

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 Calgary Foundation website [here](#).
- Additional resources can be found on the Calgary Foundation website [here](#).

General Student Awards Information:

- Online application forms are available annually in mid-February, with awards available for students attending post-secondary studies in the upcoming academic year (Fall and Winter).
- 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 only provided to the recipient's post-secondary institution to be applied directly to tuition, no other expenses.
- Most awards are for Canadian citizens and permanent residents, who are attending Canadian post-secondary institutions.
- 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 a currently dated confirmation of enrolment document or unofficial transcript at that time.
- Applicants entering an exchange, co-op, or internship year are not eligible to apply for Calgary Foundation Student Awards for the academic year of their exchange or work term(s) as awards are not provided during an exchange, co-op, or internship year.
- Applicants applying to multiple awards must ensure their stated academic and career goals are consistent across their applications.
- Unless otherwise stated, applications are submitted and assessed in English.
- 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 full [Calgary Foundation Student Awards Brochure](#).

Applying for Student Awards:

- Only the named applicant may create and submit their applications. Calgary Foundation will communicate only with the named applicant regarding their application. Information is not released to third parties inquiring on behalf of the applicant.

- Applications must be created by the applicant as their own original work, written in their authentic voice.
- Before starting an application, review the award description and criteria carefully to determine if you are eligible. Award criteria is accessible via the [Calgary Foundation Website](#) with an interactive search tool. **Applicants must meet all points of the criteria to be eligible for that award.**
- Online application forms are accessible annually in mid-February via the [Student Awards Online Portal](#).
- If this is your first time applying to a Calgary Foundation award, select 'Create New Account.' If your access to the email address you plan to use will change (such as with high school or post-secondary accounts), consider using a different email address. You will also be prompted to set up a two-factor authentication method.
- 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.
- Always check that the contact information in your user profile is correct by clicking on the person icon in the top right corner of the portal and selecting 'Edit My Profile.' In the 'User Information Section' ensure your email address, phone number and mailing address are current and correct. 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 plenty 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. Please note it is possible for Calgary Foundation to see the information you save as part of your draft submission.
- If you begin an application and decide you no longer wish to submit, click the "Abandon Request" button of your application to remove your incomplete application. You may also contact studentawards@calgaryfoundation.org with your name and the award name, and we can remove the application for you.
- **Only eligible applications submitted by the deadline will be considered.** Applications remaining in draft after the deadline will be marked as abandoned in the portal and will not move forward.
- Demonstration of criteria eligibility and all relevant information must be included in your application for it to be considered by the selection committee. Following your application submission, you may be contacted to clarify or confirm application information.
- 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(s) they are applying to.
- Eligibility is carefully assessed by Calgary Foundation following application submission. You may be contacted to clarify or confirm application information. An ineligible application will not move forward in the selection process.
- For community involvement awards, reflect on your experience volunteering or supporting those in your community, 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, yet an *unofficial* transcript is.
- In Alberta, *unofficial* high school transcripts known as Detailed Academic Reports (DAR) can be obtained through Alberta Education's myPass website, linked [here](#). Save or print to PDF for ease of uploading.
- To obtain an *unofficial* high school transcript outside of Alberta, 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.' Save or print to PDF for ease of uploading.
- 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. Save or print to PDF for ease of uploading.
- For awards with "graduating Grade 12 this year" criteria, applicants must not have been awarded their High School Diploma in an academic year prior to the current academic year at the time of the award application.
- If your final Grade 12 grades are not yet available, unless otherwise stated, calculate your cumulative Grade 12 average using in progress grades for your Grade 12 year at the time of application submission.
- Unless otherwise stated, post-secondary based awards with academic standing criteria assess GPA/grades cumulatively for the applicant's current post-secondary program. Cumulative GPA is calculated for the applicant's current program taking into consideration all courses taken in that program to date.
- For applicants who have completed a previous post-secondary program and are entering the first year of a new program, their most recent GPA is the cumulative final GPA of their most recently completed program.

