

HOW TO APPLY FOR SCHOLARSHIPS, BURSARIES, AND AWARDS

FINANCIAL AID & AWARDS



CAPILANO
UNIVERSITY

AWARDS APPLICATION PROCESS

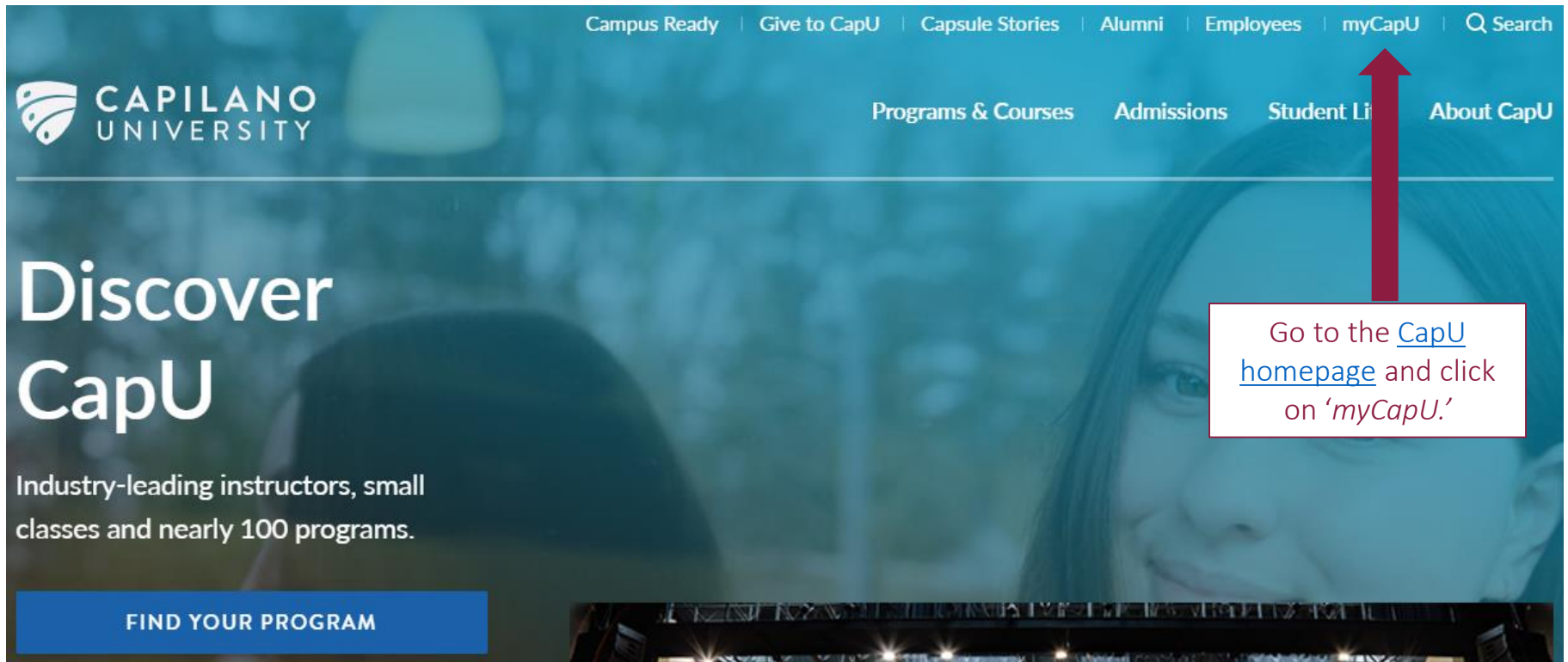


- Apply for awards online

- Submit additional documents

- Check Status on Awards Won

HOW TO APPLY



The image shows a screenshot of the Capilano University website homepage. The background is a blue-tinted photograph of a smiling woman. At the top, there is a navigation bar with the following links: Campus Ready | Give to CapU | Capsule Stories | Alumni | Employees | myCapU | Search. Below this is a secondary navigation bar with: Programs & Courses | Admissions | Student Life | About CapU. The main content area features the Capilano University logo on the left, followed by the text 'Discover CapU' in large white font. Below that, it says 'Industry-leading instructors, small classes and nearly 100 programs.' At the bottom left, there is a blue button that says 'FIND YOUR PROGRAM'. A red arrow points from a text box to the 'myCapU' link in the top navigation bar.

