

2009-2010

Guide to Sheridan Fees & Financial Aid



Sheridan

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WELCOME TO ALL NEW AND RETURNING STUDENTS!

Committing to your future through the pursuit of higher education and career preparation is one of the most important investments you can make. This booklet contains vital information for you with respect to fees, bursaries, awards and scholarships, financial assistance, and OSAP. I hope that you will take advantage of all that Sheridan has to offer as you embark on, or continue, your academic journey with us.

Sincerely,



Ian Marley

Vice President, Student Services and Information Technology

For questions about Financial Aid and Awards or your fees, please contact:

Office of the Registrar
905-845-9430 (Oakville calling area)
905-459-7533 (Brampton calling area)
905-681-4611 (Hamilton calling area)
Email: infosheridan@sheridaninstitute.ca

HOW TO PAY

PAYMENT OF YOUR FEES

The fee invoice you've received itemizes the fees charged for your program. Students with outstanding charges or other indebtedness will not be eligible to return to Sheridan until all amounts owed have been paid. Payment by the deadline will reserve your seat in a program, allow you to continue in class, write examinations, receive reports, and maintain academic evaluation.

*Note: First year students in deregulated programs have the option of paying \$2,500 by June 24, 2009 and the balance by August 12, 2009. The late payment charge applies for payment received after the applicable due date.

PAYMENT DUE DATES

Fall 2009

New Students: June 24, 2009

Returning Students: July 29, 2009

Winter 2010

New Students: October 21, 2009

Returning Students:

November 25, 2009

Spring 2010

New and Returning Students:

March 10, 2010

OSAP Tuition Deferrals

Students who apply for assistance from the Ontario Student Assistance Program (OSAP) are eligible to defer payment of fees until receipt of their loan. All OSAP students who wish to defer their tuition fees must make a \$300 down payment by the deadline date specified on their Fee Invoice. OSAP tuition deferrals are available only for OSAP applicants. Please refer to Financial Assistance on page 11 for other important details regarding OSAP and other sources of financial assistance.

Payment Is Accepted As Follows:

1. By Bank

You may pay in person, by telephone or by automatic bank machine. Please use your Sheridan student number as the account/reference number. Please allow sufficient time for payment to reach Sheridan by the due date.

2. By Fax

Complete the Remittance Form on the top half of your fee invoice and fax it to Sheridan's Financial Services Department at 905-815-4042. Payment in Canadian funds by either VISA or MasterCard is accepted by fax.

HOW TO PAY (CONTINUED)

3. By Mail

Complete and return the remittance form on the top half of your fee invoice with full payment in Canadian funds by:

- Certified cheque or money order
(payable to Sheridan College Institute of Technology and Advanced Learning)

or

- VISA or MasterCard

Remember: Use the envelope provided, DO NOT send a personal cheque or cash, and allow sufficient time for the payment to reach Sheridan by the due date.

4. In Person

You may pay in person by cash, certified cheque, money order, VISA, MasterCard, or debit card (Canadian funds only) at either:

Davis Campus (Brampton)

Office of the Registrar - Room B201

Hours: 8 a.m. - 4:30 p.m. (Monday - Friday)

or

Trafalgar Road Campus (Oakville)

Office of the Registrar - Room D100

Hours: 8 a.m. - 4:30 p.m. (Monday - Friday)

FEE INFORMATION

A. TUITION FEES

1. Full-time Tuition

Students are considered full-time if they take more than 70% of the required credits or 2/3 of the required courses for their program.

1.1 Full-time Tuition Fee per Term

- Year One \$1110
- Year Two \$1102
- Year Three \$1092
- Year Four \$1080

Tuition fees are regulated by the Ministry of Training, Colleges and Universities and a change could be made by action of the Ontario Government.