Essay Response:

- Read question prompts and essay questions carefully.
- For awards with leadership, community involvement, or volunteerism criteria, begin by completing the School and/or Community Contributions table outlining your involvement with activities/organizations including your roles, length of participation, hours of involvement, and type of activity. You will then provide a detailed narrative outlining how these contributions demonstrate your criteria eligibility, describing how you have made an impact and your commitment as shown by overall hours, long-term involvement, and frequent participation.
- Applications must be created by the applicant as their own original work, written in their authentic voice.
- Be clear and concise in your essay responses, focus on quality, not quantity. 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 responses.
- Ensure your essay responses meet the required word count. To review how character limits apply to word counts, please click [here](#).
- 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.
- Proofread your responses and essay, and if possible, have it proofread by someone else. Avoid spelling and grammar mistakes.
- Essay responses may be drafted outside the application form and pasted as plain text into essay fields.

Financial Information and Expense and Resource 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 resources and expenses tables:
 - In the expenses table:
 - 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 program specific 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 fees.
 - 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 table please clearly indicate all personal income and financial supports you expect to access for the upcoming *academic* year (an 8-month period).
 - Personal savings for education.
 - Your portion of Registered Education Savings Plan (RESP) withdrawals.
 - Personal after-tax earnings from employment (8 months). If your employment situation is undefined for the upcoming academic year, do your best to estimate the expected income.
 - Other expense supports (family/spousal contributions, supplemental education or band funding, etc.).
 - Other confirmed scholarships, awards and bursaries for this academic year.
 - Only include resources you will use **during the upcoming academic year**, not for your entire education.
- 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.
- If your anticipated expenses far exceed your available resources for the upcoming academic year, in the financial circumstances section you must describe your plan to meet your living and educational costs while attending post-secondary studies.
- For the financial circumstances question, expand on the information provided in your expenses and resources tables or elsewhere within the application. Consider including information about some or all the following points:
 - If anticipated expenses far exceed your available resources.
 - 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 is unrelated to you** and 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.
- Letters of reference should be one page typed, dated, signed and printed on official letterhead (where possible).
- 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 years of age, a [privacy and consent form](#) signed by a parent/guardian must be uploaded to the application for the application to be distributed to and evaluated by the Selection Committee. The Informed Consent for Disclosure of Personal Information PDF can be signed electronically, or in ink and scanned and then uploaded to the application.

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.
- Any official communication regarding an award is communicated directly from the Student Awards team at Calgary Foundation.
- 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 recipient follow-up form, recipients must provide a currently dated [Confirmation of Enrolment document](#) from their post-secondary institution. A Confirmation of Enrolment document (also known as a Verification of

Enrolment or Proof of Enrolment) is official documentation provided by a post-secondary institution that confirms a student's enrolment status and program details. At most institutions this document is available for PDF download through the online student portal.

- A Letter of Acceptance or Offer of Admission is not a valid Confirmation of Enrolment document.
- The Confirmation of Enrolment document must be currently dated and include the post-secondary institution name, student's full name, student ID number, program, term, and academic year of study for the upcoming academic year.
- If a fee is associated with obtaining a currently dated Confirmation of Enrolment document, a currently dated unofficial transcript with the post-secondary institution name, student's full name, student ID number, program, term, and academic year of study for the upcoming academic year may be acceptable.
- A T4A slip is a Canadian tax document that summarizes money paid by a provider to an individual during a calendar year (in this case a statement of income for a student award). Depending on the recipient's post-secondary institution, Calgary Foundation may be required to provide a T4A slip to the recipient for tax purposes. For Calgary Foundation to provide a T4A slip to an award recipient, the recipient's full legal name, Social Insurance Number (SIN), and current mailing address will be required.
- Once the required information and documentation have been added to the recipient follow-up form and the form submitted, forms are reviewed and recipients may be contacted for additional information.
- Once the review is complete, the recipient follow-up form is approved and the award is provided to the recipient's post-secondary institution to be applied directly to tuition. Please allow a minimum of four weeks for payment processing.
- 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.
- Requesting to defer an award is available for only select awards and situations. While a deferral may be requested, the deferral might not be granted.
- Some awards may be split equally between the recipient's Fall and Winter semesters. Prior to their Winter semester's fee payment deadline, the recipient will be emailed more information regarding the documentation required to receive the award for the Winter semester.
- If you require a previously 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 Student Awards are generously supported by donors who recognize the power of education to change lives. A note of gratitude from an award recipient acknowledges their support and deepens community connections.
- Calgary Foundation recognizes that gratitude is unique, personal, and may be expressed in various ways, such as through a letter, card, video, artwork, and more.
- Providing a note of gratitude is appreciated. If you seek additional support in providing a note of gratitude, please utilize the information in the [Student Awards Thank You Letter Guide](#) to assist.
- 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.