Campus Ready | Give to CapU | Capsule Stories | Alumni | Employees | myCapU | Search

CAPILANO UNIVERSITY

Programs & Courses | Admissions | Student Life | About CapU

Discover CapU

Industry-leading instructors, small classes and nearly 100 programs.

FIND YOUR PROGRAM

Go to the [CapU homepage](#) and click on 'myCapU.'

Popular Links



eLearn

Access your online learning portal.

[ACCESS ELEARN](#)



myCapU Email

Get access to your CapU email.

[ACCESS YOUR EMAIL](#)



myCapU Account

access to various student or employee information and resources.

[ACCESS YOUR ACCOUNT](#)



myCap Schedule

Look up courses, build schedules and add, drop, or withdraw from courses.

[MYCAP SCHEDULE](#)

Click on 'Access Your Account', then sign in

myCapU Account
















Personal Information

Student Services

Select 'Apply for SBAs'



Student Services

 Student Profile View detailed student information including biographical, curriculum, etc.	 Apply for SBAs Apply for Scholarships, Bursaries, Awards, and Fee Deferrals	 Grades View grades by term and level, or across terms, or across levels.
 Graduation Application Apply to graduate.	 Enrolment Verification Request an enrolment verification.	 Account Information View account information including summary and details of transactions.
 Make a Payment and Account Summary Make a payment on your account and view the summary account information.	 Account Detail for Term Display the detailed account information for the selected term.	 Tax Notification (T2202) Review your T2202 form for a specific tax year.
 Statement and Processing History View and print stored statements, payment history, and unbilled activity for an account.	 Unofficial Academic Transcript Unofficial Academic Transcript.	 Request Official Transcript Request Official Transcript.
 Scholarship, Bursary and Award Guide Explore Scholarships, Bursaries, and Awards	 View SBAs View Scholarships, Bursaries and Awards Received	 Update SIN Use this option to update your SIN number.

How to Apply for Scholarships, Bursaries, and Awards Guide

Financial Aid & Awards

Page 4

Scholarships, Bursaries and Awards Applications

To complete an application, click the Apply link in the **Select to Access** column.

To make changes to an application, click the *Completed On* date in the **Select to Access** column. Please ensure you click the *Statement*, select *Yes* to agree to the Terms and Conditions at the end of the application, and click the *Apply* button.

The status of your application is displayed in the **Status** column. If the status is blank, the application is pending. For more information, see [Student Records > View Holds](#).

Select 'Apply' for the Scholarship, Bursaries, Awards application for the term.

Term	Application Type	Applications Accepted	Close	Select to Access	Status
Fall 2019	Entrance Awards	Oct 15, 2018	Mar 01, 2019	Completed on Oct 15, 2018	Under I
Spring 2019	Fee Deferral Application	Nov 13, 2018	Feb 21, 2019	Completed on Nov 13, 2018	Pending
Spring 2019	Nominee Statement	Nov 13, 2018	Mar 03, 2019	Completed on Nov 16, 2018	Comple
Spring 2019	Scholarships, Bursaries, Awards	Nov 13, 2018	Feb 08, 2019	Completed on Feb 07, 2019	Under I
Fall 2018	Fee Deferral Application	Jul 09, 2018	Nov 01, 2018	Completed on Jun 29, 2018	Approv
Fall 2018	Scholarships, Bursaries, Awards	Jul 09, 2018	Sep 17, 2018	Completed on Sep 13, 2018	Not sel
Summer 2018	Fee Deferral Application	Mar 05, 2018	Jun 21, 2018	Completed on Mar 05, 2018	Pending

Welcome to the Spring 2019 online scholarships, bursaries, and awards application.

