La Fondation du CCNB Inc. Soutenons la réussite!

# GUIDE TO COMPLETE: the online bursary application form

Only one bursary application form is required to be eligible.

## Lexicon

Note: The following explanations are not all legal definitions. They are intended to facilitate the understanding of the online bursary application form and popularize the terms used.

- represents a key on the keyboard
- \* indicates required information

«» represents a choice

<tab> to move from one box to the next

#### Personal and Educational Information

Terms	Explanations	Examples
Social Insurance Number	The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.  If you do not have a SIN, click <tab> and the 000000000 will be indicated for you.</tab>	Social Insurance Number  000000000
Phone	This phone number is your local number or the New Brunswick phone number. It may be your cell phone number.	Phone (506) 453-2000
College Student ID Number*	The College Student ID Number is a seven-digit registration number at the college.	
Last Name*	The Last Name also called surname and family name is the portion of a personal name that indicates a person's family (or tribe or community, depending on the culture). The last name is usually placed at the end of a person's full name, after any given names.	

<sup>&</sup>lt;> represents a key on the keyboard

Terms	Explanations	Examples
First Name*	The First Name, also known as the given name is a part of a person's personal name. It identifies a specific person, and differentiates that person from the other members of a family who have a common last name.	
Initial	The Initial is the first letter of your middle name preceding the family name or last name.	
Marital Status*	The Marital Status is the situation of a person in society.  The choices are:      «Common-law partner» <u>Definition</u> : Is a civil status recognized in Canada, who comes to the union by mutual agreement between two people forming an unmarried couple living together for at least 12 continuous months.      «Married» <u>Definition</u> : a person who is united through marriage.      «Single» <u>Definition</u> : Living in celibacy or alone.      «Single parent» <u>Definition</u> : a person with one or more children, who is not married.	
Gender*	The choices are:  • «Female»  • «Male»	

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Terms	Explanations	Examples
Francophone NB High School	This is the name of the public francophone high school in New Brunswick which you received your high school diploma.  If you have not graduated from a public francophone high school in New Brunswick, please choose «Not applicable».	
Permanent Address, Canadian Student	If you answer «Yes», Canadian Student means that you are a person who is a Canadian citizen or a permanent resident.  ✓ Number and Street Name* The street information shall be presented with the apartment number first, if applicable, followed by a dash '-' and then the civic number and street name.  ✓ City/Town*  ✓ Province*  ✓ Postal Code*  ✓ County* The county will only be required when the province is New Brunswick.  Else, if you answer «No», this means that you are a Canadian student who has a visa or is a refugee but does not have permanent resident status in Canada.  ✓ Please indicate your permanent address here from your country of origin with the type of visa (student or other).	Number and Street Name *  22-105 SCHOOL STREET  QUISPAMSIS  New Brunswick  E1N 3E4  Kings

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Terms	Explanations	Examples
Permanent Address, Home Email Address	The Home Email Address refers to the e-mail you commonly used to receive information at home.	
	For the students of the Collège communautaire du Nouveau-Brunswick, do not indicate your college email, for example: name@monccnb.ca .	
	Note: If you receive a bursary, scholarship or an award, this email will be used to send you your official receipt for income tax purposes (T4A – Statement of Pension, Retirement, Annuity, and Other Income).	
College/Campus Address, Same as the permanent address	If you answer «Yes», the address provided as a permanent address will also be your mailing address when studying at the community college.	
	If you answer «No», please provide your temporary mailing address during your college studies:  ✓ Number and Street Name*  The street information shall be presented with the apartment number first, if applicable, followed by a dash '-' and then the civic number and street name.	Number and Street Name *  22-105 SCHOOL STREET
	✓ City/Town*	QUISPAMSIS
	✓ Province*	New Brunswick
	✓ Postal Code*	E1N 3E4

