



StFX Scholarship Application Site Tutorial

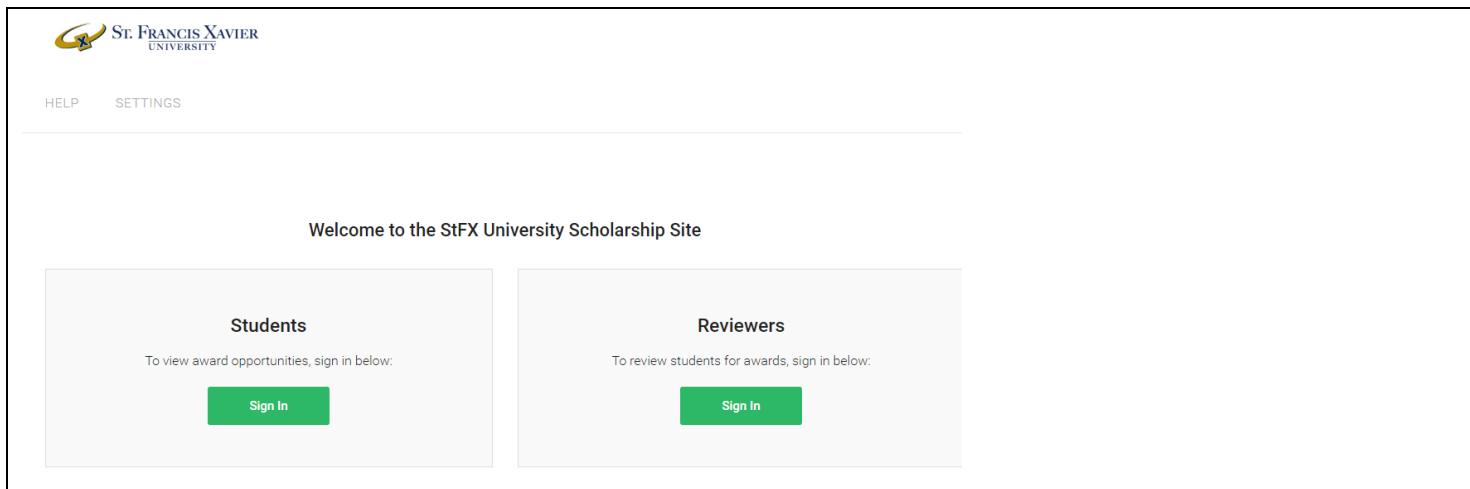
Things to know:

1. The site contains a database of all scholarships offered by StFX to both incoming and current students. Ensure the information in the scholarship questionnaire is accurate so you do not miss an opportunity to apply for a scholarship.
2. Your log in information can be found in your StFX offer of admission. Students cannot apply for scholarships until after acceptance to StFX and first semester Grade 12 marks have been received.
3. Some scholarships require you to upload documentation. The preferred file format is a PDF document.
4. Scholarship profile and first semester Grade 12 transcript must be received in office by March 2, 2020
5. Students must complete the Disclaimer and Questionnaire by March 2, 2020 and complete all scholarship submissions by March 16, 2020.
6. Students will be asked to log into <http://awards.stfx.ca> and accept their scholarship offers by May 15, 2020.
7. The average indicated below "Award" is a student's scholarship average, which is calculated by using the student's three highest completed Grade 12 marks at the University or Academic level, and determine scholarship eligibility.
8. When you submit your first semester Grade 12 transcript and it is processed for Scholarship purposes, your Scholarship average will appear beside the "Grade 12 January GPA" line. This average will determine your Scholarship eligibility.
9. No changes will be able to be made once you **Submit Application Materials**. You cannot change your reference letters, resumes or essay questions after they have been submitted. If you are not ready to submit you can **Save and Exit** and upload when you are ready to complete.
10. No scholarships will be awarded until after the March 16, 2020 deadline.

