

# How to Apply for Awards

Version 22

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## All awards

1. Log in to [Student Home](#)
2. Under the "Financial Aid" tile, select "Apply for Financial Aid"
3. Click on the magnifying glass icon to select the correct academic year. For example, for the fall 2024, winter 2025 and summer 2025 terms, you will need to select the 2024 academic year.
4. Fill out all required information
5. Select all your terms of study (FALL and/or WINTER and/or SUMMER)
  - You should select all the terms you will be studying for the 2024 academic year, not only the term you are currently in
  - If you are receiving OSAP this should match your OSAP application
6. Complete the budget (keep your budget information ready before you start this section)
7. Make sure you read the declaration as once you submit you are agreeing to the terms
8. Click "Submit"
  - Please note once you click submit you cannot make changes

9. Select the scholarships, awards or bursaries you wish to apply for from the list of Eligible Awards

- If you get a message saying you are not eligible for any awards it may be because you have already applied. Check under “View My Student Awards” on the “Financial Aid” tile to see the awards you have already applied for.

10. A number of questions will appear and are linked to the awards you have selected. If the question does not apply to you, please type N/A or deselect the award. There is a character limit (not word limit) on the questions. You can copy the questions and come back to the application when you are ready, as long as it is before the application deadline. If you wish, you can write the answers in a word document, then copy and paste them to the application. This will help ensure you have the right number of characters and will enable you to check your grammar and spelling.

- Please note some awards require additional documents, you will see this next to the award along with an add button.
- To see which documents are required click on the name of the award.
- Make sure you only upload the accepted file types.

11. Click Submit when you have answered all the questions.

- If you do not submit at this time you will not have applied for the awards, only completed an application. To be considered for the awards you must click submit
- Please note once you click submit you cannot make any changes

## Tracking the status of your awards:

After you have submitted your application, you can track the status of your application by:

1. Log into [Student Home](#)
2. Click the “Financial Aid” tile
3. Select “View my Student Awards” on the menu
4. Type in the correct year, as noted above

If you have applied for multiple awards you may need to scroll through the pages

If you receive an award, you will be asked to provide a thank-you letter to share with the donor who funded your award. In addition, when applicable, some student award recipients

will be invited to the annual Seneca Awards reception in the spring and are encouraged to attend.

tags : awards-scholarships-and-bursaries