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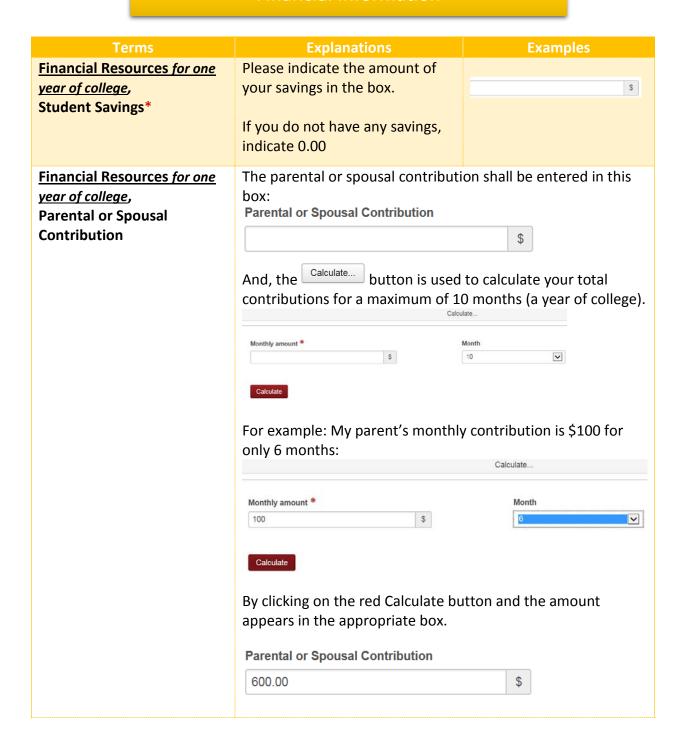
Terms	Explanations	Examples
Program of Study Information, College & Campus*	College refers to the New Brunswick community college where you are admitted.  Campus refers to the local campus where you are pursuing your program of study.	
Program of Study Information, College Year*	The College Year is the period from July 1 of one year to June 30 of the other year in which you are pursuing your studies.	For example, 2018-2019 is from July 1, 2018 to June 30, 2019.
Program of Study Information, Admit Term*	The Admit Term refers to the term of admission that you started your training.  «Winter» session: for candidates starting their program of study, only in January, February or March.  «Fall» session: for candidates starting their program of study, only in September.	
Program of Study Information, Year of Study*	The Year of Study refers to the training year that you are enrolled:  • «1st» year of training  • «2nd» year of training  • «3rd» year of training	
Program of Study Information, Program of Study*	This refers to the program of study you are enrolled in at the Fall session or at the Winter session.  Please select the appropriate choice of program from the drop-down list.	

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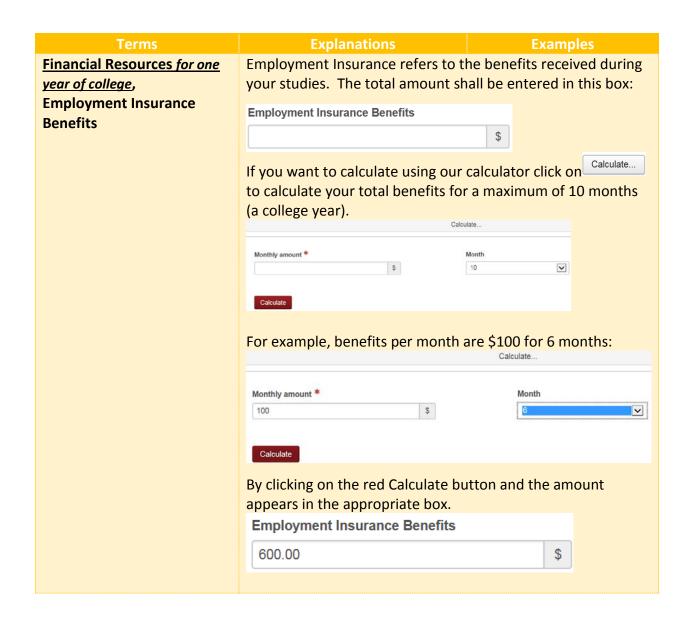
Terms	Explanations	Examples
Program of Study Information, Member of an Atlantic Canada Credit Union	At this point, please choose from the drop-down list the Atlantic Credit Union you are a member.	
	If you are not a member, please choose «Not a member».	
Next	By clicking on this button at the bottom of the page, the next web page of the bursary application form will be available/will be displayed.	
Save and Return later	By clicking on this 'Save and Return later' button, you will be able to continue filling out your application form at a later date.	
	Provide an email address where you want to receive the link to your temporary application form and click 'Send request link by email' button Or Return to your current	Return Later  Email address *  Send request link by email
	application form.	Return to the application form

