

Student Success Portfolio Program

January Discussion Starters

Funding Application Forms: Awards, Scholarships and Bursaries

Filling out application forms to access funding for your educational costs can be very frustrating and confusing. Dealing with different application forms makes the process even more difficult. Below are several tips to help you make this process go smoothly.

1. Read each application form carefully. Every scholarship, bursary or award is different, so no two applications have the same requirements. If not completed properly, it will be discarded and you would have wasted precious time.
2. Look for and make a note of:
 - Qualifications for the scholarship.
 - Deadlines.
 - The length of the required essay.
 - To whom you will be sending your application.
 - How many and what type of references are required.
 - Any special instructions to be followed.
3. There are many scholarships, bursaries and awards available to you. Do your research and discover how many you can apply for. The more applications you submit, the better the chance you will be successful and able to graduate with no little or no debt.
 - Research early so that you are prepared when the time comes to start applying.
 - Prepare in advance. Work on your personal statement at least six months before the deadline. Take time out a few times a week to work on it. You want it to stand out.
 - Edit your essay for each application so that you include what is important for each donor.
 - Ensure your application supports the specialized requests. Highlight your academic achievement and outline your academic goals if listed in the application. Explain why this field is important to you and why you chose it.

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4. After you have completed the first draft of each application form, consider the following:

- Make sure someone proof reads and edits each of your applications before submitting them. Mistakes stand out
- Make sure that all names are correct and properly spelled. Avoid having your application being discarded because incorrect names are included.
- Ensure that you have followed all of the directions in the application form.

Winning scholarships for post-secondary schooling can be a huge game changer in your financial situation, but first you have to win them! Following this advice will help make your application stand out and win more awards.

Questions to Consider:

1. Have you read the application requirements carefully?
2. Do you understand what they are asking you to include before you submit it?
3. How many scholarships, bursaries and awards fit your needs and your special contributions?
4. Who will you select to proofread and edit your applications?
5. Have you created a checklist to ensure you have enclosed all the required documents in the envelope or in the e-file before you send them?

Where do I find information on Bursaries, Scholarships and Awards?

Check out these sites:

1. RTAM website for the RTAM Student Award : www.rtam.mb.ca
2. UCN RTAM Bursary: www.ucn/awards
3. Johnson Scholarship Program: scholarshipsfund@johnson.ca
4. Manitoba information: www.manitobascholarships.ca
5. Canadian information: www.scholarshipscanada.com