A step-by-step guide for how to

APPLY FOR STUDENT AWARDS

A LEADING POLYTECHNIC COMMITTED TO YOUR SUCCESS

TIPS BEFORE YOU BEGIN

Complete this application on a computer or laptop. It's not a mobile friendly application.

If you can't access all functions of the application, don't move to the next page. Try a different browser – we recommend Google Chrome.

Read each step thoroughly and follow all instructions. You cannot go back after specific steps and we cannot reset your application.

You don't need to search awards on nait.ca. The system will generate a **complete list** of all the awards (scholarships and bursaries) you are eligible for based on your program, year of study, enrolment, and answers to the application questions.

If you notice or suspect limited functionality <u>do not continue</u>, contact awards@nait.ca

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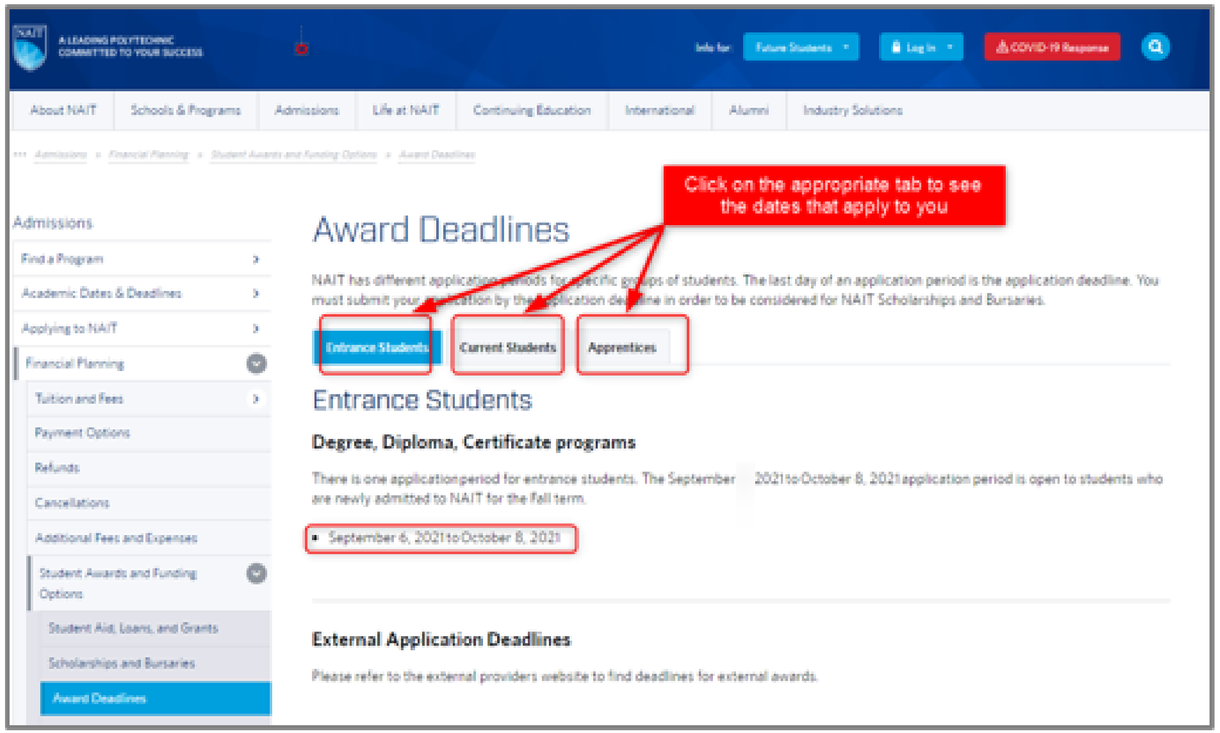
WHEN TO APPLY

The open and close dates for NAIT student awards are listed on the [Award Deadlines page](#) on nait.ca



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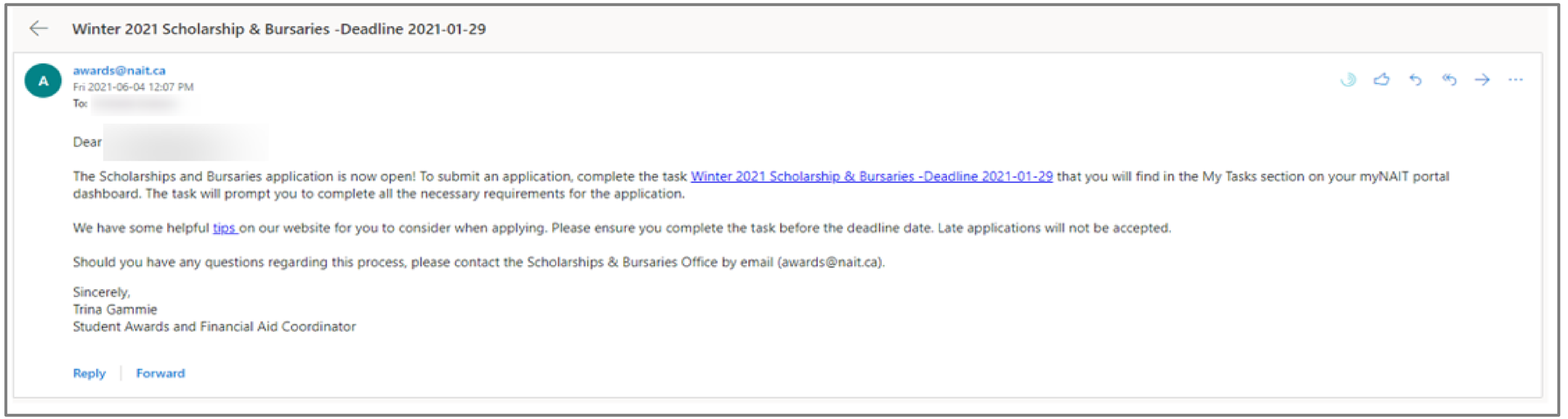
WHEN TO APPLY

Notification email

You will receive a **notification email** once the Scholarships and Bursary Application is available.



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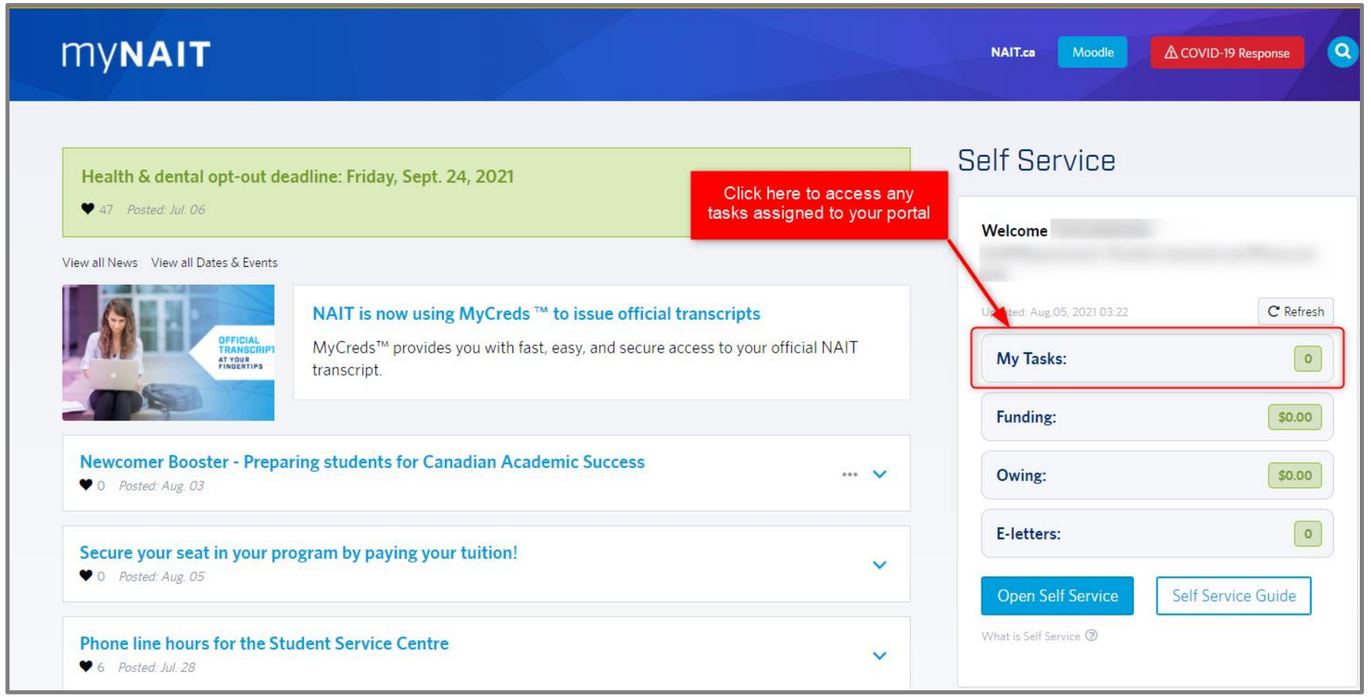
HOW TO APPLY

Once you receive the email, go to your MyNAIT portal and select **My Tasks** to get started.