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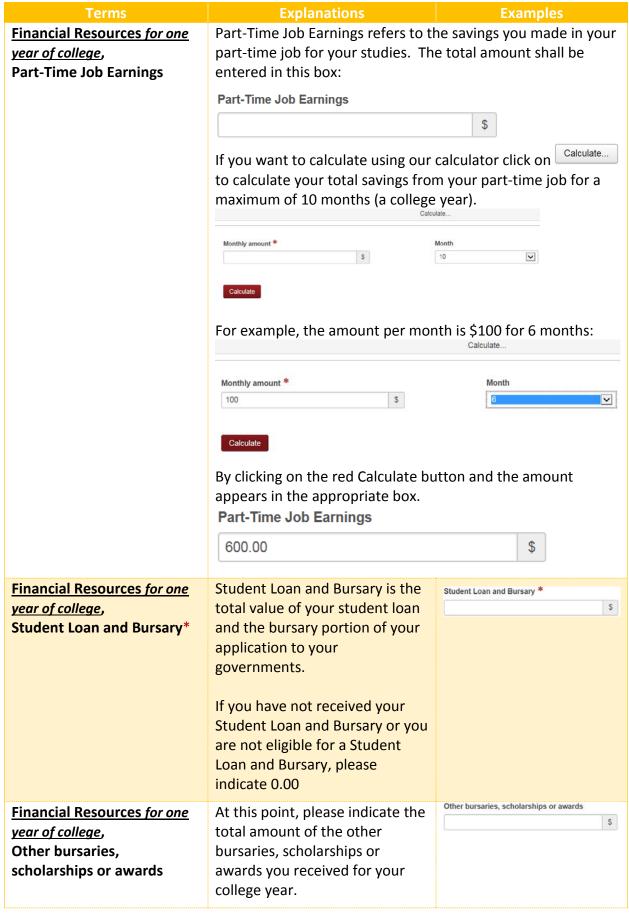
### **Financial Information**