1.2 Postsecondary and Ontario College Graduate Certificate Programs

The Government of Ontario has given to universities and colleges the option to set their own fees for Ontario College Graduate Certificate and for certain postsecondary programs. The following programs have tuition fees set above the amount referred to in Item 1.1 above:

i) Postsecondary and Ontario College Graduate Certificate programs:

Advanced Print Journalism; Advanced Television and Film; Advertising Management; Canadian Journalism for Internationally Trained Writers; Computer Animation; Computer Animation - Digital Character Animation; Computer Animation - Digital Visual Effects; Corporate Communications; Emergency Management; Enterprise Database Management; Environmental Control; Financial Planning; Human Resource Management; Information Technologies Professional Internship; Integrated Manufacturing Systems; Interactive Multimedia; International Business; Journalism - New Media; Manufacturing Management; Marketing Management; Media Arts; Montessori Early Childhood Teacher Education; Music Theatre - Performance; Practical Nursing; Quality Assurance; Sales Management; Solid Modeling ; Telecommunications Technology (Years 2 & 3); Web Design; Project Management; Business Process Management.

ii) Applied Degrees:

Bachelor of Applied Arts (Animation); Bachelor of Applied Arts (Illustration); Bachelor of Applied Health Sciences (Athletic Therapy); Bachelor of Applied Health Sciences (Exercise Science); Bachelor of Applied Information Sciences; Bachelor of Applied Business (Global Business Management).

Students entering one of these programs may qualify for a Needs-based Bursary; contact the Financial Aid Office for additional information.

FEE INFORMATION (CONTINUED)

1.3 International Students

Tuition fees for students who attend on a student visa are \$5,375 per term unless otherwise stipulated on your invoice. Tuition fees for some postsecondary and Ontario College Graduate Certificate programs are set at a higher rate and vary according to the program.

2. Part-time Tuition Fee

Students are considered part-time if they take less than 70% of the required credits and 2/3 of the courses in their program. A per credit charge will be assessed to a maximum of the full-time tuition fee (currently \$1110) per term, excluding deregulated programs.

3. Sponsored Students

Students who are being sponsored by a government department or other association are required to attach a copy of their official letter of substantiation to the Mail-in Remittance Form. Please complete the Mail-in Remittance form (e.g., name, program and student number) and indicate under method of payment, Sponsored Student. Failure to provide the necessary documentation by the fee due date may jeopardize Sheridan admission.

B. ADMINISTRATION CHARGES

Students entering Sheridan for the first term are required to pay an administration fee of \$436.50. Returning students pay an administration fee of \$296.50 for all terms subsequent to the first term, except for the Spring Term which is \$272.50. Students in mobile computing programs will have the Information Technology Fee included in the Mobile Technology Services Fee. Part-time students are required to pay an administrative fee of \$15.83 per credit. Students in Co-op do not pay an administrative fee during a co-op placement term. The chart on the next page itemizes the components of the administration fee.

FEE INFORMATION (CONTINUED)

Administration charges are mandatory fees for all full-time and part-time students which include:

All students (new and returning)	Fall	Winter	Summer
Athletics Activities	45.00	45.00	30.00
Athletic Building Fund	10.00	10.00	10.00
Career Centre	5.00	5.00	5.00
Peer Mentoring	7.50	7.50	7.50
Sheridan Student Union Inc. (SSUI) Fund	56.00	56.00	47.00
Student Centre Building Fund	40.00	40.00	40.00
Student Centre Capital Fund	8.00	8.00	8.00
CSA (College Student Alliance Membership)	2.50	2.50	2.50
Health Centre	17.50	17.50	17.50
Information Technology fees	105.00	105.00	105.00
	\$296.50	\$296.50	\$272.50
New students only (first term , one time fee)			
Graduation	85.00	85.00	85.00
Alumni	30.00	30.00	30.00
First Three Official Transcript requests	25.00	25.00	25.00
	\$436.50	\$436.50	\$412.50
All postsecondary students (new and returning) in Fall			
SSUI Health and Dental Plan	\$168.00		
All postsecondary students (new and returning) not enrolled in the plan in Fall (e.g. those returning from a Co-op work term)			
SSUI Health and Dental Plan		\$112.00	
All postsecondary students (new and returning) not enrolled in the plan in Fall or Winter (e.g. those returning from a Co-op work term)			
SSUI Health and Dental Plan			\$56.00

All Post Secondary students on a Co-op work term in Fall 2010 will be billed the SSUI Fee of \$56.00 in the Spring 2010 term.

C. PROGRAM CHARGES

Students in specific programs/courses are required by Sheridan to pay an additional amount for materials, kits and mobile technology service fee.