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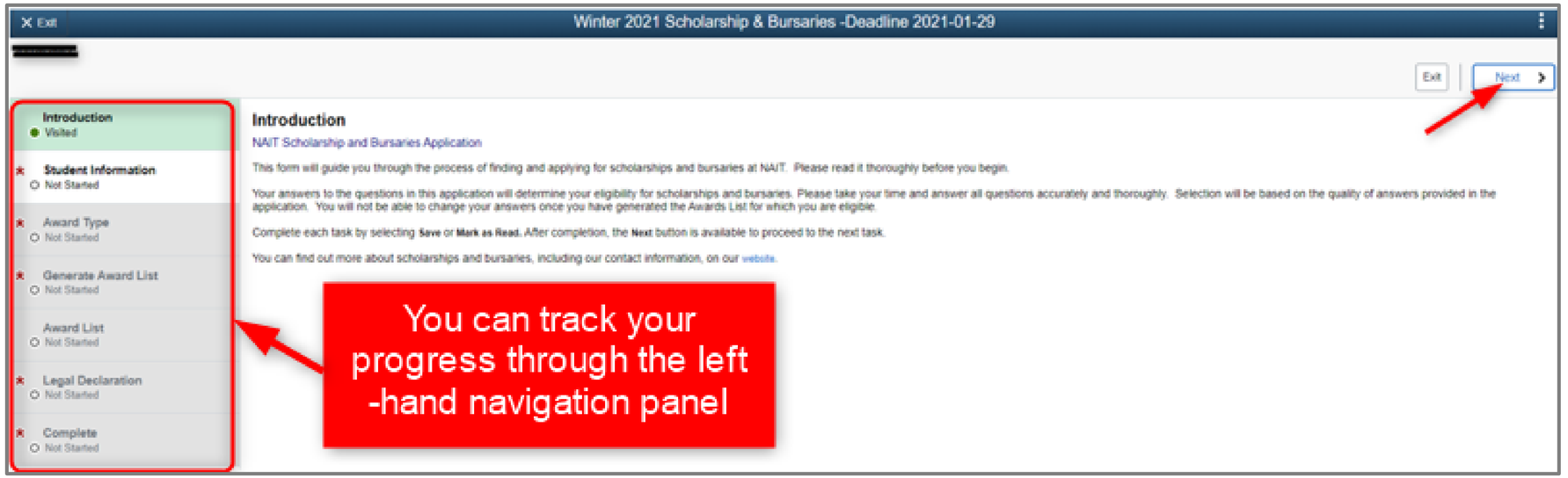
COMPLETING THE APPLICATION

Introduction

- Your application will remain open until you complete the application or until the completion deadline.
- The application begins with an Introduction. Please read the information and click **Next** to continue to the following page.



Tip:

Complete the application when you have time to focus, and you are not rushed.
Take time to ensure you submit a high-quality application.

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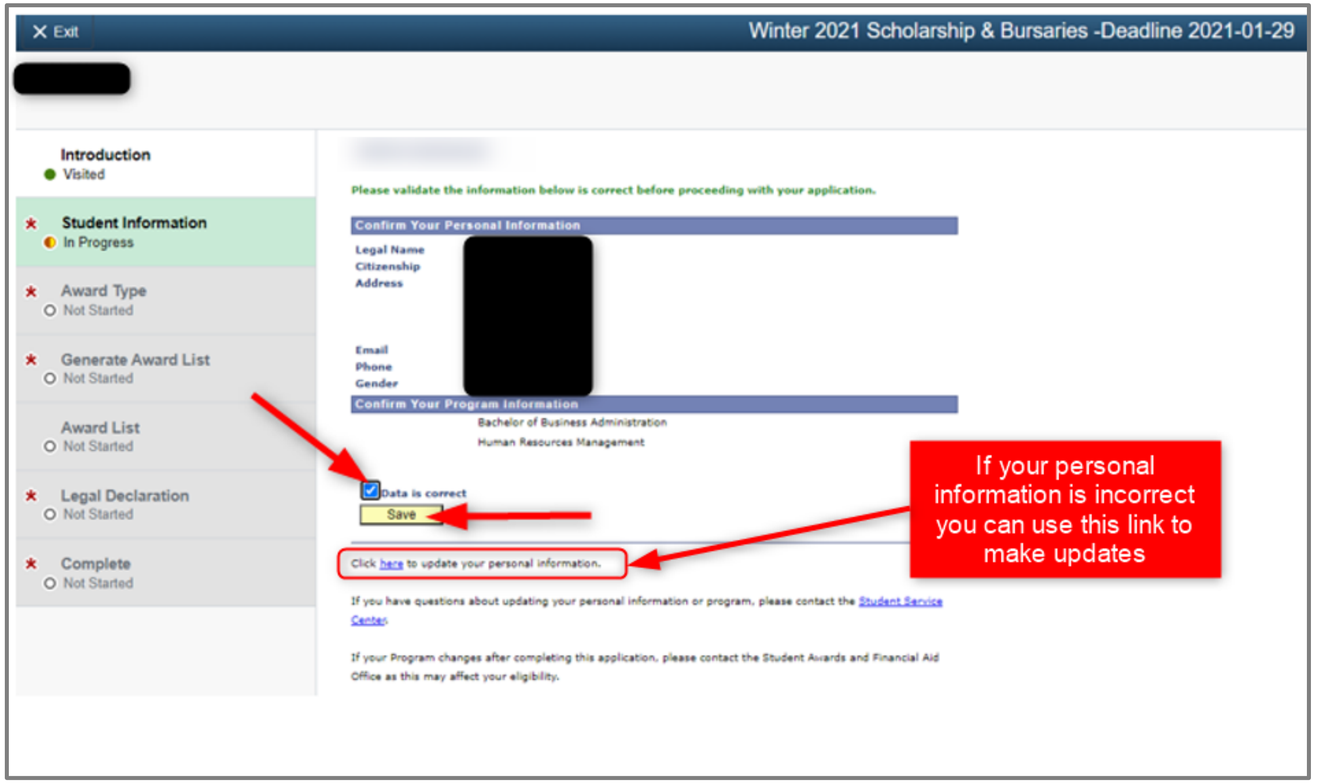
COMPLETING THE APPLICATION

Student Information Section

- Within this section, you need to confirm your personal information.
- Once you have ensured the information is correct, check the **Data is correct** box and then select **Save**.
- After both steps are completed, select **Next** to proceed.



