



Frequently Asked Questions for Awards and Award Applications

GENERAL AWARDS/BURSARIES/SCHOLARSHIPS

1. How do I apply for the awards?

There are applications on the NLC website at this link: www.northernlakescollege.ca/awards
The *Tuition Bursary*, is a *paper application* to be printed (an online form may be developed later) and other awards and bursaries NLC offers will have an online application at the above link available at least 3 weeks prior to the deadline.

2. Do I need a separate application for each award?

No, you only need to complete one application, **per deadline** (there is usually more than one award available at each deadline date), and check off the awards at the top of the online application that you qualify for/would like to be considered for.

3. Do I need to be a full-time student to apply for the awards?

Yes, unless it states otherwise in the criteria, you need to be a full-time student. If you do not know if you are a full-time student, you can ask your Instructor, Coordinator or call Admissions at 780-849-8600.

4. Which sections of the award application are required to be completed?

All sections of the application need to be completed. You can also provide an essay/statement and personal reference letter (from a third party to speak to your accomplishments) submitted at the time of completing your online application or via email to the *Student Awards Administrator* via email at awards@northernlakescollege.ca.

5. Is a reference required?

A reference is only required if it states as such in the criteria for the bursary/scholarship you are applying for. You could provide a reference for proof of volunteer experience and/or community involvement.

STUDENT AWARDS - FAQ

6. Can my instructor be my personal reference?

Yes, your instructor can be your personal reference if he/she can speak to your accomplishments in and out of school.

7. Is an essay/statement/letter required when applying for awards?

An essay/statement/letter is only required if stated in the criteria; however, submitting an essay/statement/letter may assist in providing information that is not captured on the application as well as provide evidence of how you meet the criteria for the awards you are applying for.

8. What does it mean by academic achievement?

Academic achievement refers to higher than average marks (65% - 79%).

9. What does 'in good academic standing' mean?

Good academic standing refers to achieving a satisfactory grade (at least 60%) and continuing to progress as such in your course(s).

10. How do I show that I meet the criteria for the award(s) I am applying for?

*It is recommended that award applicants submit an **essay/statement/letter** to express how they meet the criteria for each award they are applying for. It is also beneficial to the applicant to explain more about the situation they are in currently or previously have come from. The more information a student can provide to the Awards Selection Committee, about themselves, the better chances of being selected.*

***Helpful tip:** You can create one essay/statement for one or more group of awards and save it for future award applications, with the option to edit as you see fit, to apply for future awards.*

11. How do I know which awards I qualify for?

First, you must identify if you are an Academic Upgrading or Post-Secondary student (as the awards are listed under three categories: All Programs, Academic Upgrading and Post-Secondary). **Second**, you must read the criteria for each award to determine if you meet one or more of the outlined criteria. You can always ask a friend, NLC staff or the *Student Awards Administrator* for assistance if you are having difficulty identifying if you meet the criteria.

12. How do I know if I am considered a Post-Secondary student according to the awards list?

Most programs that are not an Academic Upgrading, College and Career Preparation or Life Skills program, are considered Post-Secondary. However, unless stated in the criteria, the Trades and Survey Theory and Calculations programs are not included with the Post-Secondary list of awards.

STUDENT AWARDS - FAQ

13. Are there awards that I must be nominated for?

Yes, there are some Northern Region/Peace River Awards you require nominations from instructors and/or staff. (The ABE Achievement Award and Adult High School Equivalency Scholarship may have nominations as well.)

14. How do I qualify for the Governor General's Collegiate Medallion?

The recipient for this award is selected from the highest overall GPA from second year of the diploma programs. No application is required.

15. What does it mean when my application is "considered complete?"

Your application is "considered complete" when all sections of your award application are filled out to the best of your abilities. Once your application is complete, it is now ready for submission.

16. When is my application due for submission (forwarded to the Student Awards Administrator) to be considered for review by the Awards Selection Committee?

Your completed application is to be submitted online by midnight on the application deadline date (unless otherwise stated). For the paper applications (currently the Tuition Bursary) print, complete and submit your application to the Student Awards Administrator via email at awards@northernlakescollege.ca

17. How do I submit my completed application?

The online application will be submitted once you complete the application and click on the 'Apply' button. Your completed paper application must be emailed to awards@northernlakescollege.ca or faxed or dropped off at the Front Desk (Admissions) in Slave Lake.

18. How do I know if my application has been received by the Student Awards Administrator?

For online applications, once the 'Apply' button is clicked you should have a message pop up on the screen stating you have successfully submitted your application. You should also receive an email (to the email address you provided on your application) also confirming your application as well as the information you have submitted.