FEE INFORMATION (CONTINUED)

D. POSTSECONDARY ACADEMIC CO-OP CHARGE

Collection of the \$510 Co-op fee will occur in the term prior to the actual co-op work term. Students must withdraw within the first 10 days of the term immediately preceding the work term in order to receive a refund

E. MOBILE COMPUTING FEE

Mobile computing programs require the use of a laptop as a mandatory component of curriculum during academic terms. New students in mobile computing programs should bring a laptop of their choice that will meet the program's requirements.

In addition to the IT fee payable by all students (\$105), students in the mobile computing programs will be charged the mobile technology services fee of \$125 per academic term. Students with an existing Mobile Direct Purchase plan will be charged \$50 for service & support fee per academic term.

For more information regarding services and fees please refer to the mobile computing website at: mobilecomputing.sheridaninstitute.ca.

F. SSUI HEALTH AND DENTAL PLAN

The Sheridan SU Health and Dental Plan is a valuable service provided by your Student Union to fill the gaps left by provincial health care. The Plan fee is \$168.00 for full-year coverage (Sept. 1, 2009 - Aug. 31, 2010).

If you are already covered by an extended health and dental plan, you can opt out of the Sheridan SU Health and Dental plan by providing proof of other equivalent health and dental coverage. Opt outs can ONLY be processed within the Change-of-Coverage period. Visit www.studentcare.net or call 1-866-358-4430 for details.

G. OTHER CHARGES

1. Split Fee Charge

Students in attendance for two or more consecutive academic terms who are unable to pay FULL fees by the due date, have the option to split their fee payment. This allows the student to defer payment of second and third academic term fees. Second and third term fees must be paid by the fee due date for those terms. Students who choose this option will be required to pay a \$50 charge to be added to the first term payment.

2. Late Payment Charge

\$100 charge for fees received after the fee invoice due date.

FEE INFORMATION (CONTINUED)

3. Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition is a process which evaluates experiential learning. A \$91.60 fee is charged for each subject for which PLAR credit is being sought.

4. Additional Courses

All full-time postsecondary students may take courses in the day or evening in addition to their regular curriculum at Sheridan. These courses may be taken in one of three circumstances:

- Students may take additional courses beyond their full course load, providing there is space available. All course fees will apply (i.e. tuition, administration and material fees)
- Students may replace courses for which they have been granted Advanced Standing or PLA credit with courses of equal credit value and within the same term, provided that space is available. In this instance, the tuition fee will be waived. All other course fees will apply.
- Under exceptional circumstances, students may be approved by their Associate Dean to substitute a course within the same term with a course of equal credit value, providing there is space available and they do not exceed their full course load. The tuition fee will be waived. All other course fees will apply. Students must obtain approval for proposed course replacements or substitutions from the Associate Dean responsible for their program of study. In the case of General Education courses being replaced or substituted, approval by the Cross-College General Education Coordinator is required. Some Continuing Education courses may be exempt from this policy.

5. Parking

Students planning to park a motor vehicle at any Sheridan campus will need to buy a parking permit or daily ticket. The September 2009 to August 2010 parking fees including GST and PST are as follows:

- One term (September to January): \$163
- Two terms (September to May): \$300
- Three terms (September to August): \$360

Refunds are issued pursuant to a set prorated refund schedule, available at the counter in the Office of the Registrar. Refunds are calculated on the date the permit is returned to the counter in the Office of the Registrar.

6. Tuition and Education Amount Certificate (T2202A Tax form)

All full-time and part-time students will be able to view and print their T2202A tax form on-line from AccessSheridan in late February for courses taken between January and December in the previous calendar year.

FEE INFORMATION (CONTINUED)

7. Identification Card

\$10 for replacement card.

H. REFUNDS

1. Full-time Students

All fees are subject to a non-refundable registration charge in accordance with policy set by the Ministry of Training, Colleges and Universities. For domestic students, fees are subject to a \$100 non-refundable registration charge. For International students, the non-refundable registration charge varies by program and will be calculated as follows:

International Student Tuition Fee ÷ Domestic Student Tuition Fee x \$100

All other refundable fees, except the late fee, will be refunded to a student who completes and submits an application for a Complete Program Withdrawal to the Office of the Registrar on or before the 10th day of scheduled classes, with the exception of the Academic Co-op Charge (refer to D). Dropping courses may not necessarily result in an adjustment of fees (refer to A-1). Refunds will be paid by cheque to the registered student only.