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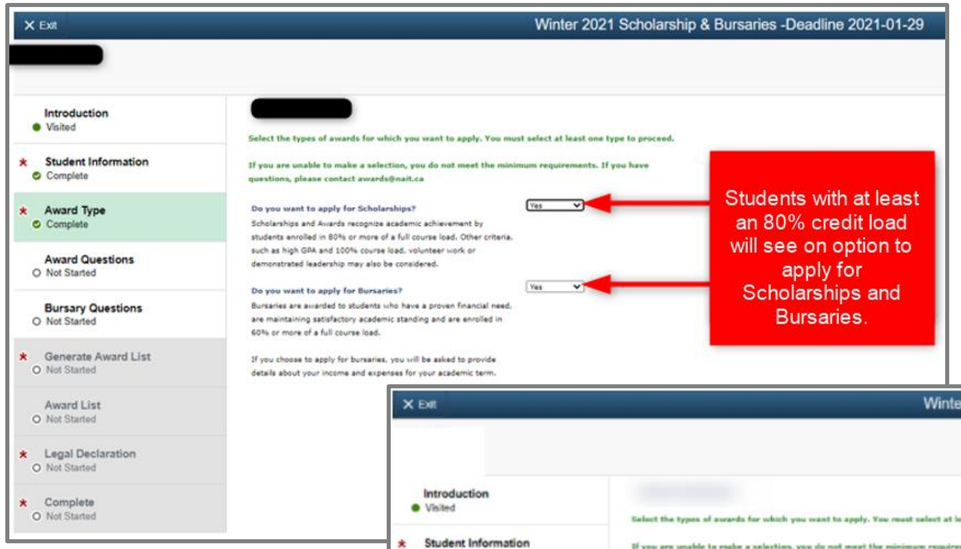
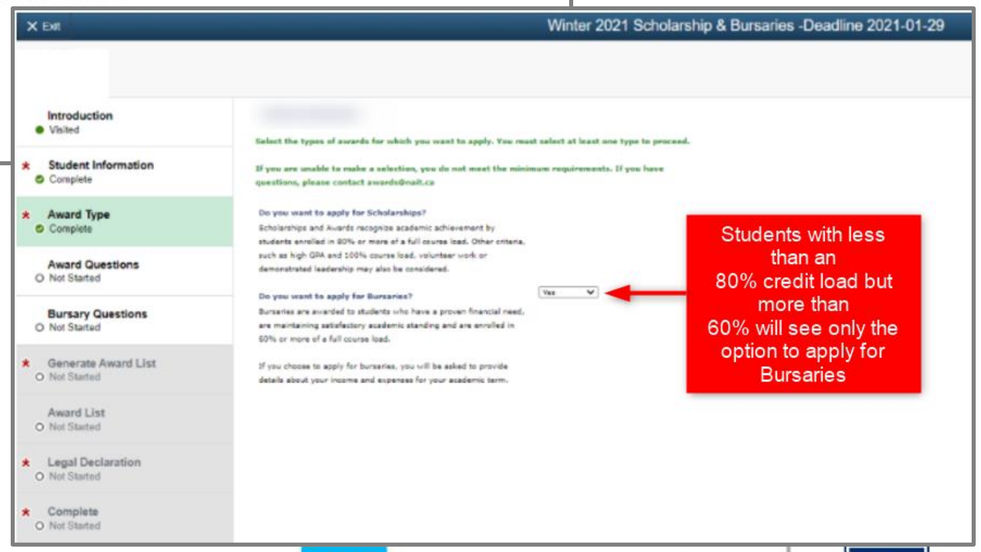
COMPLETING THE APPLICATION

Award Type

- This section determines if you are eligible to apply for bursaries or both bursaries and scholarships.
- Select **Yes** for each award type you want to be considered for.





Full-time student:

Many scholarships require you to be a full-time student. At NAIT, you're a full-time student when you are enrolled in at least 60% of a full course load per term.
Check the number of credits you need to take for your program.

Important:
If you want to be considered for the **Indigenous Careers Award (ICA)**, ensure you say **YES** **to bursaries.**

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Scholarships

Funds awarded to students who:

- Demonstrate excellent academic achievement
- Are enrolled in 80% or more of a full course load (current term and one of the previous two terms)

Academic achievement is the most important consideration for selecting recipients of scholarships.

For some scholarships, other criteria may also be considered, such as volunteer work.

Bursaries

Funds awarded to students who:

- Maintain a satisfactory academic achievement, although students who have a recorded failure or incomplete may still be eligible for bursaries
- Demonstrate financial need
- Are enrolled in 60% or more of a full course load (current term and one of the previous two terms)

Financial need is the most important consideration for selecting recipients of bursaries. Unlike loans, bursaries don't need to be paid back.

For some bursaries, other criteria may also be considered, such as volunteer work.

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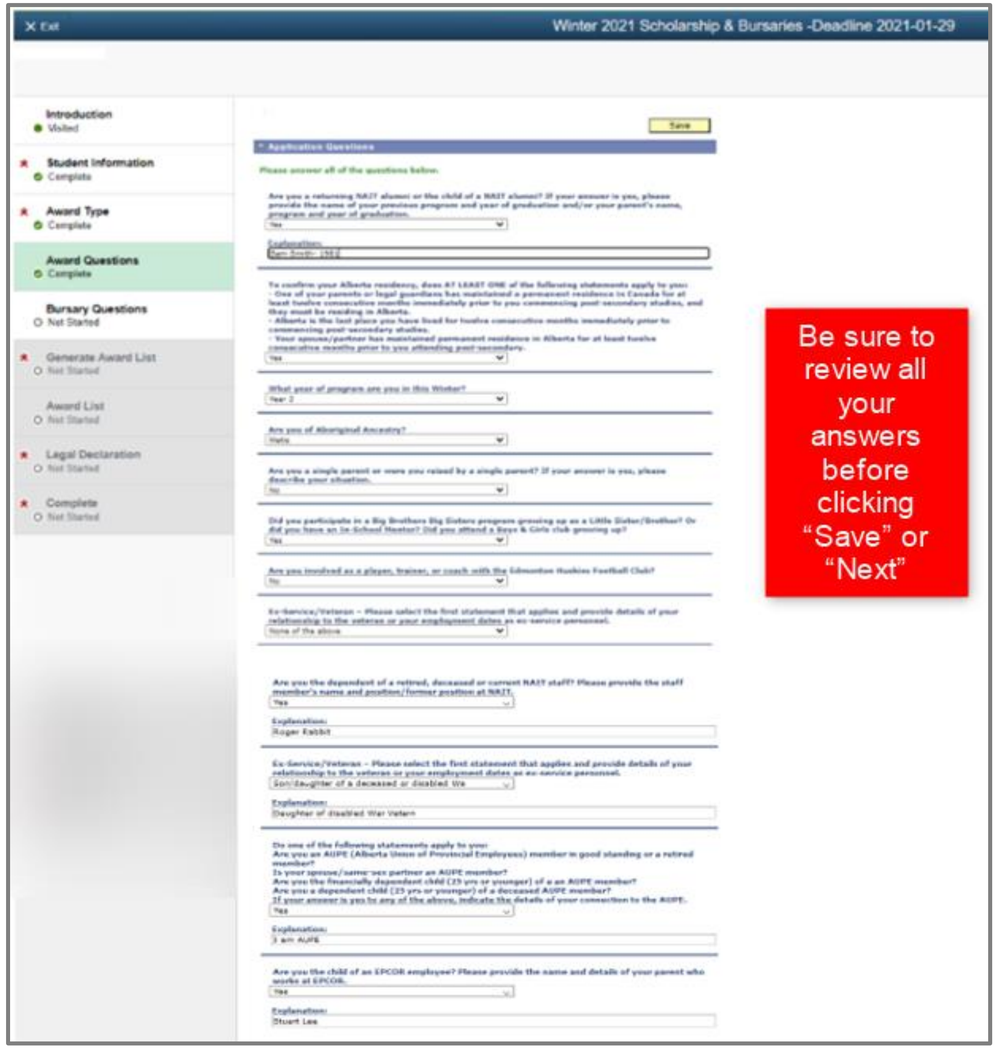
Award Questions



Be sure to review all your answers before clicking “Save” or “Next”

These award questions will help to determine the specific scholarships and/or bursaries you may be eligible for.