A step-by-step guide

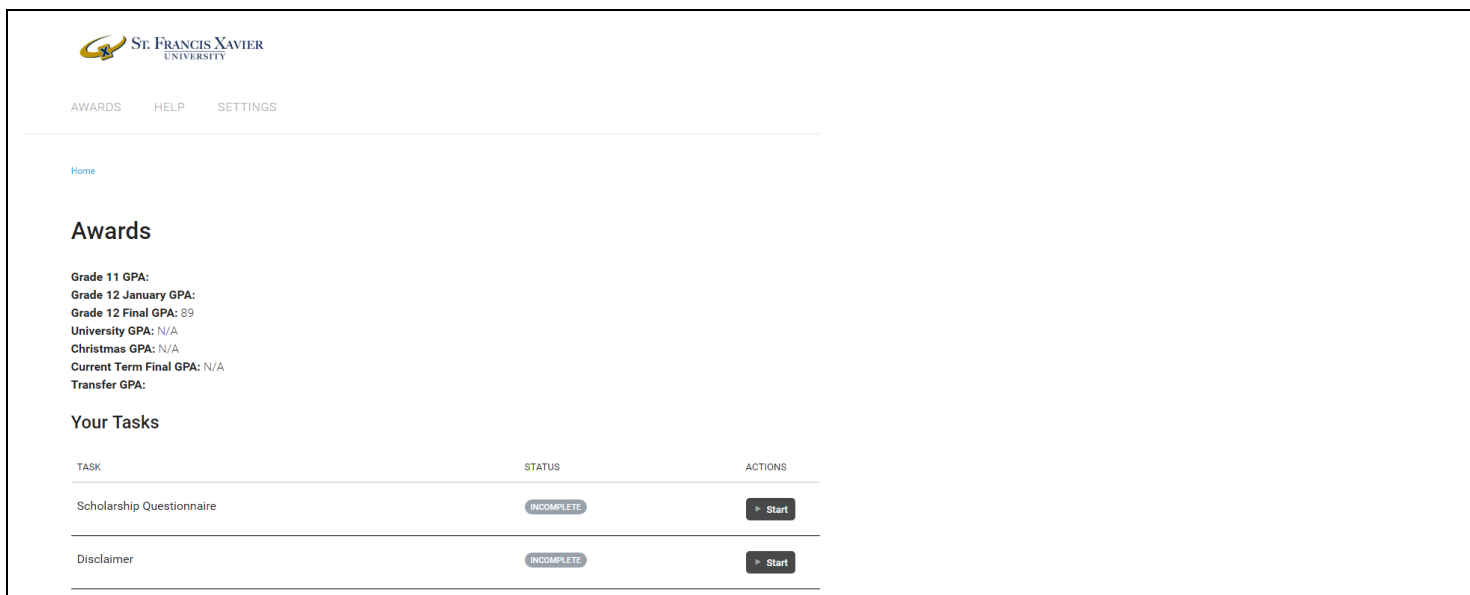
Step 1: Logging In

Go to: <https://awards.stfx.ca/>. Below is a screenshot of the Scholarship Application Site's homepage. You will click **Sign In** as a student. Use you StFX Email and password, you will find these in your StFX offer of admission letter.



Step 2: Creating a Scholarship Profile

The screenshot below shows the page after you log in.



When you are ready to begin the scholarship profile click **Start** on the Scholarship Questionnaire. A series of questions will populate for you to answer. These questions will help match you to the appropriate scholarships in the StFX database. If your "Grade 11 GPA" is showing, this means we may not have yet received your Grade 12 transcript, or we have received it, but not yet calculated your Grade 12 scholarship average. Please allow two business days for processing, then reach out to scholarships@stfx.ca for confirmation your transcript has been received.

Your "Grade 12 Final GPA" will be used when you have already completed Grade 12, deferred your acceptance or are taking time off in a gap year.

Scholarship Questionnaire

Scholarship Questionnaire

**This form should be updated as soon as your information changes.
FAILURE TO UPDATE YOUR FORM WILL RESULT IN MISSED SCHOLARSHIP OPPORTUNITIES.**

Please choose your province of residency.

If you do not reside in Canada, please choose International.

Please identify, if known, what major you intend to follow.

- Bachelor of Arts
- Bachelor of Science

All information entered into the profile will be used during review of scholarships to make decisions so please ensure the information is accurate. When the Scholarship Questionnaire is complete and you are finished, click **Save and Submit**. If you are not finished the questionnaire but need to close it, click Save and you can complete the next time you log in.

Save

Save & Submit

Step 3: Disclaimer Task

Below is a small snapshot of the disclaimer. You will be required to read and acknowledge all the information in the disclaimer before continuing on to see which awards you are eligible for. Once you agree to the terms, **Save and Submit**. Once Step 2 and Step 3 are complete their status will change to COMPLETE and will appear green.