Students who pay for two or more consecutive terms in advance will receive a full refund of subsequent term fees providing the withdrawal is received prior to the fee payment deadline date of the subsequent term.

If a student withdraws after the withdrawal deadline, no refund will be issued and all outstanding fees must be paid.

2. Part-time Day Courses

With the exception of the non-refundable registration charge of \$30 per course, the refund policy above applies.

3. Part-time Evening Courses

To be eligible for a refund of course fees, you are required to return your Schedule/Receipt Form along with a brief letter confirming your intention to withdraw to the Office of the Registrar. If you withdraw from a course on or before the date of the third scheduled class, your course fee is refundable, less a \$30 non-refundable registration charge.

As fee invoices are prepared in advance, Sheridan reserves the right to make changes due to errors or omissions. Please allow six weeks for processing a refund.

WITHDRAWAL DEADLINES

Fall 2009 – September 21, 2009

Winter 2010 – January 22, 2010

Spring 2010 – May 21, 2010

FINANCIAL ASSISTANCE

For students who require financial assistance to meet their education expenses, Sheridan administers a number of government financial assistance programs, as well as the Sheridan Awards Program and the Sheridan Student Assistance Program. Further details are also available on Sheridan's Financial Aid and Awards website at: www1.sheridaninstitute.ca/students/prospective/fin-aid.cfm

OSAP

The Ontario Student Assistance Program (OSAP) provides eligible students with various types of assistance based on financial need. This assistance is intended to supplement, not to replace, your resources or those of your family.

Who Can Apply for OSAP?

- You must be a Canadian citizen, protected person or permanent resident (landed immigrant) of Canada
- You must be an Ontario resident according to OSAP criteria
- You must be enrolled in an OSAP-approved program
- You must be taking at least 60% of the credits identified as a full course load (40% for students with a permanent disability)
- You must maintain satisfactory academic progress

HOW TO APPLY FOR OSAP

Apply Early!!

There are two ways to apply for OSAP.

- Apply online at <http://osap.gov.on.ca> (recommended method). (There is no fee to apply online) Print and send your declaration pages to the Sheridan Financial Aid Office or
- Submit the OSAP booklet application – available for download from the OSAP website. There is a \$10 application fee that must accompany the paper application. Send your completed application to the Sheridan Financial Aid Office.

To contact the Financial Aid Office:

Trafalgar Road Campus (Oakville)
Room D100
905-815-4060
email: fin.aid@sheridaninstitute.ca

Davis Campus (Brampton)
Room B200
905-459-7533, ext. 5061
email: fin.aid@sheridaninstitute.ca

FINANCIAL ASSISTANCE (CONTINUED)

OSAP Loan/Grant Pick Up

You can visit the OSAP website to check the processing status of your application, even if you did not apply for OSAP online. You'll need to know your OSAP password (PIN) and your Social Insurance Number to access this information.

The OSAP website address is:

<http://osap.gov.on.ca>

OSAP loans are available for student pick-up at the start of each semester. In order to pick up your OSAP loans, you'll be required to provide your SOCIAL INSURANCE CARD and VALID Government-issued PHOTO IDENTIFICATION (such as a driver's licence). Please note that we can't make exceptions to the identification requirements. You'll also need a personal cheque marked "VOID" or your bank transit number AND bank account number if you don't have cheques. The National Student Loans Service Centre will require this information so that your funds can be deposited into your bank account after loans processing has been completed.

You should also bring proof of the earned income you reported on your OSAP application, as you'll be required to sign a "Confirmation of Enrolment" when you pick up your OSAP loan. The "Confirmation of Enrolment" contains the income information you entered on your OSAP application. This will be your opportunity to confirm or correct this income information.

To help us get your OSAP funding to you, please come to the Sheridan campus you attend (students attending the Skills Training Centre can pick up their loans at the Trafalgar Road Campus). The Financial Aid Office will commence releasing OSAP loans to students from a central location (signs will be posted) at the Davis and Trafalgar Road campuses according to the following schedule:

September 2009	First two weeks of September
January 2010	First two weeks of January
May 2010	First week of May

After these times, you can pick up OSAP loans from the Financial Aid Offices at both campuses.