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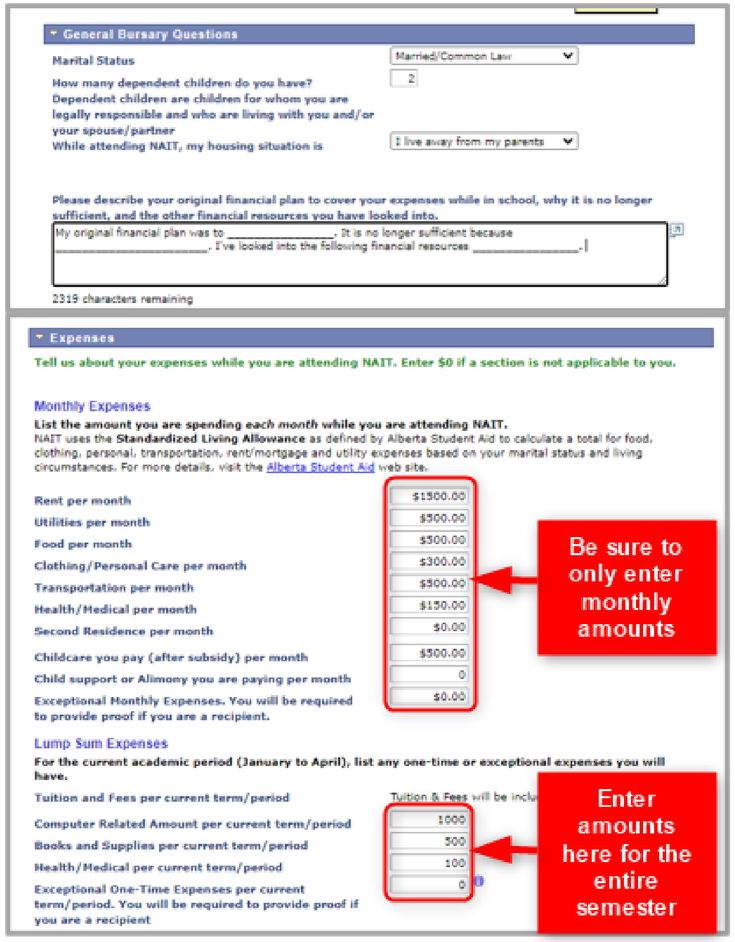
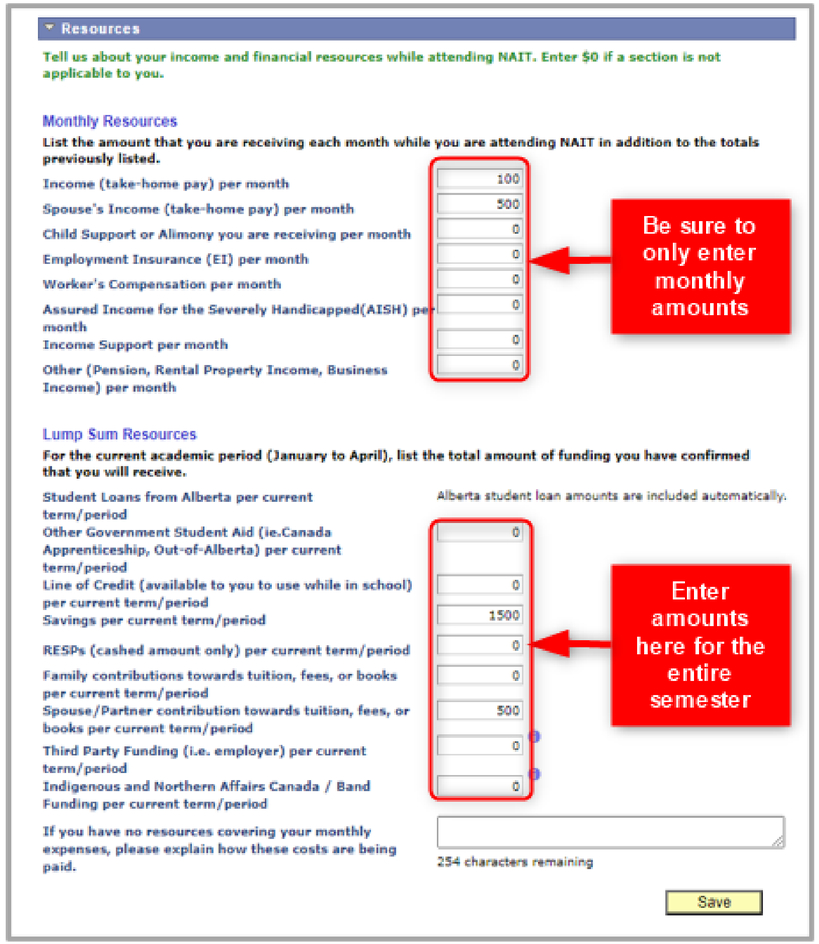
Bursary Specific Questions





- If you indicated that you want to apply for bursaries, these questions assist in determining your financial situation and need assessment for bursaries.
- **Accuracy is important** so make sure you are entering the correct amounts. Please divide the amounts by month or by semester as directed.
- Be sure to review all your answers before clicking **Save**.

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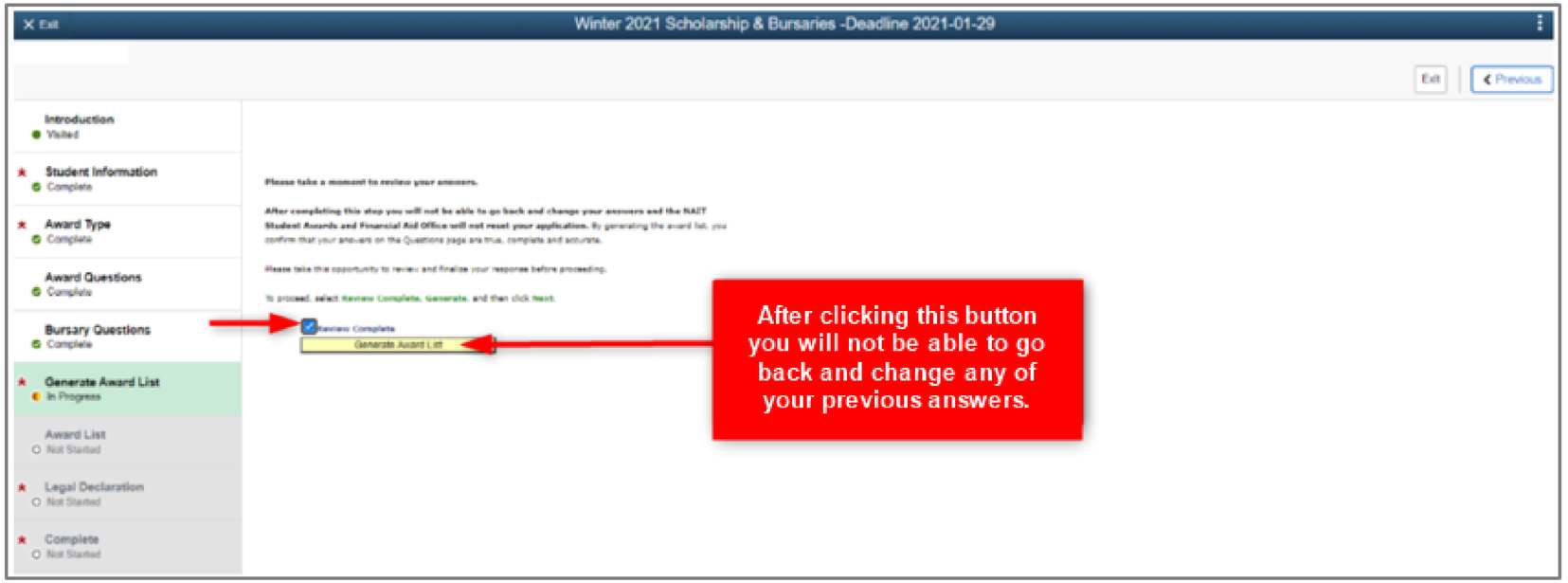
Generate Award List

- Check off **Review Complete,** followed by **Generate Award List,** which will then prompt **Next** to appear.
- Important to note, once you click on *Generate Award List* you cannot go back and edit any of the information you entered previously. **Please do a final review to ensure all information is correct.**



Remember:
Your application can't be reset. You cannot go back after this page.

