



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](#).

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.

Please note: 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.

Application Deadlines

The deadline to apply for student awards for Winter 2016 is **January 31, 2016**.

Applications are now available online for Winter 2016 departmental and college-wide awards and scholarships. You may access these applications by logging into your [Stu-View](#) account and clicking on the ***Student Awards*** tab.

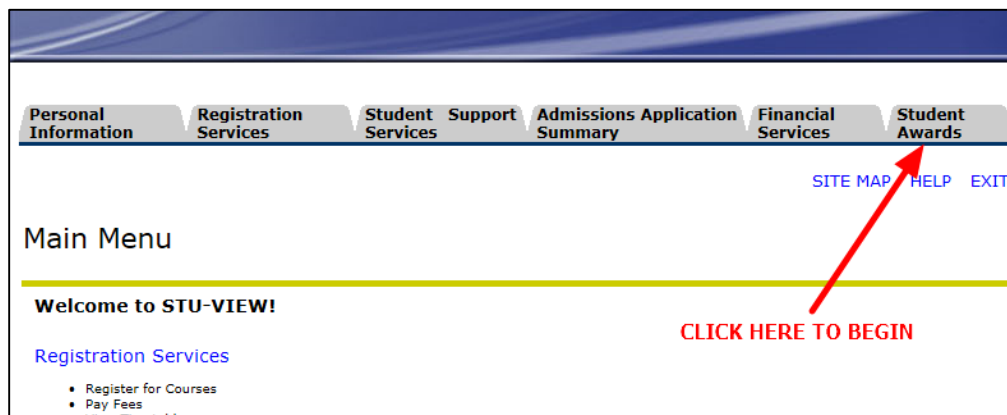
Please note: You must be enrolled in full-time classes for the Winter 2016 semester in order to view the available bursary, scholarship and awards applications.

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.

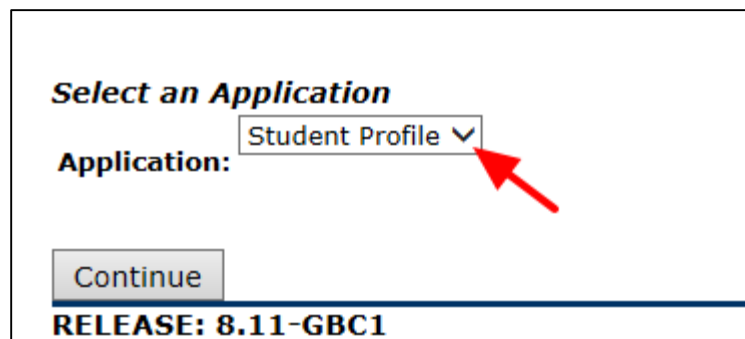
You will now see the Select an Application page.

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.



The screenshot shows a form titled "Select an Application". Below the title, there is a label "Application:" followed by a dropdown menu. The dropdown menu is open, showing "Student Profile" with a downward arrow. A red arrow points to the dropdown menu. Below the dropdown menu is a "Continue" button. At the bottom of the form, there is a blue horizontal line and the text "RELEASE: 8.11-GBC1".

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

You will now see the Application Confirmation page.

- 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 five (5) required sections:

- *General Questionnaire*
- *Resources and Expenses Questionnaire*
- *Essay Questions*
- *Consent*
- *General Declaration*

Student Profile

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

- 🕒 General Questionnaire *
- 🕒 Resources and Expenses Questionnaire *
- 🕒 Essay Questions *
- 🕒 Consent *
- 🕒 General Declaration *

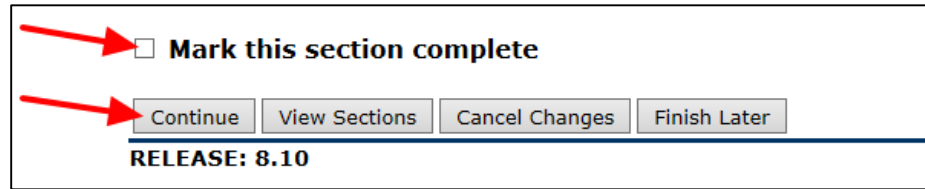
Please COMPLETE all pending 🕒 sections that are marked as required (*)

[View Application Summary](#) [View Checklist](#) [Submit Application](#)

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.