OSAP Tuition Deferrals

Students who apply for OSAP may be eligible to defer payment of fees until receipt of their loan. All OSAP students who wish to defer their tuition fees must make a \$300 down payment by the fee payment due date specified on the student Fee invoice (failure to do so may result in the loss of the student's space in the program or incur a late fee). The \$300 down payment may be made only after the student has submitted an OSAP application. There is a \$50 fee for this service, which will be applied to the student's first term fees. If a student applies for OSAP online, it normally takes 48 hours from the time the student submits an application until it can be viewed by Financial Aid Office staff. Students using a paper application should allow sufficient time for the Financial Aid Office to receive the application in the mail. Students should allow 4-6 weeks for their OSAP applications to process. It is recommended that students apply as early as possible.

FINANCIAL ASSISTANCE (CONTINUED)

Students are responsible for payment of fees regardless of whether they receive OSAP funding. It is important to frequently check the OSAP website (<http://osap.gov.on.ca>) to determine the amount of OSAP funding you'll be receiving and any changes that may take place. If you are ineligible for assistance from OSAP, or if your funding is insufficient to cover your tuition fees, you must pay all outstanding fees. Remember, when you make your \$300 down payment, you are making a commitment to attend Sheridan.

SHERIDAN AWARDS AND BURSARIES

Sheridan Student Assistance Program

The Sheridan Student Assistance Program consists of funds made available through:

- The Tuition Set-Aside Fund - the government of Ontario requires each postsecondary institution to set aside a portion of tuition fee revenue to be used to assist students in financial need
- The earned interest on Sheridan's Ontario Student Opportunity Trust Fund (OSOTF)

Assistance is provided in the form of bursaries, entrance awards and work/study opportunities to students on the basis of financial need.

Sheridan Entrance Bursaries

Sheridan Entrance Bursaries are made available through the Sheridan Student Assistance Program to assist students entering their first year of full-time attendance at Sheridan. These awards of \$250 to \$1,500 each are provided based on financial need. If students have concerns about financing their first year of studies, they are advised to complete a Sheridan Entrance Bursary Application form. The form is available from the *Forms and Applications* section found at the end of this publication.

Application deadlines:

- **Fall Term 2009** – July 17, 2009
- **Winter Term 2010** – November 13, 2009
- **Spring Term 2010** – March 12, 2010

Student Union Entrance Awards

Up to 50 Student Union Entrance Awards are made available from the Student Union in the amount of \$2,500 each. These awards are provided on the basis of excellent academic secondary school performance, financial need and demonstrated leadership/volunteer experience. To be considered for this award, students must have graduated from high school by June 2009 with an average of 80% or better. The application is available in the *Forms and Applications* section found at the end of this publication. Final selection of successful candidates is determined by a selection committee, which includes student representation.

FINANCIAL ASSISTANCE (CONTINUED)

Sheridan Tuition Set-Aside Bursaries (for OSAP and non-OSAP students)

Bursaries made available through the Sheridan Student Assistance Program are based primarily on financial need and are intended for students who need assistance or anticipate financial difficulty during the school year. The bursary application will be available online via the O.A.S.I.S. - Self-Service link on AccessSheridan on the first day of classes in each semester. The application availability dates are outlined below:

- **Fall Term 2009** – September 8 - October 9, 2009
- **Winter Term 2010** – January 11 - February 12, 2010
- **Spring Term 2010** – May 10 - June 4, 2010

Abiding by the dates above, follow the steps below to access the bursary application:

1. Go to <https://access.sheridaninstitute.ca>
2. Follow the O.A.S.I.S. link (under the “PeopleSher Applications” heading).
3. To access the bursary application, follow these links:
Self Service > Campus Finances > Online Bursary Application
4. Please review the on-screen instructions to complete the application. The “next” button on the left side of the screen will take you through each section of the application.
5. Before submitting your application for approval, be sure to review the information you have provided in each section carefully. Once you hit the submit button, you will not be able to make any changes to your application.

Sheridan Needs-based Bursaries

Needs-based bursaries are available to students in certain programs who qualify based on financial need. Application forms are available to students in eligible programs via the O.A.S.I.S. - Self Service link in AccessSheridan.

Applications for both the Sheridan Tuition Set-Aside Bursary and the Sheridan Needs Based Bursary must be received in the Financial Aid Office by 4:30 p.m. on or before the deadline dates noted below:

- **Fall Term 2009** – October 9, 2009
- **Winter Term 2010** – February 12, 2010
- **Spring/Summer Term 2010** – June 4, 2010

Please note: all bursaries, scholarships and financial awards administered by Sheridan are considered taxable income and T4 forms will be issued.