- Visit [How to Apply for Awards](#) to learn more about this application process and the additional award application documents due by January 18.
- Visit [Scholarships, Bursaries & Awards](#) to learn more about minimum eligibility criteria for Capilano University scholarships, bursaries, and awards.

* - indicates a required field.

Application Term: Spring 2019
Application Type: Scholarships, Bursaries, Awards
Street: 123 STREET ADD
City: VANCOUVER, BC, V5K1M9
Birth Date: Mar 18, 1989
Gender: Female
Preferred Email: kirengill@capilanou.ca
Program of Study: Bachelor of Business Admin
Application Date: 09/18/2017
Social Insurance Number: (OPTIONAL- NOT REQUIRED)

Confirm that your personal information is correct. If not, contact the [Registrar's Office](#).

SIN is collected only for the purpose of T4A administration. Refer to Canada Revenue Agency for information.

Accommodations: *

Select the option that best represents your circumstances.

Indicate the birth date of your dependent children (mm/dd/yyyy):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Questions with asterisks (*) require an answer

Are those that you declared on your income tax return last year.

Consider yourself as an Aboriginal

e.g. First Nations, Métis, Inuit

Are you a member of the Cheam First Nation band? (Y/N)

If you are a member of the Cheam First Nation band, please provide your Status number

Are you a member of the Fort Langley First Nation band? (Y/N)

If you are a member of the Fort Langley First Nation band, please provide your Status number

Are you a member of the Squamish Nation? (Y/N)

If you are a member of the Squamish Nation, please provide your Status number

Is this the first term you are taking post-secondary courses (100-level or higher) at Cap? (Y/N) *

Have you been approved to receive a scholarship/award from Capilano University this term? (Y/N) *

Have you applied for, or will be applying for, student loans this term? (Y/N) *

Do you want to be considered for bursaries? (Y/N) If yes, complete the Budget Worksheet (next page) *

Continue

Form with multiple horizontal input lines for answers to the questions above.



Only enter 'Y' or 'N' for Yes/No questions.



Bursaries are awards based on financial need; if you select 'Y', you must complete the Budget Worksheet on the next page to be considered.

Questions with asterisks (*) require an answer.

To navigate through your application, only use the 'Continue' button. Do not use your browser 'Back' or 'Forward' keys.

Budget Worksheet

Application Term: Spring 2019
Application Type: Scholarships, Bursaries, Awards
* - indicates a required field.

Do not report any living or tuition expenses on your worksheet.

Enter the total amount **per month** unless otherwise specified in the Expenses Explanation.

Expenses

Standard living expenses (eg. rent, transport, food, etc.) & your tuition/fee/book amounts will be automatically applied. These expenses **should not be reported here.**

Description Explanation

Description	Explanation	Entered Amount	Multiplier	Calculated Amount
Child Care	If you have child care expenses for your children aged 11 years and younger, enter the monthly amount you are required to pay each month during the term that this application is for.	<input type="text"/>	4	
Child Support	Child support (also called maintenance) is financial support that one parent pays to another parent under an agreement or court order to help provide for the daily needs of a child. If you are required to make these payments, enter the monthly amount you are required to pay each month during the term that this application is for.	<input type="text"/>	4	
Spousal Support	Spousal support (also called maintenance) is financial support paid to a former spouse under an agreement or court order to help with living expenses. If you are required to make these payments, enter the monthly amount you are required to pay each month during the term that this application is for.	<input type="text"/>	4	
Exceptional Expenses	If you have exceptional financial circumstances that set you apart from other students and are a barrier to accessing your education, you may report the amount of your exceptional expenses you have for this term here. You must submit supporting documentation (e.g. receipts) for all claimed exceptional expenses. Information on supporting documentation requirements and instructions for submission of your supporting documentation is at scholarships, bursaries, and awards . All claimed exceptional expenses are subject to review.	<input type="text"/>		

Entered Amount Multiplier Calculated Amount

For information on *Exceptional Expenses*, please visit the ['Current & Returning Students'](#) webpage.

