



## **Financial Need Bursary**

The Financial need bursary is to assist learners who require short term and emergency financial assistance. The Financial Need Bursary would relieve learners from unexpected, temporary financial barriers.

To qualify:

- Registered in a credit based program at Bow Valley College.
- In good academic standing (no academic probation).
- Have good attendance records.
- A full time or part time student facing temporary financial barriers.
- A Canadian citizen, landed immigrant or refugee.
- Have not received a Financial Need Bursary in the last 12 months.

Bring the following documents to your appointment with a Student Awards Advisor:

Source of income: Proof of income support / Alberta Works funding/ Pay stubs from current employment.

- Three months of bank statements for chequing, savings, and credit card accounts.
- Rental agreement.
- Daycare proof of registration (if applicable).
- Utilities bills
- Telephone bills

Before you meet with your Student Awards Advisor complete these steps to apply for a Financial Need Bursary:

1. Go online to apply for the appropriate bursary as outlined below.
  - Visit [www.bvcawards.ca](http://www.bvcawards.ca) and click on "Sign in" under Student and Reviewers.
  - Enter your Bow Valley College email address and password and choose sign in.
  - Answer all of the student profile questions and choose "save" and "submit".
  - Click "view scholarships"
  - For ELL or Upgrading students: Click "Financial Need Bursaries - CEFL & CEIIA".
  - For post-secondary learners click: "Financial Need Bursaries - Career Program".
  - For international students: Click on "International Student Emergency Fund".
2. Attendance/ Engagement Letter of Reference:
  - Get an attendance report from your department and attach it to the online application. It will be great to have it, however we can still meet prior to obtaining your attendance report.
3. Complete the financial need budget:
  - Under "date completed" ensure you choose the first day of the semester.
  - Please disregard the \$ error.
  - Click "save and submit".
4. Financial Need Document
  - Attach bank statements for chequing, savings and credit card accounts for the last three months.
  - Rental agreement.
  - Proof of daycare registration (if applicable).
  - Utilities bill.
  - Telephone bill.
5. Program Completion Status
  - Indicate how many semesters you have completed
  - List program
  - Provide corresponding dates of program completion.
6. Financial Need Cost
  - Tell us what financial need you are requesting help with.
  - What dollar amount are you requesting?
  - Explain why this is a difficult time for you.
  - Click "Save and Submit".
7. Click on Submit Application Material.