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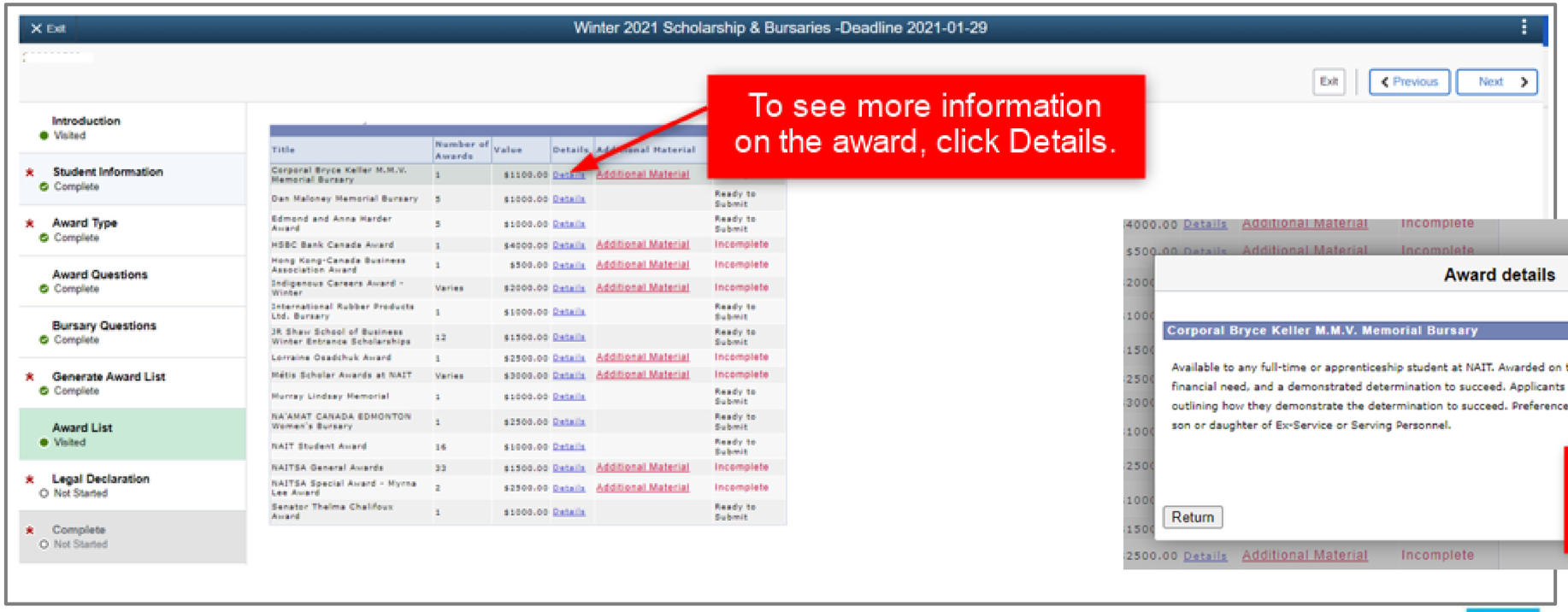
Award List

Based on your answers to the award questions, a customized list of available awards will appear within the **Award List**.



Reminder:

Some awards on nait.ca will not be listed as the recipients are **nominated by the program** and do not require an application in the system.

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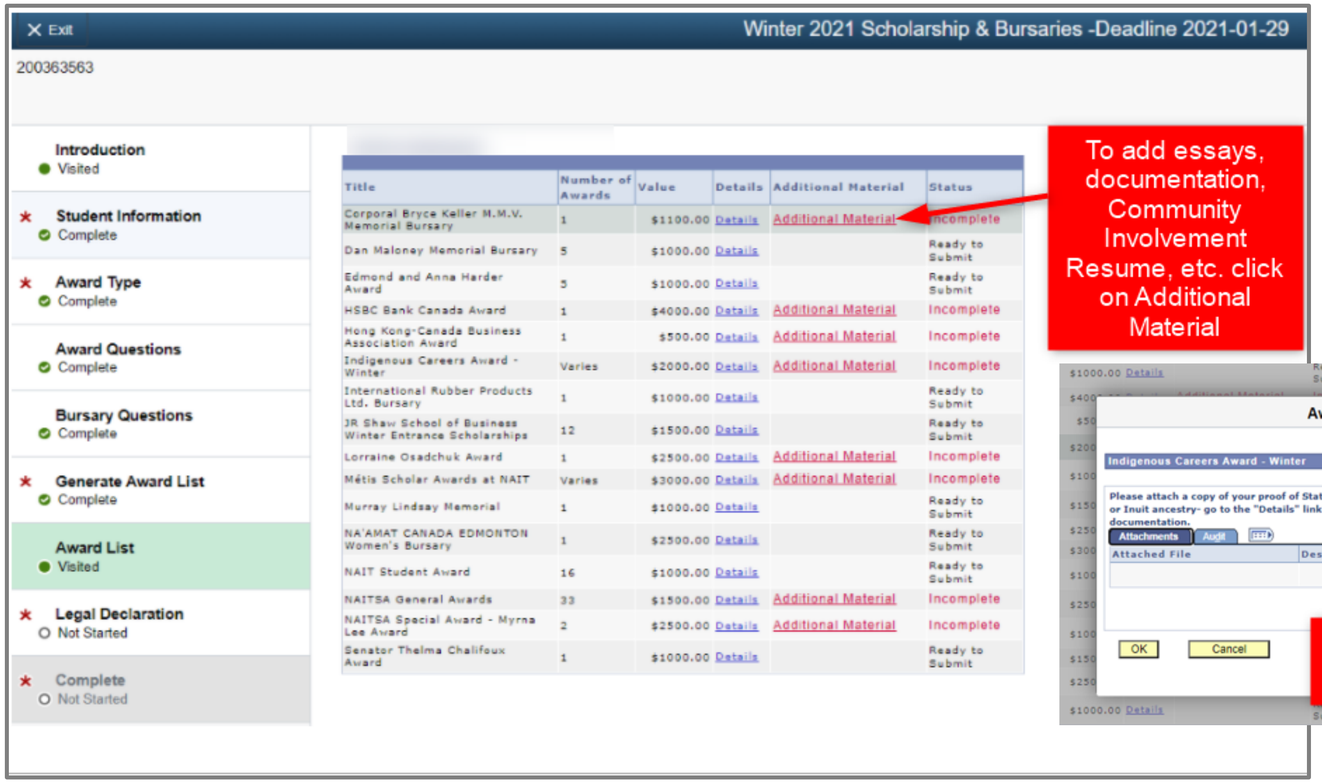
Awards List additional material

- For awards that require additional documentation, click **Additional Material** which opens a pop-up window to enter an essay and/or upload a document.
- Review what is required for the award. You can leave the application on this page to write your essay or gather your documentation.



Tip:
Review how to create a [Community Involvement Resume]

