

APPLY ONLINE

Awards & Bursaries

Fall 2018 Semester



1. Log in to: [myAccount](#) on www.douglascollege.ca with your User ID (student #) and PIN.
2. Click on “Financial Aid”
3. Click on “Award Application”
4. Click on “Apply” Fall 2018
5. Be sure to “Accept the terms & conditions every time you log in to your bursary application.

Applications OPEN: September 1, 2018

Applications CLOSE: October 1, 2018

DEADLINE to submit supporting documentation to Financial Aid: October 2, 2018

RESULTS available online by November 30th

GUIDE TO COMPLETING YOUR ONLINE BURSARY / AWARD APPLICATION

- You must be registered in **credit courses** for the **entire** semester to apply for bursaries for the **current semester**.
- Check that your **address** is correct. If it is not, exit to the main menu and go into “Personal Information” to update your address.
- Check that your **SIN** is entered and correct. Bursary cheques will not be released to students whose SIN is missing. To enter or correct your SIN, take your SIN card or Tax Assessment & photo ID to the Registrar’s office and they will enter it.
- All **required fields** are marked by an asterisk *. All budget and asset questions require a number. Enter “0” if the question does not apply to you. Leave the date field blank if the question does not apply to you.
- If you see a multiplier “4” in the expense and income areas, enter **monthly** amounts and they will automatically be multiplied by the 4 months of the semester.
- If you entered an amount for **exceptional expenses** and/or **unsubsidized daycare costs**, you **must** submit receipts to the Financial Aid Office no later than the deadline. All expenses entered must fall within the semester you are applying for.
- If you have any special circumstances related to your financial need this semester, explain them in the box “General Comments”.
- Your application is not complete until you answer **all** questions **including** “Yes” to the declaration.
- If you want to make any changes to your application you can do so up until midnight on the **deadline**.
- Once you have completed and submitted your application, the next screen will tell you if you have successfully completed your application.

NOTE: If you are ever unsure if your application has been submitted, check the first screen and it will tell you if your application has been submitted successfully.

- Your application must be submitted by **the deadline**. **No late applications will be accepted.**

IMPORTANT: At any time that you go back into your application, even if you do not make any changes, you **MUST** answer “Yes” to the declaration again, or it will not be submitted.

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Frequently Asked Questions

Q1. Why are my monthly expenses not required on the bursary application? I have always reported these expenses on my previous applications.

Self-reported & actual expenses are no longer required on the bursary application. To replace the self-reported / actual expense section, the financial needs assessment for bursaries now utilizes the Student Aid BC's (SABC) Moderate Standard of Living (MSOL) allowance and the College's expected student contribution. Using SABC's MSOL allowance provides a ceiling that is used to consistently assess the student's financial need based on their need category, thus eliminating the varying self-reported expenses that were used in previous needs assessments.

Q2. I noticed that the bursary application did not ask for my tuition expenses, books. Does the College verify these amounts on their own?

Yes, the College calculates tuition, fees, books based on the actual course load of the student and the system automatically includes these costs in the needs assessment process.

Q3. The "calculated need" on my bursary application is a negative amount. Does this mean that I do not demonstrate a financial need?

No, not necessarily. The "calculated need" generated on the bursary application does not include monthly expenses, tuition & fees. The system will perform the needs assessment to include expenses using SABC's MSOL allowance, expected student contribution, actual tuition & fees.

Q4. What is considered as exceptional costs?

Exceptional costs are considered unexpected. For example, unforeseen medical expenses. Car insurance, vehicle repair, car payments, credit card payments and other expenses resulting from personal choices made by the student, are **NOT** considered as exceptional costs.

Q5. I prefer not to apply for government student loan funding as I don't want to owe money after I graduate. Will this disqualify me from receiving a bursary?

No. The decision not to apply for government student loan does not disqualify a student from receiving a bursary. The College expects a student to plan for and financially contribute to their education by utilizing all resources available to them because bursary is a supplement only and **not** a replacement to cover the shortfall of the educational costs. The resources that a student

decides to use to contribute to their education is their decision. If after the student has utilized all financial resources available and still demonstrates a high need based on assessment, the student may be eligible for bursary as a supplemental resource.

Q6. *Can I appeal a bursary decision?*

Yes, students can appeal a bursary decision if there are extenuating circumstances that impact the student's ability to continue their studies. An extenuating circumstance is an unexpected event that is beyond the student's control and must have supporting documentation.

Q7. *How long do I have to submit an appeal for a bursary decision? How long does the appeal process take?*

Appeals will be considered up to two weeks after the semester bursary decisions are posted. Consideration of a bursary appeal is at the discretion of the Bursary Appeals Committee and all decisions are final. Students may be required to provide additional evidence of hardship at a Financial Aid Advisor's request. Students will be notified of the appeal decisions in writing at the address listed on their Douglas College account. Processing time for appeal is two to three weeks.