Disclaimer

St. Francis Xavier University Disclaimer

St Francis Xavier University awards are offered to students selected by the university scholarship awards committee only at StFX University. If a student is eligible for more than one university-nominated scholarship, s/he will receive the largest to which s/he is entitled, unless otherwise stated.

Scholarship eligibility is determined based on first semester final grades in grade 12. Final scholarship averages calculated in June are based on the five required courses for the program to which the student is applying.

Please see the following chart for information on what scholarships are available

Grade 12 Average	Scholarship Available	Amount
85-89.9%	StFX Entrance	\$5,000 (\$1,250 renewable/yr)

Awards

Grade 11 GPA:
Grade 12 January GPA:
Grade 12 Final GPA: 89
University GPA: N/A
Christmas GPA: N/A
Current Term Final GPA: N/A
Transfer GPA:

Your Tasks

TASK	STATUS	ACTIONS
Scholarship Questionnaire	INCOMPLETE	▶ Start
Disclaimer	COMPLETE	📄 View

Step 4: Scholarships Available

Click **View Awards** to bring up all scholarships that you are potentially eligible for. The screenshot below is a sample of what you see as a student.

Awards

You are eligible for 8 award(s).

AWARD	DESCRIPTION	CATEGORY	DEADLINE	ACTIONS
<input type="checkbox"/> C. Brunelle Scholarship (65)	Students entering their JR or SR year of a major or honours program in Humanities. Must be an outstanding student. May be renewed if the JR year... Full Description +	Award	OPEN May 01 CLOSED Jun 30	No application required
<input type="checkbox"/> Class Of 59 Miles Mills Leadership Scholarship (70)	Available for Senior year of study. Applicants must demonstrate leadership and financial need.	Award	OPEN May 01 CLOSED Jun 30	No application required

You are able to see the full details of each scholarship by clicking on the Award Name. The Deadline category will indicate the open/close dates of scholarships.

The actions column will indicate if you need to complete any additional tasks or applications for the award. If no action is required, you are not responsible to complete anything else. If actions are required, the awards will appear like the screenshot below and will indicate **Apply Now**, click **Apply Now** to see the tasks associated with a particular award.

<input type="checkbox"/> \$5,000 StFX Entrance Scholarship	Guaranteed to all applicants with an average of 85% or higher. Entrance scholarship valued at \$5,000 is award in equal amounts of \$1,250 annually... Full Description +	Award (Internal)	03/16/2020	
<input type="checkbox"/> Alumni Association Scholarship	Awarded to a first year student accepted for full-time study in an undergraduate degree program. This award is based on academic achievement... Full Description +	Award (Internal)	03/16/2020	<input type="button" value="Apply Now"/>
<input type="checkbox"/> Schwartz School of Business International Scholars Award	International students entering first year of the Gerald Schwartz School of Business, Bachelor of Business Administration program. Entrance... Full Description +	Award (Internal)	03/16/2020	<input type="button" value="Apply Now"/>
<input type="checkbox"/> Residence Scholarship	Living in residence is an opportunity to live and learn with students from around the world. StFX Residence Scholarships recognize international... Full Description +	Award (Internal)	03/16/2020	<input type="button" value="Apply Now"/>

Step 5: Completing Application Tasks

Below is a screenshot of tasks required for a given scholarships. Click on a scholarship to see all the items that need to be completed and the supporting documentation that needs to be uploaded to apply. Go through each task by clicking **Start** and completing the required task.

Remember:

1. All information uploaded must be in PDF or JPG format.
2. Documents uploaded should include Name and Student ID#.
3. Use the **browse** button to find the file you are looking to upload, be sure to click **Upload** before you **Save and Submit**.
4. You cannot make changes to a document once it has been submitted.

S-408559

Benedict Mulroneu Scholarship Fund (13)

Award deadline: Oct 31, 2016 11:59 PM

The deadline to accept this award is **June 1st**.
Any awards that are distributed after this date will have a deadline of **August 15th** to accept.

Application Stage

TASK	DEADLINE	STATUS	ACTIONS
Resume	--	INCOMPLETE	▶ Start
Essay Question	--	INCOMPLETE	▶ Start
Reference Letter 1	--	INCOMPLETE	▶ Start
Reference Letter 2	--	INCOMPLETE	▶ Start
Submit Application Materials	--	PREREQUISITES NOT MET	

If you are not ready to submit all of your materials or do not finish you can come back to the award later. Awards will be saved and will indicate on your main page that they are in progress. Click **Edit** to continue with the application tasks the next time you log in.


