

Student Awards Applicant Guide

Types of Student Awards:

- 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 student awards (scholarships, bursaries, and awards) as 'awards.'

General Student Awards Information:

- Student award 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](#).
- Student awards are provided to the recipient's post-secondary institution to be applied directly to tuition.
- Most of Calgary Foundation's awards are for Canadian citizens and permanent residents.
- For Calgary Foundation student awards, professional degree programs that lead to entry-to-practice professions are identified 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.).
- If you have not received an acceptance letter to your post-secondary institution or program of study prior to your application's submission deadline, you are still eligible to apply. Confirmation of enrolment is not required when you submit your application. If chosen as the award recipient, you must meet the award's eligibility criteria and provide confirmation of enrolment at that time.

Applying for Student Awards:

- Before starting the application process, review the descriptions of student awards to determine which student awards you are eligible for and would like to apply to.
- Calgary Foundation online application forms are accessible at the end of January each year, online [here](#).
- You will be prompted to create a User Profile on the online student awards portal if you do not already have one. Ensure your user profile's contact information is kept up to date.
- Start your application(s) early to give yourself plenty of time to gather all needed materials, and to fully showcase your qualifications. Most applications will require a transcript, essay, and reference letter. Applications with a financial need component will include a budget form.
- Online Calgary Foundation application forms can be saved while in progress and returned to later.
- Include all requested attachments and do not leave items or uploads blank. All relevant information must be included in your application for it to be considered by the selection committee.
- Submit your application by the published deadline. Applications left in draft after the deadline will not be considered.
- If you have questions, please email studentawards@calgaryfoundation.org. If inquiring about a specific award, please include the name of the award in the subject line of your email.

Eligibility:

- **Apply only for awards you are eligible for.** Carefully review the eligibility requirements and application form to ensure you are eligible for the award(s) you choose to apply for. Applicants must meet the submission requirements of the award they are applying to.
- In most cases, eligibility criteria is strict, especially around program, year, and field of study.
- For community involvement awards, consider 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, reflect on how you have been an initiator, innovator, mentor, or motivator. Think about 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 the lives of others.
- If you are planning a gap year following graduation from Grade 12, please read award criteria carefully. Select awards are available to students planning a gap year, however all students must apply for post-secondary entrance awards during their Grade 12 year.

Completing Application and Essay Responses:

- Read question prompts and essay questions carefully.
- Be clear and concise in your essay, focus on quality, not quantity. Be mindful of required word count.
- Proofread your application's responses and essay, and if possible, have it proofread by another individual. Avoid spelling and grammar mistakes.
- Ensure the information provided in your essay reflects the goals and intent of the award. Relate your experiences directly to the award's criteria and questions, describing how your experiences have impacted yourself and others.
- The Situation, Task, Action, Result (STAR) method may be useful for any examples you provide in your response.
- Whenever possible, provide uploaded files as PDF files. Most files can be saved as a PDF or "printed to PDF."

Unofficial Transcripts and Average Grade/GPA:

- An official transcript is not required for your application.
- To obtain an unofficial high school transcript, access your school's website for information about acquiring your transcript. This information is often found under 'Student Services'. This resource will often provide information about how to request your transcript online or who to contact to obtain your transcript.
- In Alberta, unofficial high school transcripts known as Detailed Academic Reports (DAR) can be obtained through Alberta Educations' myPass website.
- To obtain an unofficial post-secondary transcript, login to your post-secondary's online student portal. Usually within the 'Academic' section an option is available to preview, save, or print an unofficial transcript.
- For questions about average grade/GPA, read the question carefully. Some applications will request your cumulative GPA, while others will request grades for the most recent semester only. Unless otherwise specified, for academic standing criteria and questions about average grade/GPA, calculate cumulatively.
- If your final Grade 12 grades are not yet available, calculate your most recent average grade using in progress grades at the time of application submission.

Financial Need:

- For awards with financial need criteria, applicants are asked to complete a [budget form](#) and provide additional information about their financial circumstances. Please note, select bursaries have award specific budget forms.
- Review the directions within the budget form carefully. Save and complete the form from your desktop and not an internet browser. The budget form is built to auto-calculate a shortfall or surplus based on entered expenses and resources. It is important to ensure the form is completed accurately and correctly. The PDF form is best accessed using an Adobe product, like the free Adobe Acrobat Reader software available online. (Please demonstrate caution if accessing software online.)
- For the financial circumstances question, expand on the information in your budget form or within the application. Within this section, consider including information about how financial support will help you achieve your educational goals, sources of financial aid, familial support, employment, unexpected or additional expenses recently encountered, and/or household or personal situation changes that has impacted finances for education.
- To view the definition of independent and dependent students, please visit [here](#).

Reference Letters:

- It is recommended to choose references 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 with ample time 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 privacy and consent form can be signed electronically.

Accessibility:

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

Recipient Selection:

- Following the submission deadline, applications are reviewed for eligibility and completeness. Incomplete or ineligible applications do not move forward in the selection process. Complete and eligible applications are evaluated by a selection committee with respect to criteria and submission requirements. Together the selection committee recommends the award's recipient(s).
- Selection committees are unique to each award. Committees may be comprised of donors, volunteers, and community members, and include Calgary Foundation staff.

- 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:

- Award recipients receive a congratulatory email with information about receiving their student award. 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 from a post-secondary institution, a current course schedule with the student's name, student ID number, term and current date may be acceptable.
- Depending on the post-secondary institution attended, for tax purposes a recipient may be required to securely provide their Social Insurance Number to Calgary Foundation to receive a T4 slip for their award.
- Upon receipt of the required information and documentation, awards are provided to the recipient's post-secondary institution to be applied directly to tuition.
- To receive their award, recipients are required to meet the award's stated eligibility criteria. Most student awards must be claimed 12 months from receipt. If your academic plans have changed or you no longer meet the award's criteria, please let us know as soon as possible.

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 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.