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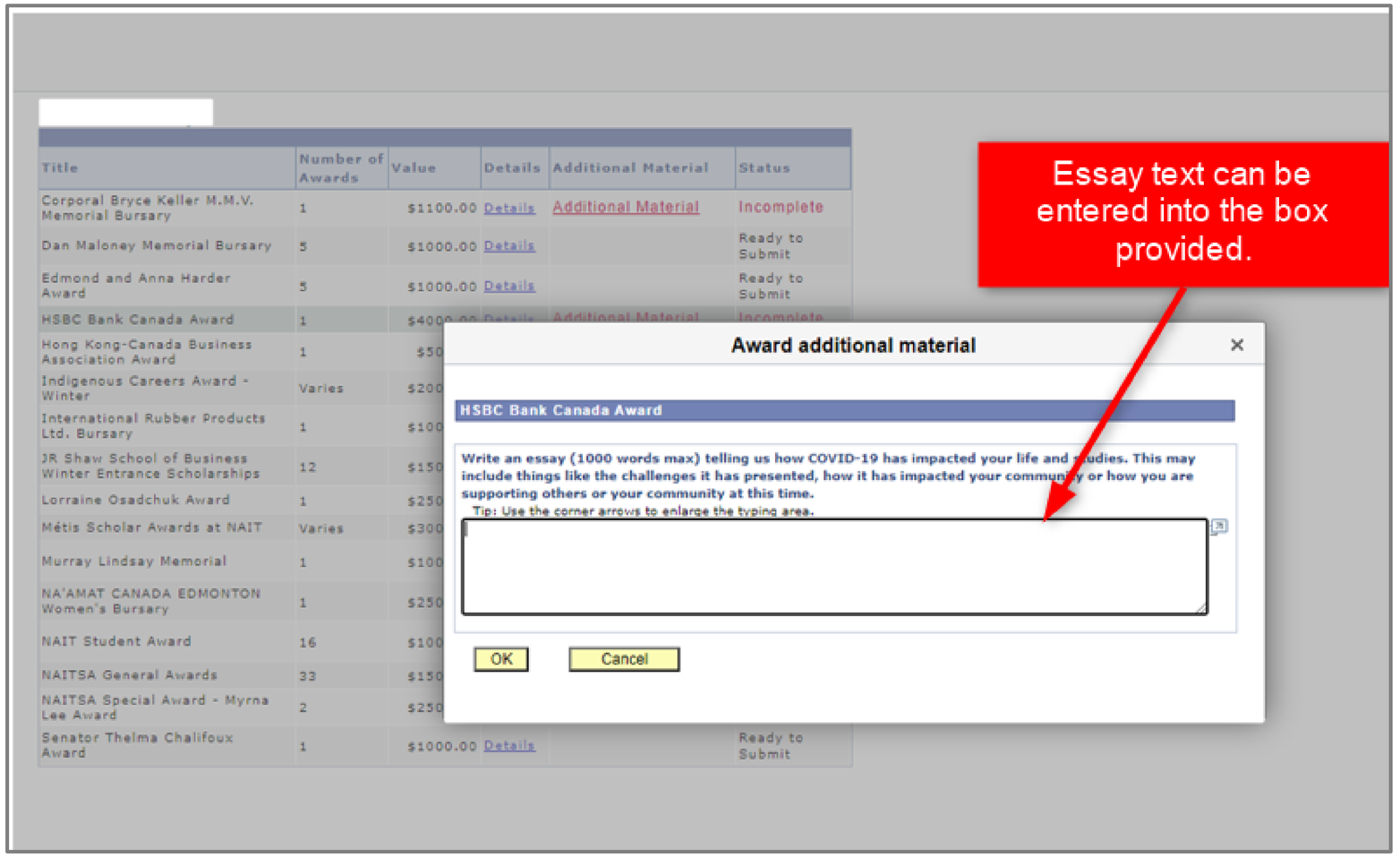
Award additional material – essay requirement



Title	Number of Awards	Value	Details	Additional Material	Status
Corporal Bryce Keller M.M.V. Memorial Bursary	1	$1100.00	Details	Additional Material	Incomplete
Dan Maloney Memorial Bursary	5	$1000.00	Details		Ready to Submit
Edmond and Anna Harder Award	5	$1000.00	Details		Ready to Submit
HSBC Bank Canada Award	1	$4000.00	Details	Additional Material	Incomplete
Hong Kong-Canada Business Association Award	1	$50			
Indigenous Careers Award - Winter	Varies	$200			
International Rubber Products Ltd. Bursary	1	$100			
JR Shaw School of Business Winter Entrance Scholarships	12	$150			
Lorraine Osadchuk Award	1	$250			
Métis Scholar Awards at NAIT	Varies	$300			
Murray Lindsay Memorial	1	$100			
NA'AMAT CANADA EDMONTON Women's Bursary	1	$250			
NAIT Student Award	16	$100			
NAITSA General Awards	33	$150			
NAITSA Special Award - Myrna Lee Award	2	$250			
Senator Thelma Chalifoux Award	1	$1000.00	Details		Ready to Submit

Tip:

Write your essay in a word processing program and copy and paste it into the box.

This will allow you to **write, review and edit your essay** in a more flexible environment.

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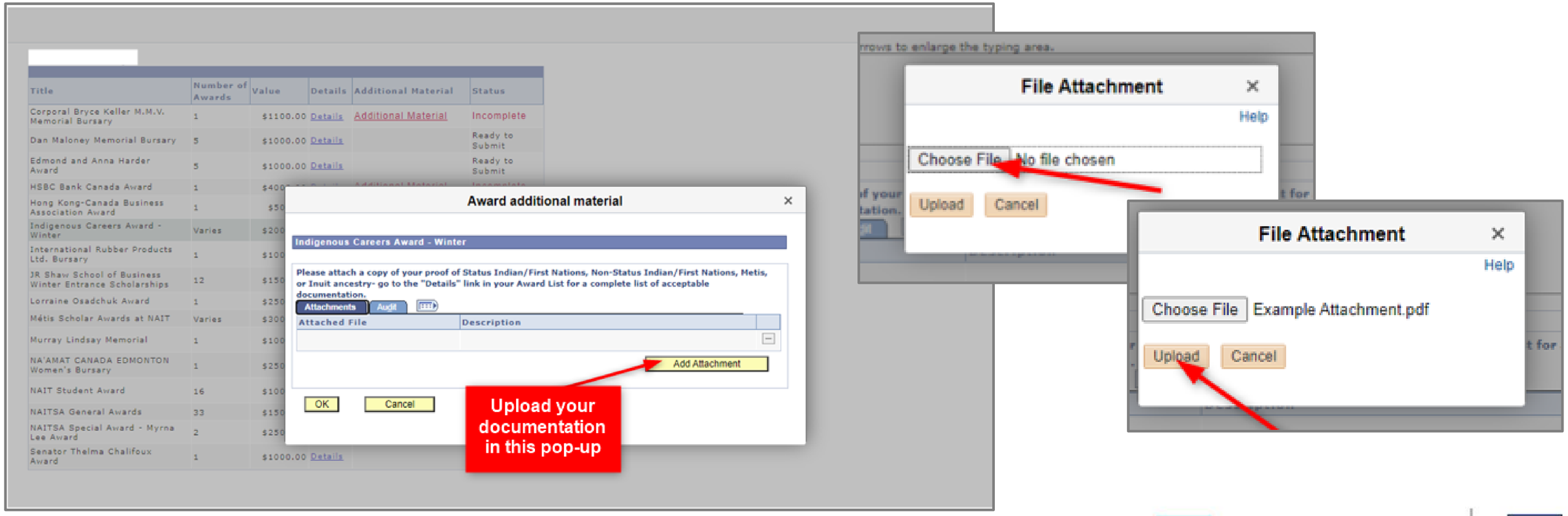
Award additional material – documentation requirement

Here’s how to add an attachment to your award application.



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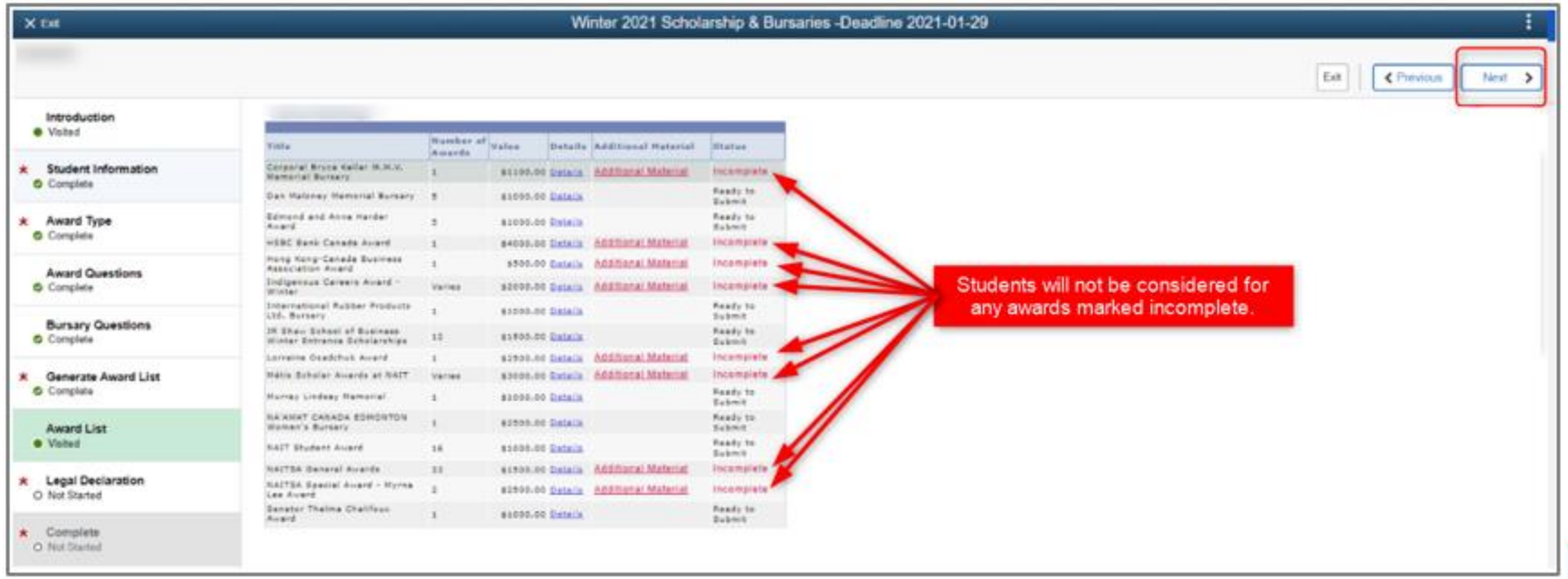
Award additional material – documentation requirement