Resources

If \$0 total resources are claimed below & you have not/will not apply for student loans, you will need to contact finaid@capilano.ca in order to be considered for bursaries.

Description	Explanation	Entered Amount	Multiplier	Calculated Amount
Employment Income	If you will be employed or in a co-op work placement, enter the monthly net amount of income that you will earn.	<input type="text"/>	4	
Parental/Family Support	Enter the total amount of all financial support for living expenses, rent payments, etc. that this application is for.	<input type="text"/>		
Spouse Income	Enter the monthly amount of employment income that this application is for.	<input type="text"/>	4	
Savings	Enter the total amount of savings that you have available for this application.	<input type="text"/>		
Band Funding - Tuition	If you will be receiving band funding or band sponsorship tuition support, enter the total amount you will be receiving this term for tuition, textbooks, and school supplies.	<input type="text"/>		
Band Funding - Living	If you will be receiving band funding or band sponsorship living allowance, enter the monthly amount you will receive for your living allowance during the term.	<input type="text"/>	4	
Disability Assistance	If you will be receiving disability assistance, enter the monthly amount you will receive during the term.	<input type="text"/>	4	
Child Care Subsidy	A child care subsidy is financial support for child care. If you are receiving a child care subsidy, enter the monthly amount that this application is for.	<input type="text"/>	4	
Child Support	Child support (also called maintenance) is financial support that one parent pays to another parent under an agreement or court order to help provide for the daily needs of the child. If you receive these payments, enter the monthly amount you will receive each month during the term that this application is for.	<input type="text"/>	4	
Spousal Support	Spousal support (also called maintenance) is financial support to help with living expenses paid to a former spouse under an agreement or court order. If you receive these payments, enter the monthly amount you will receive each month during the term that this application is for.	<input type="text"/>	4	
Awards	If you will be receiving a scholarship or award, enter the total amount that you will receive from all scholarships/awards you are receiving from Capilano University.	<input type="text"/>		

If you do not report any income (\$0 Total Resources) and are not receiving a student loan for the term, you must email finaid@capilano.ca and provide an explanation of what resources you are using to fund the term.

Refer to your sponsorship approval letter and enter the amount your band has approved. If your band is sponsoring your full tuition, enter in the amount of tuition for the term listed on your [‘Student Account Summary’](#). If your band has already paid your tuition it will be listed on your Account Summary as “Contract Payments.”

Enter the total amount **per month** unless otherwise specified in the *Resources Explanation*.

Personal Declaration

Application Term: Spring 2019

Application Type: Scholarships, Bursaries, Awards

- All submitted award applications are subject to audit and verification, and a minimum of 5% of award applications will be audited each term.
- If your application is selected for audit, you may be required to submit additional supporting documentation as part of the audit process.
- Awards will be revoked for students who fail to provide supporting documentation or misrepresent themselves on applications.

Applicant Statement

I certify that the information provided on this application is true and complete to the best of my knowledge. If requested, I will provide supporting documentation for verification of information. I authorize Capilano University to verify information collected on this application and I consent to the disclosure of information on this application to other educational institutions, government agencies, and the Ministry of Advanced Education as required. I understand that any misrepresentation or false information provided may result in the cancellation of any application or scholarship/bursary/award and I may be subject to University disciplinary action. **I will immediately notify Financial Aid and Awards if any of the information I have reported on this application changes.** I understand that my debts will be deducted from any scholarship/bursary/award that I am granted. If I am awarded a scholarship/bursary/award, I consent to the disclosure of my information, relevant to the receipt of the scholarship/bursary/award, to the donor, applicable Capilano University departments, and/or media publications. In accordance with the Freedom of Information and Protection of Privacy Act, my information will only be used for the purpose for which it is collected; for a reason consented to by the individual; or in accordance with sections 33 and 36 of the Act.

By submitting this application I agree to this Applicant Statement.