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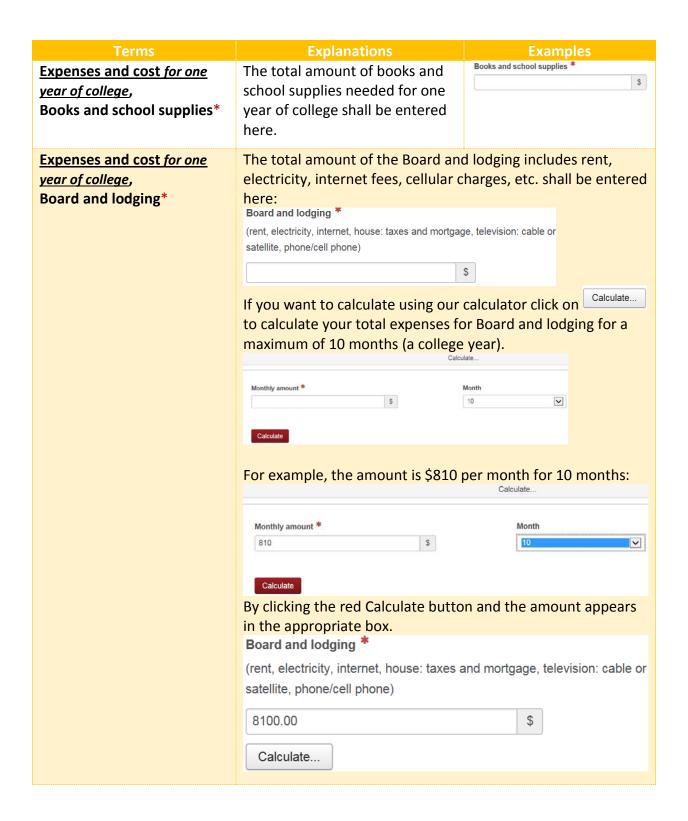
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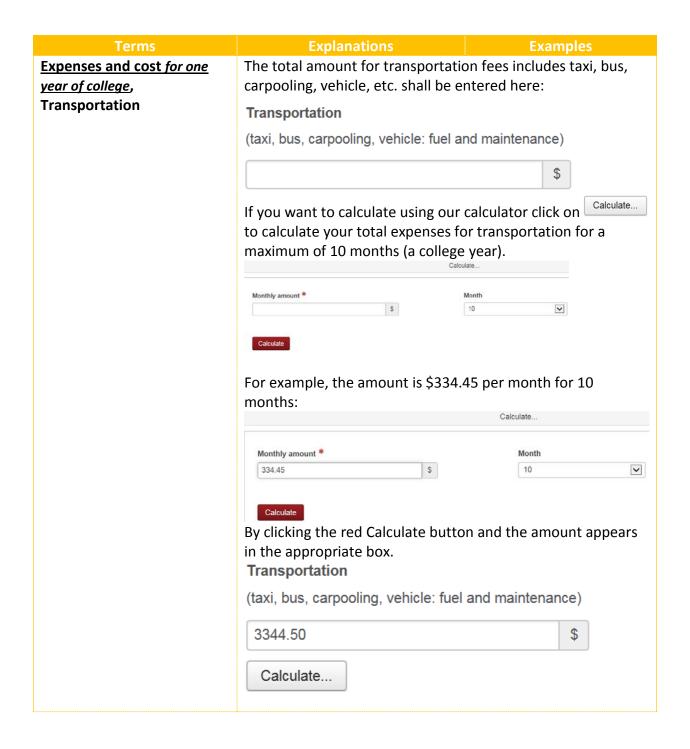
Terms	Explanations	Examples
Financial Resources for one year of college, Training and Skills Development (TSD)	Training and Skills Development (TSD) program has been introduced in an effort to ensure that case managed individuals, whose employment action plan identifies skill development as being necessary, have access to funding to assist them in achieving their goal.  At this location, please indicate the total amount of your TSD financial assistance for a college year.	Training and Skills Development (TSD)
Financial Resources for one year of college, Other financial resource	And then, indicate the amount ass resource: Amount  Calculate  For example: My grand-parents gave me 200 do other financial resource grand-parents  And, if you have more than one readd another (the minus will remove other financial resource grand-parents  Other financial resource  Bank Student Loan	cociated with this financial  cociated with this financial  collars as a gift for my studies  Amount 200.00 \$ + - Calculate
Expenses and cost for one year of college, Tuition fees and other fees*	The total amount of tuition and other fees shall be entered here.	Tuition fees and other fees *

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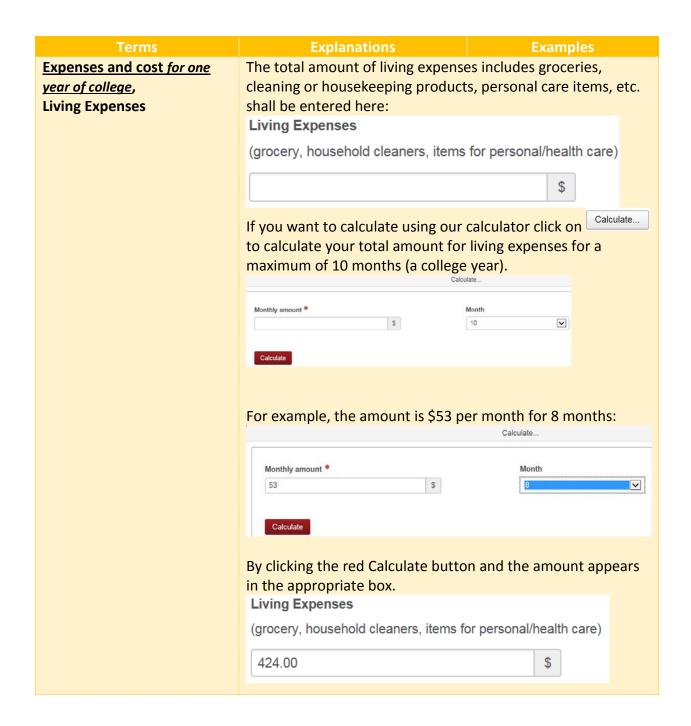