- If you do not add/upload the required documentation for awards requiring additional material, **you will not be considered for the awards in the assessment**. Once you leave this page, you will not be able to go back to add any documentation or essays.
- Student Awards & Financial Aid will not add any additional material after submission. If you are having difficulty, **do not** click *Next*. Instead, stop here and contact awards@nait.ca



Important:
Before leaving this page, make sure you have attached **all** essays and documentation to each award requiring Additional Material.

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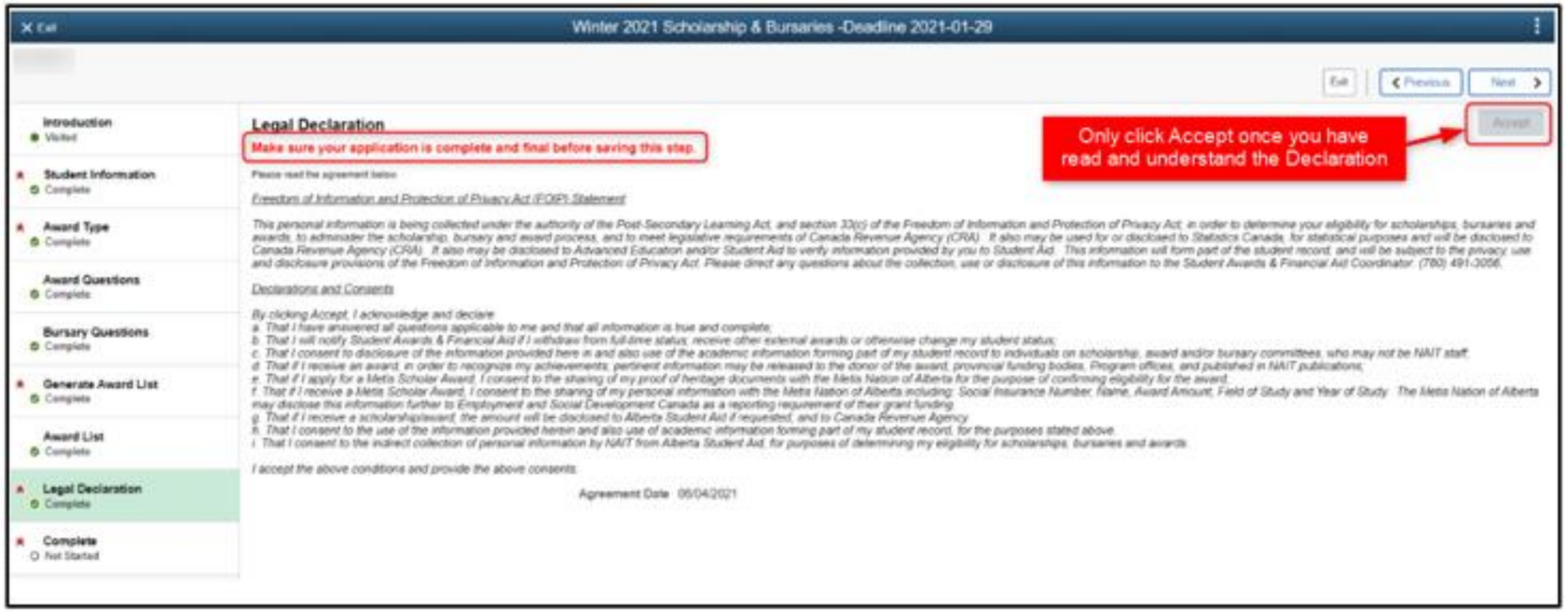
Legal Declaration

The declaration outlines your rights and responsibilities when applying for awards at NAIT. If you need any clarification for understanding, please contact awards@nait.ca before clicking **Accept**.



Important reminder:

Once you click the *Accept* button **you cannot go back** to add any additional material.

If documentation was missed, you will not be considered for the award.

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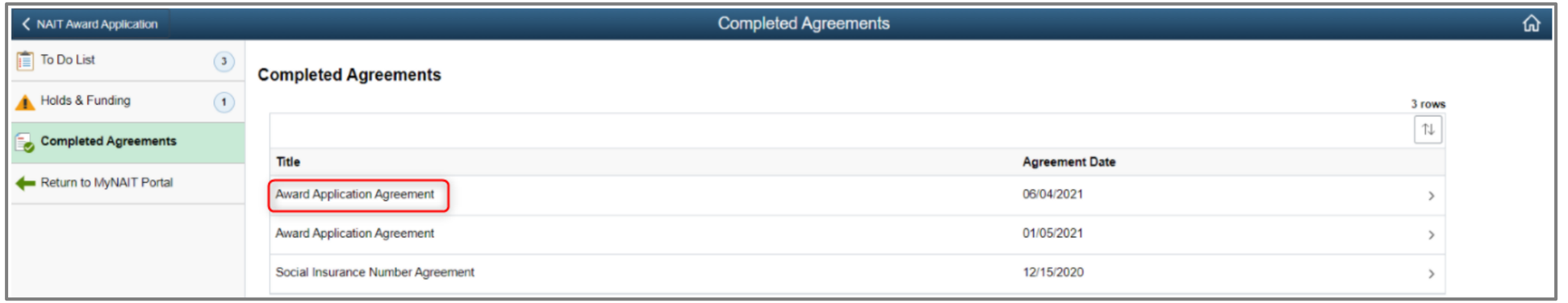
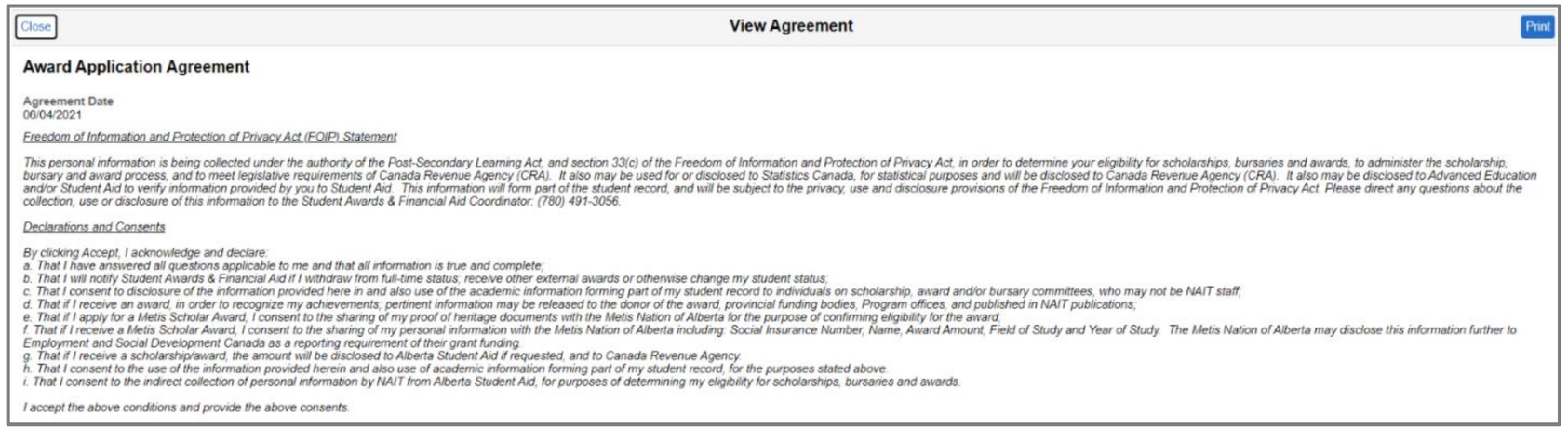
COMPLETING THE APPLICATION

Legal Declaration

You can view the declaration/agreement after completion on your MyNAIT portal.