Do you agree to the terms and conditions listed above?*

You must select 'Yes' to agree to the Terms and Conditions.

Continue

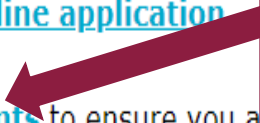
Award Application Process Completed

Application Term: Spring 2019

Application Type: Scholarships, Bursaries, Awards

- You have now completed [Step 1: Submit your online application](#)
- Review [Step 2: Submit your additional documents](#) to ensure you are eligible for.
- Once award applications close, the selection and notification process will take 6-8 weeks. Disbursement of approved award funds will be notified in writing. Make sure your contact information, including your mailing address, is up-to-date. You can view and make changes to your *Phones*.

You can click the link to go directly to the ['Current & Returning Students'](#) webpage to view additional documents.



Continue

CONFIRMING YOUR SUBMISSION

Scholarships, Bursaries and Awards Application

To complete an application, click the Apply link in the **Select to Access** column.

To make changes to an application, click the Completed On date in the **Select to Access** column.

The status of your application is displayed in the **Status** column. If the status is blank, the application is pending. For more information, see Student Records > View Holds.

To make changes to your application, click 'Completed on....' and update the information. Every time you re-enter the application, make sure you continue through the entire application and select 'Yes' to agree to the Terms & Conditions.

If you see 'Completed on....' then you know your application is complete. If it reads 'Has not been completed' you will want to return to your application and complete whatever is outstanding.

Term	Application Type	Applications Accepted	Close	Select to Access	Status
Fall 2019	Entrance Awards	Oct 15, 2018	Mar 01, 2019	Completed on Nov 16, 2018	Completed Online
Spring 2019	Fee Deferral Application	Nov 13, 2018	Feb 21, 2019	Completed on Nov 16, 2018	Completed Online
Spring 2019	Nominee Statement	Nov 13, 2018	Mar 03, 2019	Completed on Nov 16, 2018	Completed Online
Spring 2019	Scholarships, Bursaries, Awards	Nov 13, 2018	Jan 18, 2019	Completed on Nov 20, 2018	Pending
Fall 2018	Fee Deferral Application	Jul 09, 2018	Nov 01, 2018	Completed on Jun 29, 2018	Approved Fee Deferral
Fall 2018	Scholarships, Bursaries, Awards	Jul 09, 2018	Sep 17, 2018	Completed on Sep 13, 2018	Under Review
Summer 2018	Fee Deferral Application	Mar 05, 2018	Jun 21, 2018	Completed on Mar 05, 2018	Pending Fee Deferral
Summer 2018	Nominee Statement	Mar 05, 2018	Jul 08, 2018	Completed on Jun 11, 2018	Completed Online
Summer 2018	Scholarships, Bursaries, Awards	Mar 05, 2018	May 25, 2018	Has not been completed	Incomplete Application

ADDITIONAL DOCUMENTS

[Home](#) > [Admissions](#) > [Fees & Finances](#) > [Financial Aid & Awards](#) > [Scholarships, Bursaries & Awards](#)


Current & Returning Students

There are many awards, scholarships and bursaries students continuing their education at CapU.