Your Awards

STATUS: Any SEARCH: Search... Go

APPLICATION ID	AWARD	DEADLINE	STATUS
S-408559	Benedict Mulroneu Scholarship Fund (13)	Oct 31, 2016 11:59 PM ADT	IN PROGRESS Edit

Step 6: Submitting Application

Once all steps are completed for a particular scholarship click **Submit Application Materials**. Once it has been submitted it will appear under Your Awards and the Details column will indicate it is under review.

Your Awards		STATUS:	SEARCH:	
		Any	Search... Go	
APPLICATION ID	AWARD	DEADLINE	STATUS	DETAILS
S-408559	Benedict Mulroney Scholarship Fund (13)	Oct 31, 2016 11:59 PM ADT	COMPLETE	Under review 

Please make sure the amount of awards you have applied to match the number of awards “you are eligible for”

Awards

You are eligible for 4 award(s).

Search... Go

STATUS: All awards Go



AWARD	DESCRIPTION
\$5,000 StFX Entrance Scholarship	Guaranteed to all applicants with an average of 85% o Entrance scholarship valued at \$5,000 is award in equ of \$1,250 annually... Full Description +

No changes will be able to be made once you **Submit Application Materials**. You cannot change your reference letters, resumes or essay questions after they have been submitted. If you are not ready to submit you can **Save and Exit** and upload when you are ready to complete.

Step 7: Details of Awarded Scholarship

A student will be emailed a letter of offer in April if they have been awarded a scholarship. The letter of offer will prompt a student to log into the Scholarship Application Site and see the details. The screenshot below indicates a scholarship has been awarded.

In order to accept the scholarship, you must complete Step 8.

Your Awards		STATUS:	SEARCH:	
		Any	Search... Go	
APPLICATION ID	AWARD	DEADLINE	STATUS	DETAILS
S-408559	Benedict Mulroney Scholarship Fund (13)	Oct 10, 2016 11:59 PM ADT	COMPLETE	ACTION REQUIRED / INSTALLMENT INFORMATION 
S-752756	Alumni Association Scholarship (19)	Oct 10, 2016 11:59 PM ADT	AWARDED	ACTION REQUIRED / INSTALLMENT INFORMATION 

Step 8: Acceptance of Scholarship

Click **Edit** to complete the corresponding acceptance tasks. The screenshot below is a sample of the tasks that you will need to complete. You must Accept/Decline the scholarship offer before you will be able to complete the Thank You Letter if it is required. Click **Start** to read the details regarding the scholarship terms and amounts and to select your decision. You must click **Save and Submit** once you are ready to accept. Follow the same process to complete the Thank You Letter you can use the sample letter as a guide. You will need to save and upload a thank you letter in the same way you completed the scholarship application materials.

ACTION REQUIRED / INSTALLMENT INFORMATION			
TASK	DEADLINE	STATUS	ACTIONS
Accept or Decline Scholarship Offer	-	INCOMPLETE	▶ Start
Thank You Letter	08/15/2017 06:00:00 PM ADT	PREREQUISITES NOT MET	

Step 9: Receiving Payment

Once you submit the acceptance tasks, the installments will be approved to be applied to your student account by the end of August, once you have registered for the current term. You can view your student account balance <https://mesamis.stfx.ca/reports/login.asp> Click on **Business Office – Student Account Lookup** to see the details of your account.

Scholarships will not be awarded if final, official transcripts have not been received and offer conditions have not been met.

Once you have finished reading the tutorial you are ready to begin applying. Please go to the StFX Scholarship Application site found at the link below: <https://awards.stfx.ca/>

Help

If at any point you need help during the scholarship application process and cannot find the information in the tutorial, please see the Scholarship FAQ found in the Help section of the Scholarship Application Site. <https://awards.stfx.ca/h/>



ST. FRANCIS XAVIER
UNIVERSITY

AWARDS

RESOURCES

HELP

SETTINGS

[Home](#) » Help

Help

For any questions pertaining to this application, please contact: StFX Awards (scholarships@stfx.ca).

Frequently Asked Questions

If you still require assistance, please contact scholarships@stfx.ca.