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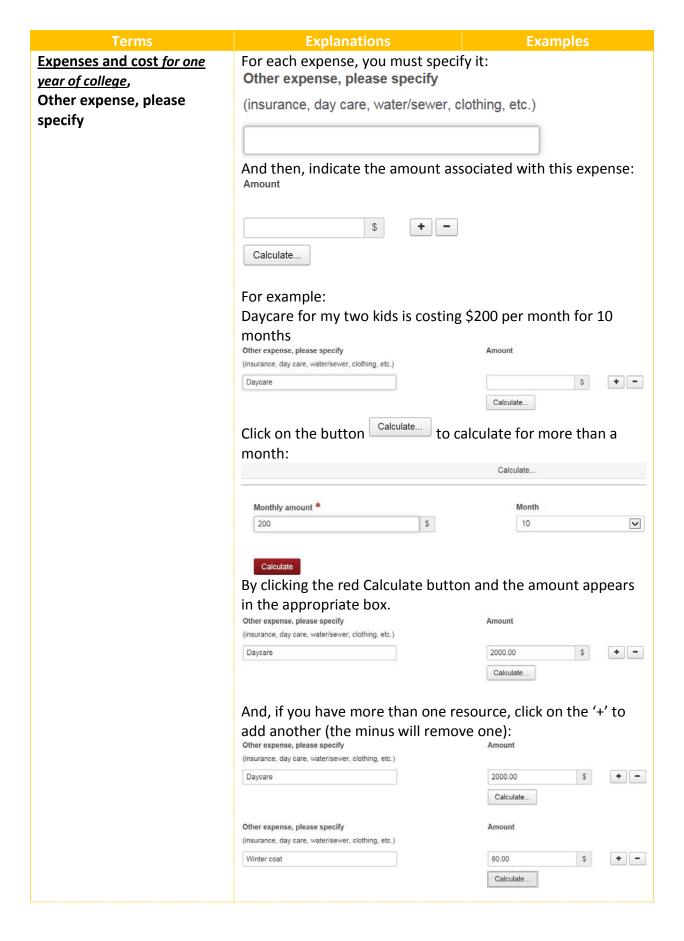
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Terms	Explanations	Examples
Explain financial information	Here you can describe in your own words your financial situation.	
Previous	By clicking on this button at the bottom of the page, you return to the previous page, Personal and Educational Information.	
Next	By clicking on this button at the bottom of the page, the next web page of the bursary application form will be available/will be displayed.	
Save and Return later	By clicking on this 'Save and Return later' button, you will be able to continue filling out your application form at a later date.	
	Provide an email address where you want to receive the link to your temporary application form and click 'Send request link by email' button Or Return to your current application form.	Send request link by email  Return to the application form

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#### Why you should receive a bursary, scholarship or award

Terms	Explanations	Examples
In your own words, please provide information explaining why you should receive a bursary.	This section is optional. By completing this section, your chances of receiving an award may improve.	
Previous	By clicking on this button at the bottom of the page, you return to the previous page, Financial Information.	
Next	By clicking on this button at the bottom of the page, the next web page of the bursary application form will be available/will be displayed.	
Save and Return later	By clicking on this 'Save and Return later' button, you will be able to continue filling out your application form at a later date.  Provide an email address where you want to receive the link to your temporary application form and click 'Send request link by email' button	Return Later Email address *  Send request link by email
	Or Return to your current application form.	Return to the application form

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#### Declaration

Terms	Explanations	Examples
Declaration	The declaration exists in the event that you receive a bursary, scholarship or award and authorize the Foundation to publish your name and photo, online and elsewhere, for the purposes of the recognition program and the identification of recipients.	
	Beforehand, you must prove that you are not a robot, by clicking on the box for this purpose and answer the verification questions (select the corresponding images).	I'm not a robot reCAPTCHA Privacy- Terms
Previous	By clicking on this button at the bottom of the page, you return to the previous page, Why you should receive a Bursary.	
Submit	By clicking on 'Submit', you certify that the information provided on this document (the online bursary application form) is true and accurately describes your current situation.	
	That is itYou have done it!  Your bursary application form has been forwarded to The NBCC Foundation Inc.	

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