

Student Awards Applicant Guide

Student Awards at Calgary Foundation:

- Scholarship: Academic achievement is weighted most heavily.
- Bursary: Financial need is weighted most heavily.
- Award: A personal qualification or proficiency is considered an eligibility requirement.
- Some student awards may contain components of all three types: academic achievement, financial need, and/or personal qualifications/proficiency.
- This guide refers to Calgary Foundation student awards (scholarships, bursaries, and awards) as 'awards.'
- This guide refers to students who are applying for Calgary Foundation student awards as 'applicants.'
- This guide refers to applicants who are chosen to receive an award as 'recipients.'
- The online application form for Calgary Foundation awards is accessed via the [Student Awards Online Portal](#).
- A complete list of Calgary Foundation awards can be found on the website linked [here](#).
- Additional resources can be found on the website linked [here](#).

General Student Awards Information:

- Online application forms open on or before January 31st, with awards available for students attending post-secondary studies in the upcoming academic year.
- Applicants must be enrolled at a post-secondary institution recognized by the Canada Revenue Agency (CRA) as a "qualified donee." To determine if your post-secondary institution is a qualified donee, please visit the [CRA's website](#).
- Awards are provided to the recipient's post-secondary institution to be applied directly to tuition.
- Most awards are for Canadian citizens and permanent residents.
- Calgary Foundation identifies professional degree programs that lead to entry-to-practice professions as graduate level programs (e.g., Juris Doctor (JD), Doctor of Medicine (MD), Doctor of Veterinary Medicine (DVM), Doctor of Optometry (OD), Doctor of Dental Surgery (DDS, DMD), etc.).
- You are eligible to apply for an award even if you have not yet received an acceptance letter from your post-secondary institution. If chosen as the recipient, you must meet the award's criteria and provide confirmation of enrolment at that time.
- Calgary Foundation supported student awards can also be applied to through specific post-secondary institutions and charitable organizations. To view awards with different application processes, review the [Calgary Foundation Student Awards Brochure](#).

Applying for Student Awards:

- Before starting an application, review the award description and criteria carefully to determine if you are eligible. **Applicants must meet all points of the criteria to be eligible for that award.**
- Online application forms are accessible at the end of January each year via the [Student Awards Online Portal](#).

- If you have applied to a Calgary Foundation award in the past, you can logon to the portal with your existing username (your email address) and password. Select 'Forgot Your Password?' to create a new password, if needed. Please do not create a duplicate account with a different email address.
- If this is your first time applying to a Calgary Foundation award, select 'Create New Account'.
- Always check that the contact information in your user profile is correct by clicking on your name in the top right corner and selecting 'Edit My Profile.' In the 'User Information Section' ensure your email, phone number and mailing address are current. Calgary Foundation primarily contacts applicants via email so ensure the email address listed is active and checked regularly.
- Start your application(s) early. Give yourself lots of time to gather all needed materials, and to prepare an essay response. Most applications will require a transcript, essay, and reference letter. Applications that evaluate financial need will require information about your current financial circumstances.
- Online application forms can be saved while in progress and returned to later.
- All relevant information must be included in your application for it to be considered by the selection committee.
- Submit your application by the deadline. Applications left in draft after the deadline will not be considered.
- If you have questions, please email studentawards@calgaryfoundation.org. If you have a question about a specific award, please include the name of the award in the subject line of the email.

Eligibility:

- **Apply only for awards you are eligible for.** Carefully review the eligibility requirements and application form. Applicants must meet **all** the criteria points of the award they are applying to.
- For community involvement awards, think about your experience volunteering or supporting those in your community. Reflect on the impact you have made, and the lessons learned along the way.
- For leadership awards, think about how you have been an initiator, innovator, mentor, or motivator. Reflect on your experiences, how you have taken on a leadership position and learned from it, taken a project or organization from A to B, and/or have effected change in your community or people's lives.
- If you are planning a gap year following graduation from Grade 12, please read award criteria carefully. Some awards are available to students planning a gap year, and some are not. If you are planning to take a gap year, you must apply for post-secondary entrance awards during your Grade 12 year.

Academic Information

- An official transcript is not required for your application.
- To obtain an *unofficial* high school transcript, go to your school's website for more information about how to request your transcript online or who to contact to obtain your transcript. This information is often found under 'Student Services'.
- In Alberta, unofficial high school transcripts known as Detailed Academic Reports (DAR) can be obtained through Alberta Educations' myPass website, linked [here](#).
- To obtain an *unofficial* post-secondary transcript, login to your post-secondary institution's online student portal. Usually within the 'Academic' section an option is available to preview, save, or print an unofficial transcript.
- Unless otherwise stated, awards with academic standing criteria assess GPA/grades cumulatively.
- If your final Grade 12 grades are not yet available, calculate your cumulative Grade 12 average using in progress grades at the time of application submission.

Essay Response:

- Read question prompts and essay questions carefully.
- Be clear and concise in your essay, focus on quality, not quantity. Check the required word count. Connect the information provided in your essay to the goals and intent of the award. Relate your experiences directly to the award's criteria and questions.
- Leverage the Situation, Task, Action, Result (STAR) method to help clarify examples you provide in your response.
- Proofread your responses and essay, and if possible, have it proofread by someone else. Avoid spelling and grammar mistakes.

