | , so between Oct 8 and Dec 11th, no applications, including the 23 - October 7, 2023 12, 2023 - February 7, 2024 | | | nnot be modified in behveen term windows. For | Note: Fall 2023 student awards were Oct 7, 2023, we changed the due de capture this screenshot. As a result "View/Nodify" link and "Generate F |
| application opens on Dec 12, 2023, Fail 2023 Awards: August 22, 202 Winher 2024 Awards: December Spring 2024 Awards: April 18, 20 isting Applications Aid Year | so between Oct 8 and Deo 110, no applications, including the 23 - October 7, 2023 12 - 2023 - Ffebruary 7, 2024 24 - June 7, 2024 Aid Period | e student profile can be modified. Application | Status Application Deadline | | Note: Fall 2023 student awards were Oct 7, 2023, we changed the due de capture this screenshot. As a result "View/Modify" link and "Generate F Application" link is activated. Howe |
| application opens on Dec 12, 2023, Fail 2023 Awards: August 22, 202 Winter 2024 Awards: December 1 Spring 2024 Awards: April 18, 20 Isting Applications Aid Year 124-September 2023- August 2 | .eo between Cet 8 and Dec 119, no applications, including the 23 - October 7, 2023 12 - 2023 - February 7, 2024 24 - June 7, 2024 Aid Period 2024 [PULLYEAR-Full Academic Year (Sep-Aug) | Application | Status Application Deadline Submittee[07-JUN-2024 | Unavailable to View/Modify | Note: Fall 2023 student awards werr Oct 7, 2023, we changed the due due capture this screenshot. As a result "View/Modify" link and "Generate F Application" link is activated. Howe normally, in between term applicat |
| application opens on Dec 12, 2023, Fail 2023 Awards: August 22, 202 Winter 2024 Awards: December 1 Spring 2024 Awards: April 18, 20 Isting Applications Aid Year 124-September 2023- August 2 | .eo between Cet 8 and Dec 119, no applications, including the 23 - October 7, 2023 12 - 2023 - February 7, 2024 24 - June 7, 2024 Aid Period 2024 [PULLYEAR-Full Academic Year (Sep-Aug) | e student profile can be modified. Application | Status Application Deadline Submittee[07-JUN-2024 | | Note: Fall 2023 student awards were Cot 7, 2023, we changed the due do capture this screenshot. As a result "View/Modify" link and "Generate F Application" link is activated. Howe normally, in between term applicat autodows, it would say "Unavailable |
| application opens on Dec 12, 2023, Fail 2023 Awards: August 22, 202 Winter 2024 Awards: December 1 Spring 2024 Awards: April 18, 20 Isting Applications Aid Year 124-September 2023- August 2 | .eo between Cet 8 and Dec 119, no applications, including the 23 - October 7, 2023 12 - 2023 - February 7, 2024 24 - June 7, 2024 Aid Period 2024 [PULLYEAR-Full Academic Year (Sep-Aug) | Application | Status Application Deadline Submittee[07-JUN-2024 | Unavailable to View/Modify | Note: Fall 2023 student awards werr Oct 7, 2023, we changed the due due capture this screenshot. As a result "View/Modify" link and "Generate F Application" link is activated. Howe normally, in between term applicat |

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 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/RESUME AN INCOMPLETE 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

| / Applications | | | | | |
|---|---|---|-----------------------------|--------------------------------------|---|
| Home > Student Awards > View My | | | | | |
| Home > Student Awards > View My | Applications | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Click on View/Modify to make changes | to an application: | | | | |
| To be considered for the College | -Wide and Divisional Awards: | | | | |
| 1. Click on View/Modify on the STUDENT P | ROFILE | | | | |
| 2. Click on View/Modify Sections | | | | | |
| 3. Click College-Wide and Divisional Award | s, please follow the instructions | | | | |
| Click Submit application to re-submit you | ir application | | | | |
| Click on Generate PDF Applic | cation to open and save a PDF copy of your application | form | | | |
| | ion for Student Aid to view additional awards application | | | | |
| Fall 2023 Awards: August 22, 2023 - 0 | etween Oct 8 and Dec 11th, no applications, including to | e audent prone can de nouneu. | | | |
| Winter 2024 Awards: December 12, 21 | 023 - February 7, 2024 | | | | |
| Spring 2024 Awards: April 18, 2024 - | June 7, 2024 | | | | |
| | | | | | Note: Fall 2023 student awards were d |
| | | | | | Oct 7, 2023, we changed the due date |
| Existing Applications | | | | | capture this screenshot. As a result, th |
| | | | | | "View/Modify" link and "Generate PDI Application" link is activated. However |
| Aid Year | Aid Period | Application | Status Application Deadline | | normally, in between term application |
| | FULLYEAR-Full Academic Year (Sep-Aug | | | Unavailable to View/Modify | windows, it would say "Unavailable to |
| 2324-September 2023- August 2024 | FULLYEAR-Full Academic Year (Sep-Aug | George Brown College Opportunity Awards (| (Fall) Submitted | View/Modify Generate PDF Application | View/Modify." Also, note that the Stude |
| | | | | | Profile has a different due date (e.g. Ju |
| | | | | | 7, 2024 for '23-'24), since the same pro |
| | | | | | is used for the whole academic year (F |
| | | | | | Winter and Spring). |
| Create New Application for Student Awards | 3 | | | | |

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.
- 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 <u>awards@georgebrown.ca</u> for assistance. Please be sure to read this entire document prior to submitting an email inquiry.

LAST UPDATED: December 4, 2023