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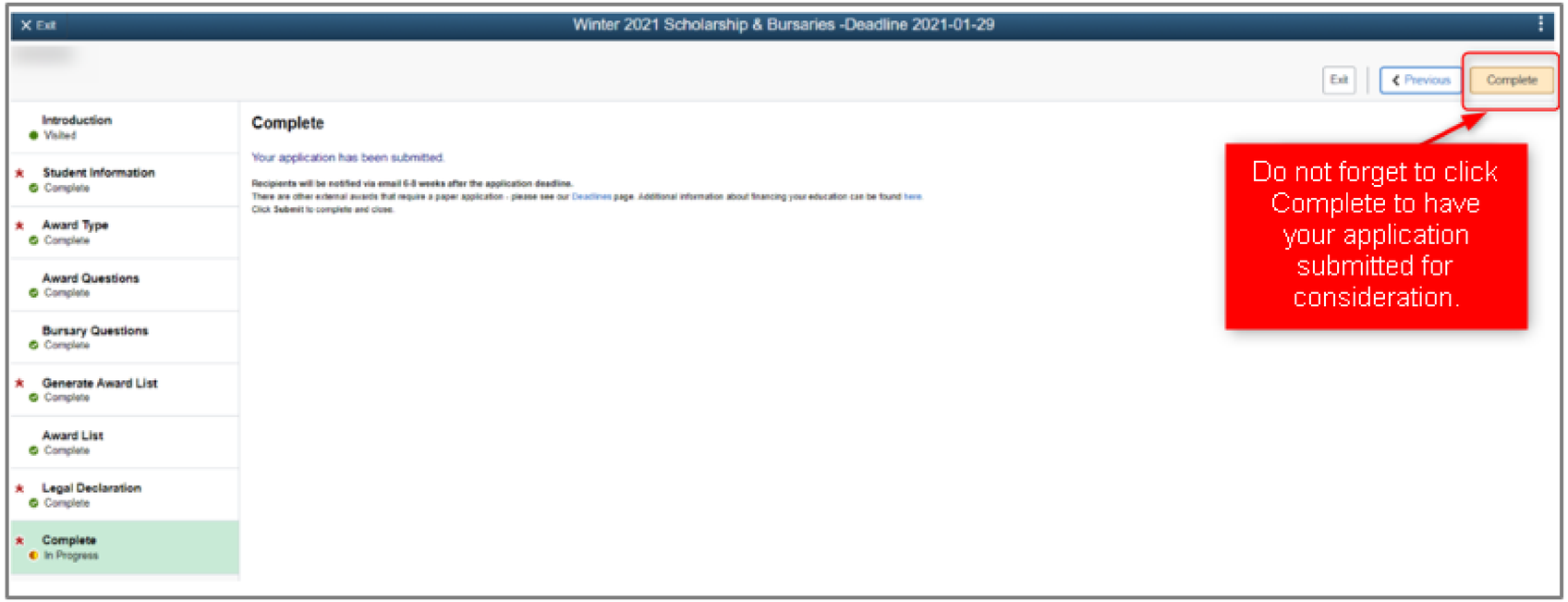
COMPLETING THE APPLICATION

Complete

You must select the **Complete** button to submit your applications for consideration. Please ensure you complete this important step!



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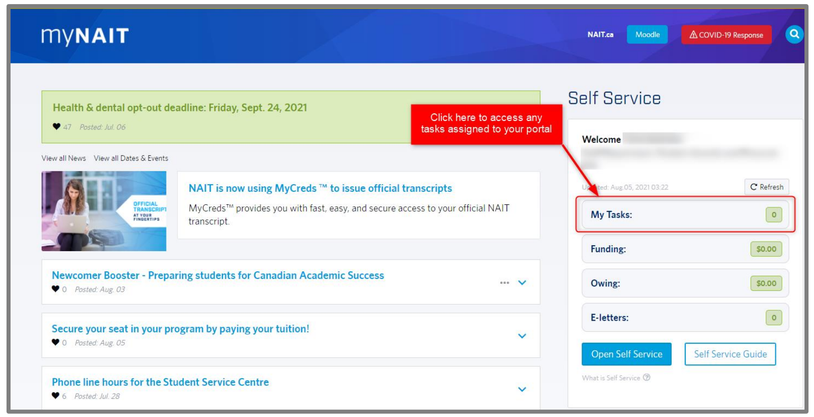
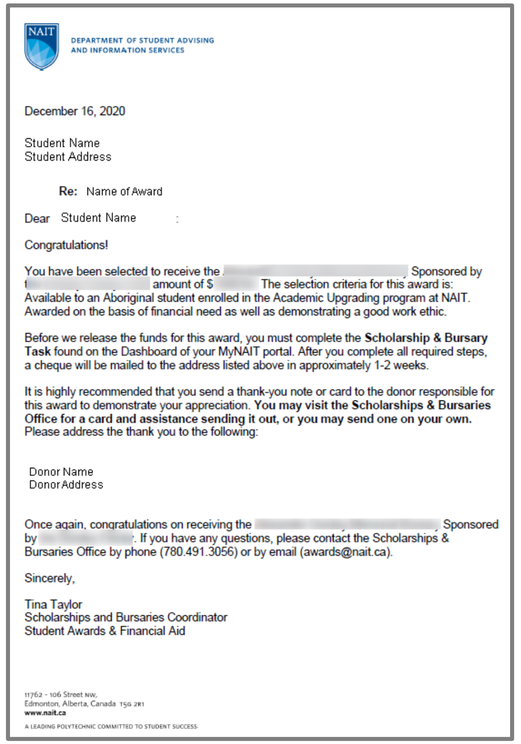
NEXT STEPS

- Once your application is complete, the awards assessment will take **6-8 weeks.**
- **If you are selected, you will be notified by e-letter in your MyNAIT portal**. Remember, awards are competitive, and you are not guaranteed to be a recipient.
- After receiving the e-letter, you will be required to complete a Scholarship & Bursary cheque task on your MyNAIT portal. **You need to complete this task within 30 days.**





DEPARTMENT OF STUDENT ADVISING AND INFORMATION SERVICES

December 16, 2020

Student Name
Student Address

Re: Name of Award

Dear Student Name :

Congratulations!

You have been selected to receive the [redacted] Sponsored by [redacted] amount of $[redacted] The selection criteria for this award is:
Available to an Aboriginal student enrolled in the Academic Upgrading program at NAIT.
Awarded on the basis of financial need as well as demonstrating a good work ethic.

Before we release the funds for this award, you must complete the **Scholarship & Bursary Task** found on the Dashboard of your MyNAIT portal. After you complete all required steps, a cheque will be mailed to the address listed above in approximately 1-2 weeks.

It is highly recommended that you send a thank-you note or card to the donor responsible for this award to demonstrate your appreciation. **You may visit the Scholarships & Bursaries Office for a card and assistance sending it out, or you may send one on your own.** Please address the thank you to the following:

Donor Name
Donor Address

Once again, congratulations on receiving the [redacted] Sponsored by [redacted]. If you have any questions, please contact the Scholarships & Bursaries Office by phone (780.491.3056) or by email (awards@nait.ca).

Sincerely,

Tina Taylor
Scholarships and Bursaries Coordinator
Student Awards & Financial Aid

11762 - 106 Street NW,
Edmonton, Alberta, Canada T5G 2R1
www.nait.ca
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- Once the Scholarship & Bursary cheque task is complete, a cheque will be mailed to you within 1-2 weeks.
- We encourage you to send a thank you to their scholarship donor.

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IMPORTANT REMINDERS

- If you do not receive an award offer e-letter by the end of term, you were not chosen as a recipient this term.
- Unfortunately, due to the high volume of applicants, we are unable to contact those who are not receiving scholarships, awards or bursaries.
- We encourage you to continue to apply for awards in future terms.

If you have any questions about NAIT's student awards process, please feel free to contact awards@nait.ca

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