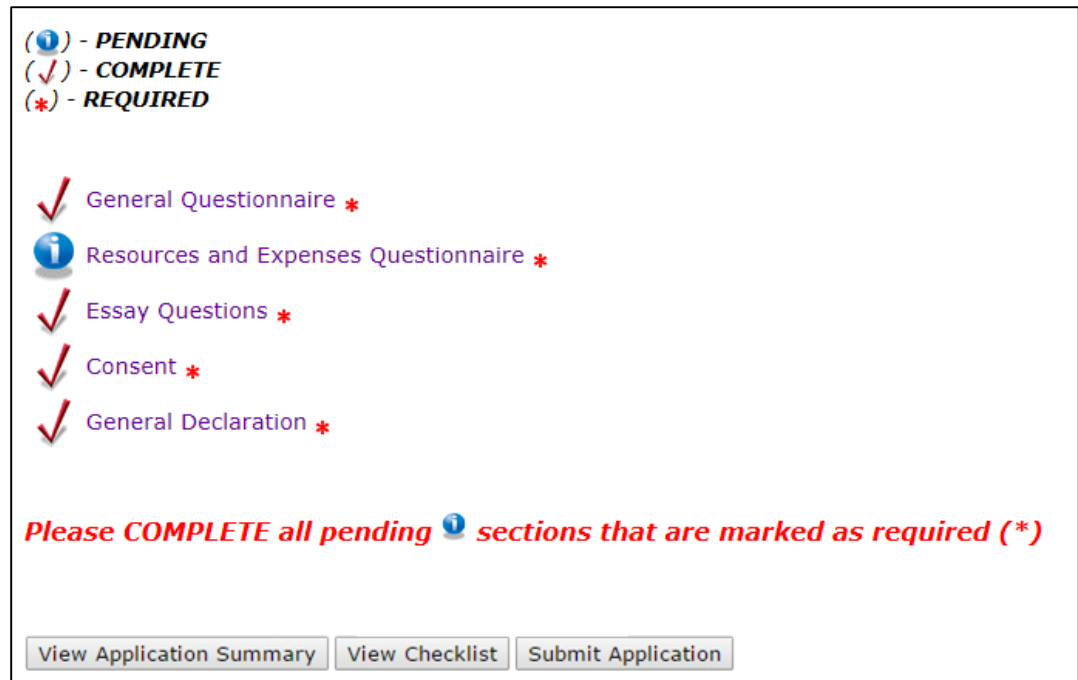
- g) When you have answered all the questions within a section, select **Mark this section complete** and click on the **Continue** button to go to the next section.



A screenshot of a form section. At the top, there is a checkbox followed by the text "Mark this section complete". Below this, there are four buttons: "Continue", "View Sections", "Cancel Changes", and "Finish Later". At the bottom of the section, the text "RELEASE: 8.10" is displayed. Two red arrows point to the checkbox and the "Continue" button.

- 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)**.



A screenshot of a checklist. At the top, there is a legend:
(ⓘ) - PENDING
(✓) - COMPLETE
(*) - REQUIRED
Below the legend, there is a list of sections:
✓ General Questionnaire *
ⓘ Resources and Expenses Questionnaire *
✓ Essay Questions *
✓ Consent *
✓ General Declaration *
At the bottom, there is a red text instruction: **Please COMPLETE all pending ⓘ sections that are marked as required (*)**
At the very bottom, there are three buttons: "View Application Summary", "View Checklist", and "Submit Application".

- i) Once you have completed all five (5) 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 the Awards Applications

To view the awards applications:

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

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

 [Click Here to View All Available Awards Applications.](#)

NOTE: Awards applications will only be available if you are registered full-time in a post-secondary program and your *Student Profile* has been submitted.

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.

