

How to Submit your Award Application

Where do I find award applications?

- Applications for awards can be found on the college website at www.cna.nl.ca/awards
- Students can search the website by campus, program and / or award name.

Once you determine the awards you want to apply for you click on name of the award. The file opens up and the first page of application provide information on the award such as name, number of awards, value and criteria. You must read the criteria to ensure you are eligible to apply for the award.

How do I complete the award applications?

- You can print the application and complete by hand.
- You can save the application and complete it on your computer or jump drive.

How do I save the award application to my computer?

- Click on the “save” button and determine where you want to save the file (*i.e.: on your desktop or jump drive*). Change the file name to the name of the application and your name (*i.e.: Common Bursary-John Doe*), (*i.e.: Hebron Diversity Award-John Doe*)
- Once saved to your computer, complete the fillable application. Remember to save it when you make changes to the application.
- Do this for each application you want to apply for.

New Process for Common Bursary or Scholarship Application

- You only need to complete both applications ONE time.
- Once completed and submitted, you will be considered for all the bursaries & scholarships listed on the applications, if you meet the eligible criteria for that award.
- Eligible criteria for each award can be found on the 2021-2022 Student Awards Handbook or by searching the award on the college website at www.cna.nl.ca/awards.
- Other awards are available to students that are not included on the Common Bursary or Scholarship applications. Please view more awards on our college website at www.cna.nl.ca/awards.

Some applications require additional documentation/ forms like the College Reference Form, College Financial Statement Form, Student Progress Form and College & Community Volunteer Activities Form). Where do I find these?

- The forms can be found on the college website under Important Documents and Applications.
- You can print the form/forms and complete by hand or
- You can save the form to your computer or jump drive and then complete it.

How do I save and send the College Reference to Campus Awards Rep?

- You can print the application and give it to your Reference to complete and give it back to you. You will need to attach it to the application and give it to the Campus Awards Rep in person or you will need to scan it and email it to the Campus Awards Rep.
- You can save the application to your computer or jump drive with your name. Email it to your Reference to complete and he/she can email it back to you. You will then email it to the Campus Awards Rep.
- You will not need to make multiple copies of the College Reference Form. The Campus Awards Rep will do this for each applicable application.

How do I save and send the Student Progress Report to the Campus Awards Rep?

- You only need a Student Progress Report when there is no transcript available. This usually applies to Industrial Trades students because courses are not completed therefore no grades are submitted. **IF YOU HAVE A TRANSCRIPT, YOU DO NOT NEED A STUDENT PROGRESS REPORT.**
- You can print the Student Progress Report and give it to your instructor to complete and give it back to you. You will need to attach it to the application and give it to the Campus Awards Rep in person or you will need to scan it and email it to the Campus Awards Rep.
- Or you can save the application to your computer or jump drive with your name. Email it to your instructor to complete and he/she can email it back to you. You will then email it to the Campus Awards Rep.
- You will not need to make multiple copies of the Student Progress Report. The Campus Awards Rep will do this for each applicable application.

How do I save and send the College & Community Volunteer Activities Form?

- Click on the “save” button and determine where you want to save the file (*i.e.: on your desktop or jump drive*). Change the file name to Volunteer Activities and your name (*i.e.: Volunteer Activities-John Doe*).
- Once saved to your computer, complete the fillable form. Remember to save your changes after you complete the form.
- You can complete and save this form multiple times if you require more space. Just be sure to number your pages. (*i.e.: Volunteer Activities pg.1-John Doe, Volunteer Activities pg.2-John Doe*).
- You only need to complete this form one time. The Campus Awards Rep will make copies of the form and attach it to any application that requires this information.
- You can choose to print the form and complete manually. You need to submit one copy with your applications, and the Campus Awards Rep will make any copies and to attach to applicable applications.

Where to send the completed the application?

- You can email your completed award applications and documents to the Awards Rep at your campus. See a list of Campus Award Reps below).
- If you save them as fillable applications, you just attach them to the email you send to the Campus Awards Rep.
- If you completed the applications manually and need to email them to the Campus Awards Rep you will need to scan the applications and documents.
- You can give it to the Campus Awards Rep or drop it off at the Student Services Office at the campus.

How do I get my college transcript for award applications?

The Campus Awards Rep will print your transcript for each applicable award application you apply for. You need to request a transcript for award application(s) by emailing the Campus Awards Rep at your campus. **Note:** the college transcript is not emailed to you. The Campus Awards Rep will attach the college transcript to your application/applications.

If you have any questions, please contact your Campus Awards Rep.

Baie Verte - Scott Furey, SDO

Bay St George – Jonathan Bennett, SDO

Bonavista - David Alcock, Counsellor

Burin - Craig Wells, Counsellor

Carbonear - Robyn Frampton, SDO

Clareville – Lauren Brake, SDO

Corner Brook – Cathy Regular, SDO

Distributed Learning - Lori Thornhill, SDO

Gander - Celena Alcock, SDO

Grand Falls-Windsor - Rob Hillier, SDO

Happy Valley-Goose Bay - Sharon Lucci, SDO

Labrador West - Pamela Meaney-Pieroway, Counsellor

Placentia - Dodie Blanche, SDO

Port Aux Basques – Samantha Allen, SDO / Resource Facilitator

Prince Philip Drive - Charlene Oake, SDO

Ridge Road - Jennifer Burge, SDO & Janet Cooney, Departmental Program
Coordinator

Seal Cove - Marlene Furlong, SDO

St. Anthony - Lavinia Crisby, SDO