FINANCIAL AID BURSARY

ON-LINE APPLICATION INSTRUCTIONS

Note: Ensure your browser's window is maximized.

LOGIN

Access the College Web site at www.vcc.ca . Click on myVCC login (top left corner of the screen). Login using your Student Number as 'ID' and birth date (mmddyy) as 'Password' (unless you have changed your PIN).

ID: Sxxxxxxxxx (Your Student Number)
Password: MMDDYY (Your birth date)

Now click on 'My Services tab' in the left menu panel

Click on the 'Financial Aid' tab

Click on the 'Application'

APPLY FOR BURSARIES

This page provides you with a listing of all of your online applications currently on file and the status of each.

At this point you will be asked to select the term you are applying for. Click on the drop down arrow and choose the term for which you are applying for. Click on the 'Continue' button

PART 1: PERSONAL INFORMATION

Note: All fields that contain an asterisk (*) are required and must be completed.

Please ensure your personal information is correct. Any changes must be submitted to the Registrar's Office.

When you have completed answering the questions, and have selected the award type you are applying for (e.g. Summer Bursary June 1 2008 to June 30, 2008) click on the 'Continue' button to proceed to the next page.

If you are unable to continue to the next page, an error message will be displayed at the top of the page advising you of the error.

Once you have corrected the error, click the 'Continue' button to proceed to the next step of the application.

PART 2: BUDGET WORKSHEET
Note: All fields that contain an asterisk (*) are required fields and must have a value entered. If you have no value to enter, input zero (0).

If you are an ABESAP funded student you will enter '0' in the tuition, books and supplies and transportation as these are paid for you.

When you have completed the "Expenses and Income" section, click the calculate button to calculate the value of the amounts you have entered.

If there are any errors, a message will appear on the right side of the Web page next to the field with the error. You will be unable to proceed until the correction(s) is/are made.

Once the "Expenses and Income" sections are completed, click on the 'Continue' button to move to the 'Declare Personal Assets' section of the Budget Worksheet.

PART 3: DECLARE PERSONAL ASSETS
When the "Declare Personal Assets" section is completed, click the 'Calculate' button to calculate the value of the amounts you have entered.

Once this section is completed click on the 'Continue' button to move to the next part of the application.

.
PART 4: DECLARATION
The final step to complete your application is the "Declaration" section. Please read this section carefully to ensure that you understand all the terms and conditions applicable to the submission of your application.

Note: For your application to be accepted, you must answer "Yes" to this question.

Do you agree to the terms and conditions listed above?
If you answer "No" you will be sent back to the beginning of your application where an error message will appear (See below).

You must agree with the terms and conditions before proceeding with the application.

Once you have agreed to the terms and conditions and have clicked the Continue button, the following page will be displayed.

AWARD APPLICATION PROCESS COMPLETED
This page indicates that you have successfully completed and submitted your application for the term and award type indicated.

Note: If you are required to provide any additional supporting documentation for any of the awards you have applied for, ensure you submit these to the Financial Aid and Awards Office prior to the submission deadline.

Note: If you require assistance in completing your application, please contact the Financial Aid Office.