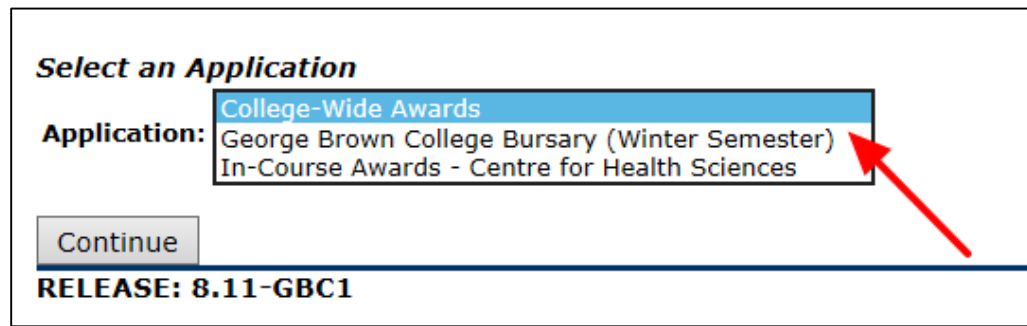
Please note: If you have not yet registered for the term with a full-time course load in a post-secondary program, you will not be able to continue. Instead, you will see the following message: “THERE ARE NO AWARDS APPLICATIONS AVAILABLE.” If you later register for classes with a full-time course load, 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: College-Wide Awards
George Brown College Bursary (Winter Semester)
In-Course Awards - Centre for Health Sciences

Continue

RELEASE: 8.11-GBC1

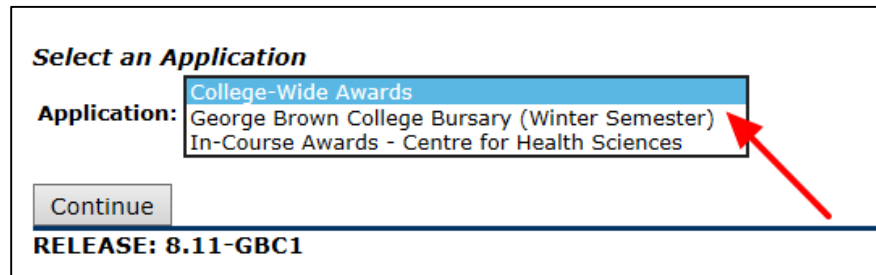
DISCLAIMER: This image is for illustration purposes only. You may not see these particular awards applications as part of your application process.

STEP 4: Apply for Awards Groups

In most cases, individual awards will not appear on the 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 awards:

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



Select an Application

Application: College-Wide Awards
George Brown College Bursary (Winter Semester)
In-Course Awards - Centre for Health Sciences

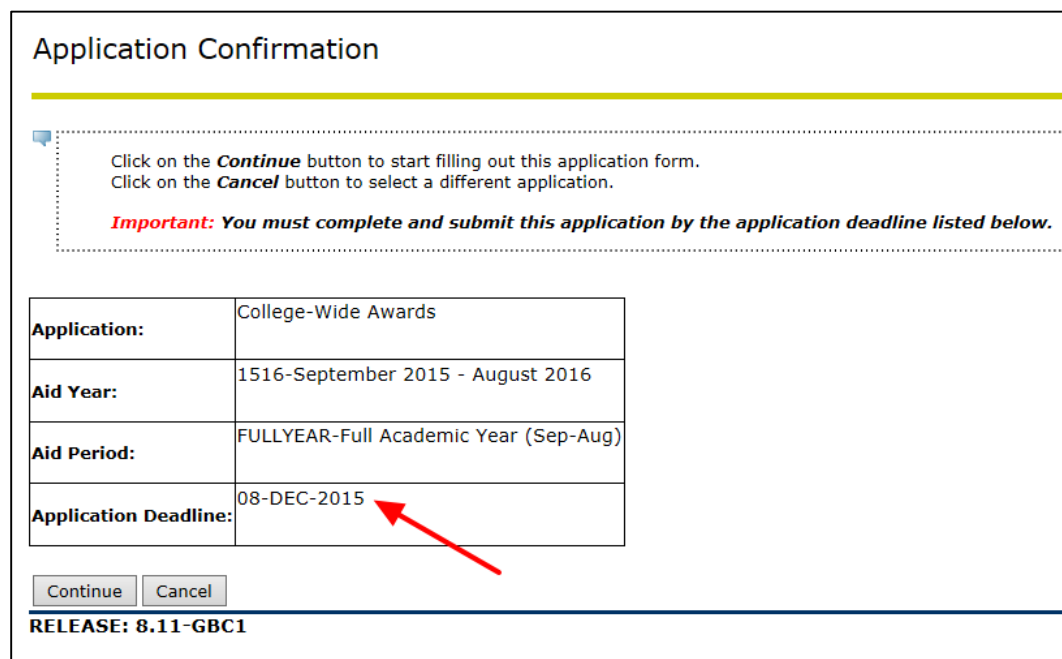
Continue

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:	College-Wide Awards
Aid Year:	1516-September 2015 - August 2016
Aid Period:	FULLYEAR-Full Academic Year (Sep-Aug)
Application Deadline:	08-DEC-2015

Continue Cancel


RELEASE: 8.11-GBC1


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 ().*

College-Wide Awards

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

 [College-Wide Awards *](#)

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

[View Application Summary](#) [View Checklist](#) [Submit Application](#)

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

[In-Course Awards - College-Wide *](#)
[Athletics Awards](#)

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.