Fall 2022 dates

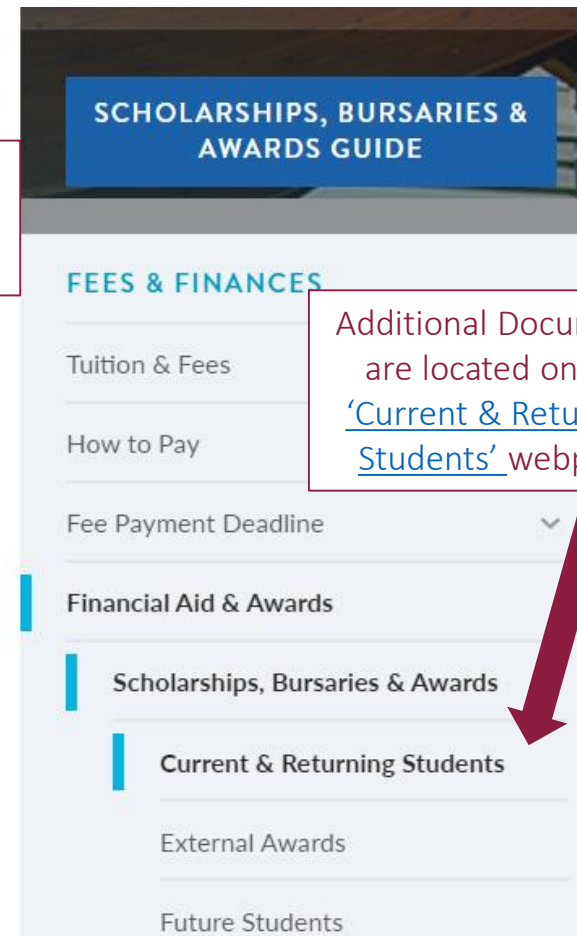
- Applications open July 4, 2022
- Applications close September 19, 2022
- Award recipients will be notified in November 2022

Application dates and deadlines are located at the top of the webpage




Scholarships, bursaries, and awards for continuing students

How to Apply for Scholarships, Bursaries, and Awards Guide
Financial Aid & Awards
Page 13



Additional Documents are located on the ['Current & Returning Students'](#) webpage



How to apply

Applying for awards is easy, with one general online application. Follow the steps below to be sure you're in the running for all the awards you might be eligible for.

Need help with your application? See our step-by-step [How to Apply for Scholarships, Bursaries and Awards](#) guide (pdf).

Step 1: Submit your online application +

Step 2: Submit your additional documents -

Awards are available to support students who demonstrate leadership, engagement in their community and on campus, commitment to sustainability and environmental stewardship, and commitment to gender and women's issues.

To be considered for these types of awards, you need to submit additional documents to supplement your online application.

By submitting an additional document for one of the categories below, you are in the running for all awards in that category.

Use our [online awards guide](#) to search for awards by category and to see which might be suited for your achievements.

- [Fall 2022 – Commitment to Children with Disabilities Worksheet](#) (pdf)
- [Fall 2022 – Community and Campus Engagement Worksheet](#) (pdf)
- [Fall 2022 – Demonstrated Leadership Essay](#) (pdf)
- [Fall 2022 – Environmental Stewardship and Sustainability Worksheet](#) (pdf)
- [Fall 2022 – Gender and Women's Issues Essay](#) (pdf)

Click the 'Step 2: Submit your additional documents' dropdown to view the Additional Documents for the current term

Additional documents are provided in fillable PDF format. New Additional Documents are available each term.

How to Apply for Scholarships, Bursaries, and Awards Guide

Financial Aid & Awards

Page 14

Completing and submitting your documents:

- Complete worksheets electronically; no handwriting
- Complete additional worksheet pages as needed to record all of your activities
- Essays must be typed and include the essay topic, your full name, and student ID
- Do not include any supporting documentation (resumes, reference letters, certificates, etc.) with your worksheets or essays
- Submit your documentation by the award application deadline as a PDF sent by email to finaid@capilanou.ca sent from your student CapU email account

CHECK YOUR AWARDS STATUS

- You can check the status of whether you are receiving an award in your [myCapU account](#) by going to
 - *Apply for SBAs*
- If you do receive an award, it will show an "Approved" under the status column.
- If you are selected to receive an award, you can view your award in your [myCapU account](#) by going to
 - *View SBAs*
- The award name and amount will show in the applicable term.

AWARD PROCESSING & NOTIFICATIONS

- Estimated processing time is 6 - 8 weeks after the award application deadline.
- All recipients will be notified by **Financial Aid & Awards** through an award notification letter to your [myCapU student email account](#).
- Awards are applied to your student account to pay off any remaining balance for the term and, if applicable, refund cheques are then mailed to the address on your student record.
 - Please ensure your contact information is up-to-date.