An email confirmation will be sent to the NLC email account of students that have forwarded their paper application. If the application is dropped off in person to the *Student Awards Administrator* no email confirmation will be forwarded.

19. When am I notified if I am recipient (receiving) an award I have applied for?

Within SIX (6) weeks after the deadline of the award an email to your NLC email account will be sent out to those applicants that are recipients as well as those that are not recipients.

STUDENT AWARDS - FAQ

20. If I am a recipient (receiving) of an award, when do I expect to receive the funds?

Usually within FOUR (4) weeks (after a *Direct Deposit form is returned in a timely matter to the Student Awards Administrator*) the award funds should be disbursed in either way of a deposit into the student's bank account or credit to a student's NLC account (to be paid towards fees owing to the college). There are some awards with alternate disbursement arrangements.

Information on the award disbursement, including a Direct Deposit form and timelines, will be in the email sent to recipients.

TUITION BURSARY APPLICATION

1. When should I apply for a Tuition Bursary?

Once you are accepted into your program, you can apply for a Tuition Bursary. It is recommended that you apply as soon as possible and *no later* than one month prior to the end date of your program. Any credit to your tuition will be retroactive to the beginning of your program, if eligible.

2. How long does it take for my application to be processed?

Your application will be processed and reviewed within 10 business days of receipt of your complete application (including tax assessments) by the *Student Awards Administrator*.

Please note: dollar amounts of tuition credit per term may not be calculated at time of assessment if you have not yet been registered/enrolled in your courses. Also, if you are not yet accepted into your program your application will not be reviewed for processing.

3. What notification will I receive once my application has been processed?

You will receive an email from the *Student Awards Administrator* stating if you are approved or not. If you are approved, a letter will be attached to the email sent to you stating if you have what percentage of your fees you qualified to receive as credit. The letter will also include how much, per term, you will receive in tuition credit to be applied to your student account.

4. What happens if I am approved and I have already paid for my fees?

If you have already paid your fees, the tuition credit will be applied to your account and you should receive a refund of any amount of overpayment (credit) that is on your account. The refund to you would be in the form of a cheque mailed to your home mailing address from our Finance Dept.

STUDENT AWARDS - FAQ

5. Can I still apply if I receive a student loan (Student Aid Alberta or other provincial student loan)?

You are not eligible for a Tuition Bursary if you are receiving any other type of funding (including student loans), scholarship or bursary.

6. If I am approved for an NADC Bursary can I still apply for a Tuition Bursary?

You are not eligible for a Tuition Bursary if you are receiving any other type of funding, scholarship or bursary.

7. If I am band sponsored can I still apply for a Tuition Bursary?

You are not eligible for a Tuition Bursary if you are receiving any other type of funding (including band or settlement sponsorship), scholarship or bursary.

EMERGENCY BURSARY

1. When can I apply for an Emergency Bursary?

You can apply for an Emergency Bursary once you have started and are attending your program.

2. How do I apply for an Emergency Bursary?

There is an **Emergency Bursary application** available on our **Financial Aid, Scholarships & Funding** page at: www.northernlakescollege.ca/awards - under 'NLC Student Awards Application'

Complete all sections of the application, including "Explanation of EMERGENCY financial need." *(Incomplete applications will not be reviewed by the Awards Selection Committee)*

3. What do I require to qualify for an Emergency Bursary?

You need to be in an emergency financial need situation (e.g. funding not yet received, unexpected emergency, medical emergency, etc.).

4. How long does it take for my Emergency Financial Needs Bursary application to be processed?

Once your application has been received, it will be reviewed and processed within *five business days*.

5. How will I know if I have been approved?

You will receive an email, in your NLC email account, from the *Student Awards Administrator* within five business days stating you have been approved OR not approved.

STUDENT AWARDS - FAQ

6. How much is the Emergency Bursary?

The Emergency Bursary is **\$300**.

7. If I am approved for the Emergency Bursary, how do I receive the funds?

In the email you receive from the *Student Awards Administrator* you will also receive a Direct Deposit form to complete and forward to the *Student Awards Administrator*.

8. If approved, when do I receive the funds?

You will receive the funds within *three business days* of receipt of your Direct Deposit form by the *Student Awards Administrator*.

9. How often can I apply for the Emergency Bursary?

You can apply for the Emergency Bursary, any time during your program, when you encounter an emergency; however, you can only receive the bursary once per term.

10. How many times can I receive the Emergency Bursary?

You can only receive the Emergency Bursary once per term.

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