In-Course Awards - College-Wide

Apply for this award

ⓘ Please click on the "Apply for this award" checkbox to be considered for various College-Wide Awards.

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

In-Course Awards - College-Wide * **SELECTED**
Athletics Awards

Mark this section complete

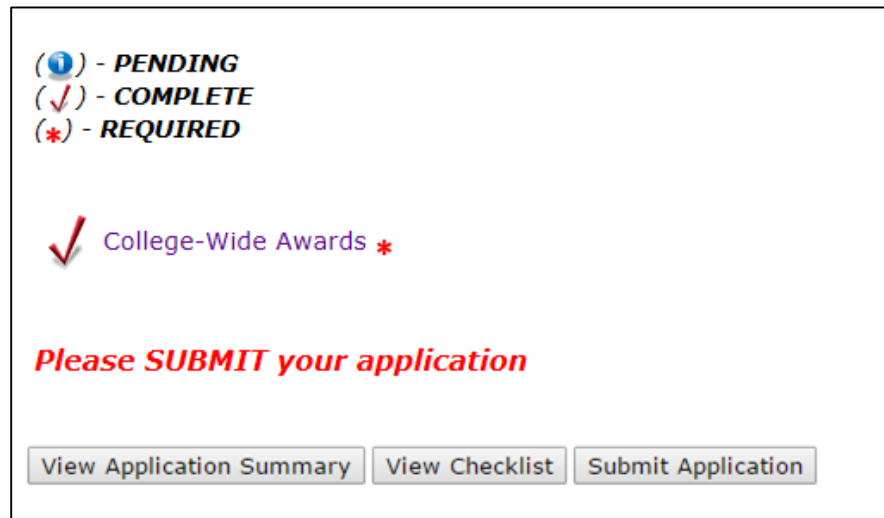
RELEASE: 8.10

- 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.

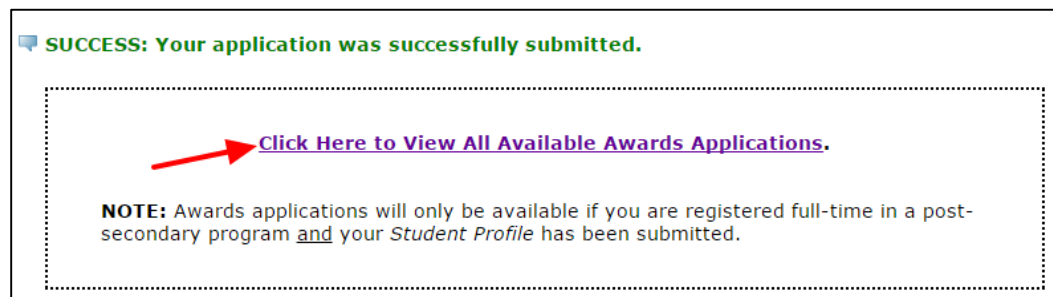
You will see a red checkmark ✓ next to each section that you have **completed**—click through to see which awards you've selected (i.e. applied for).

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



- 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 All Available Awards Applications** link to select a different awards group application.

Please note: You must complete [STEP 4](#) for each awards group 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		
1516-September 2015 - August 2016	FULLYEAR-Full Academic Year (Sep-Aug)	Student Profile	Submitted	31-JAN-2016	View/Modify	Generate PDF Application
1516-September 2015 - August 2016	FULLYEAR-Full Academic Year (Sep-Aug)	College-Wide Awards	Incomplete	31-JAN-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		
1516-September 2015 - August 2016	FULLYEAR-Full Academic Year (Sep-Aug)	Student Profile	Submitted	31-JAN-2016	View/Modify	Generate PDF Application
1516-September 2015 - August 2016	FULLYEAR-Full Academic Year (Sep-Aug)	College-Wide Awards	Incomplete	31-JAN-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 the Winter 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 8, 2015