Financial Information and Budget Tables:

- To view the definition of independent and dependent students, please visit [here](#).
- For some awards with financial need criteria, applicants may be asked to provide information about their financial circumstances, including an estimate of their personal expenses and resources for the upcoming academic year (an 8-month period).
- For applications with budget tables:
 - Enter the total cost of your tuition and fees for the upcoming academic year (Fall and Winter), not the cost of your entire program. If you do not yet know this amount, use your post-secondary institution's fee table or tuition fees calculator to estimate your tuition and fees.
 - Enter the cost of books and supplies, which includes the purchase of equipment, software and/or technology intended for school use.
 - Personal contributions to housing might include rent or mortgage payments, residence fees, and/or utilities.
 - Enter your personal contributions to food and grocery.
 - Transportation expenses might include gasoline, car insurance, transit, parking, vehicle payments, and/or maintenance.
 - Communication expenses might include cell phone and internet.
 - Health and wellness expenses might include medical/dental insurance, prescriptions, fitness, childcare, etc.
 - Other personal expenses might include clothing, grooming, hobbies, entertainment, etc.
 - If you are married or living common law and sharing expenses with a spouse or partner, do your best to estimate only your personal expenses. For example, if your spouse pays for rent and you pay for groceries, enter '0' under personal contributions to housing and enter the full amount you pay for groceries over an 8-month period.
 - In the resources section, please indicate your personal income and supports (including employment, Registered Education Savings Plan (RESP) withdrawals, bursary funding, awards, etc.) that you will access in the upcoming academic year (Fall and Winter), not your entire program.
 - If your employment situation is undefined for the upcoming academic year, do your best to estimate the expected income.
- A shortfall is calculated using the equation: $(\text{Total expenses}) - (\text{Total resources}) = \$x.xx$. Please note, a shortfall is shown as a positive number. If resources are greater than expenses this is a surplus, which will be a negative number.

- For the financial circumstances question, expand on the information provided in your budget form or elsewhere within the application. Consider including information about some or all of the following points:
 - How financial support will help you achieve your educational goals.
 - Additional sources of financial aid and/or family support.
 - Recent changes to your financial circumstances (e.g. changes in employment, recent unexpected or additional expenses, etc.).
 - Changes to your household or personal situation that has impacted finances for education.
- The financial information section varies between application forms so read the directions carefully.
- For applications requesting information about student loans, Calgary Foundation recognizes that loans may not be confirmed at the time of the application deadline. Please do your best to estimate the amount you plan to request.

Reference Letter:

- Select a reference who can speak to different aspects of your character, experience, and describe why you are a good candidate for the award.
- It is good practice to connect with your references well before the award deadline. Provide your references with information about the award and its criteria, letting them know what you hope they can highlight about your character and achievements.
- For more information about reference letters, please review the [Calgary Foundation's Reference Letter Guide](#).

Privacy and Consent:

- Review the Informed Consent for Disclosure of Personal Information section of the application carefully. Consent is provided by selecting 'I accept.'
- For applicants under 18, a signed [privacy and consent form](#) must be uploaded to your application for your application to be distributed to and evaluated by the Selection Committee. The Informed Consent for Disclosure of Personal Information pdf can be signed electronically.

Accessibility:

- If you require accommodations or additional application support to complete your application, please contact studentawards@calgaryfoundation.org.

Recipient Selection:

- After the award deadline, applications are reviewed for eligibility and completeness. All relevant information must be included in an application for it to be considered by the Selection Committee. Incomplete or ineligible applications do not move forward in the selection process. Complete and eligible applications are evaluated by a Selection Committee based on the award's criteria. The Selection Committee recommends the award's recipient(s).
- Selection committees are unique to each award. Committees include Calgary Foundation staff and may include donors, volunteers, and community members.
- All applicants are notified of their application status by the end of September.
- Calgary Foundation receives a high volume of applications, and the number of awards available is limited. Once announced, selection committee decisions are final.

Receiving a Student Award:

- Recipients receive a congratulatory email with information about receiving their award.
- To receive their award, recipients must continue to meet the award's stated criteria.
- To claim the award, recipients will logon to the Student Awards Online Portal to complete a recipient follow-up form.
- In the follow-up form, recipients must provide a confirmation of enrolment document from their post-secondary institution. At most institutions this document is available for PDF download through the online student portal.
- If a fee is associated with obtaining a confirmation of enrolment document, a current course schedule or unofficial transcript with your name, student ID#, program, term, and current date may be acceptable.
- A T4 slip, or Statement of Remuneration Paid, is a Canadian tax document that summarizes money paid by a provider to an individual during a calendar year (usually through employment, in this case through a student award). Depending on the recipient's post-secondary institution, Calgary Foundation may be required to provide a T4 slip to the recipient for tax purposes. If this is the case, a recipient will be required to securely provide their Social Insurance Number to Calgary Foundation.
- Once the required information and documentation has been submitted, awards are provided to the recipient's post-secondary institution to be applied directly to tuition.
- For some awards, there is an option to consent to public recognition through the group or organization that supports the award (e.g., providing a small biography and photo to be shared in an organization's communications, or receiving an invitation to attend a group's event).
- Most student awards must be claimed within a few months from receipt. If your academic plans have changed, you no longer meet the award's criteria, or wish to request a deferral, please let us know as soon as possible.
- If you require a received award to be verified to an educational institution (e.g., in a medical school application), please contact studentawards@calgaryfoundation.org.

Thank You Correspondence:

- Calgary Foundation recognizes that gratitude expression is unique and personal.
- Providing a note of gratitude is appreciated, however not required, and does not impact the status of your award. Notes of gratitude can take many forms, including emails, letters, cards, photos/art, or videos.
- If you are interested in providing a note of gratitude and seek additional support to do so, please utilize the [Student Awards Thank You Letter Guide](#).
- Thank you correspondence may be uploaded on the online student awards portal, mailed to Calgary Foundation's office, or emailed to studentawards@calgaryfoundation.org. It is then forwarded to the award's donor and/or selection committee.

If you have further questions, please contact studentawards@calgaryfoundation.org.