FINANCIAL ASSISTANCE (CONTINUED)

Sheridan Student Leadership Award

The Sheridan Student Leadership Award provides award amounts up to \$5,000 (for tuition only) and was designed to identify and recognize students who demonstrate a capacity for leadership, proven academic proficiency to succeed in their program of study and financial need. Eligible students may complete and submit the application form available in the *Forms and Applications* section found at the back of this publication. Deadline for submission is May 29, 2009.

EXTERNAL AWARDS/SCHOLARSHIPS/BURSARIES

Sheridan receives notices from external agencies and organizations throughout the year regarding awards and scholarships or bursaries. These notices are posted to our website at:

<http://awards.sheridaninstitute.ca/>

Also on our website, you will find information concerning The Glenna Carr Sheridan National Scholarships Program. This program is dedicated to ensuring that the most meritorious students complete their full academic requirements and graduate successfully. There will be up to three National Academic Scholarships and four National Entrance Scholarships awarded annually. Please see the website for application forms, scholarship requirements and deadlines.

In addition to the opportunities mentioned above, students will be considered for a variety of scholarships that are selected by the faculty within each program. It is not necessary to complete application forms to be considered for these awards. The variety and amount of these awards varies by program.

If you have any questions about these awards, please come to the Financial Aid Office to speak with Sheridan's Awards Officer.

OTHER SOURCES OF STUDENT ASSISTANCE

Bank Financing

If you are not eligible for federal or provincial government student loans or grants, or if you require additional funding, many of the chartered banks offer loans and/or lines of credit under their student banking divisions. These loans must be negotiated with the bank. See the bank websites for more details.

Bank of Montreal

www.bmo.com

Scotia Bank

www.scotiabank.com

CIBC

www.cibc.com

Toronto Dominion

www.tdbank.ca

Royal Bank

www.royalbank.com

FINANCIAL ASSISTANCE (CONTINUED)

Part-Time Jobs on Campus

The Ontario Work/Study Program is intended to assist OSAP students experiencing financial need to meet their educational costs. The Program provides opportunities to work on-campus at a variety of jobs.

The Sheridan Work/Study Program is similar to the Ontario Work Study Program. Applicants are not required to be OSAP recipients but they must demonstrate financial need.

Check the part-time job postings at the Career Centres on campus for job postings for these programs.

External Award, Scholarship and Bursary Information

Students can apply to awards, scholarships and bursaries external to Sheridan. Some useful sites are listed below for your reference.

- uc411.com
- studentawards.com
- canlearn.ca
- scholarshipscanada.com
- www.finaid.org/scholarships/

International Students

- www.internationaleducationmedia.com

FORMS AND APPLICATIONS



2009 - 2010 Entrance Bursary APPLICATION

APPLICATION DEADLINES

Fall Start (Sept 2009 - Apr 2010) – July 17, 2009

Winter Start (Jan - Aug 2010) – November 13, 2009

Spring Start (May - Aug 2010) – March 12, 2010

Last Name:	_____
First Name:	_____
Sheridan Student ID#:	_____
Social Insurance Number:	_____

In order to be considered for the Sheridan Entrance Bursary, you must be a resident of the province of Ontario and be **entering your FIRST year** of attendance in a Sheridan program on a full-time basis.

ADDRESS INFORMATION

Home Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone Number: _____ Email: _____

When did you last attend high school (secondary) on a full-time basis? _____ Month: _____ Year: _____

Will you be living with your parent(s) during your 2009 – 2010 study period? Yes No

FINANCIAL INFORMATION	OFFICE USE ONLY
You must refer to the instructions page of this application to complete Lines 1 – 16	
1. Father's/Stepfather's gross annual income *\$	PC
2. Mother's/Stepmother's gross annual income *\$	
3. Spouse's/Common Law's gross annual income (if married student) *\$	
4. Total number of dependent children in family, including applicant:	
5. Ages of children:	
6. Number of children attending college/university during 2009/2010 school year:	
7. Savings prior to summer 2009 \$	OSAP
8. Estimated savings from summer 2009 earnings \$	SAVE
9. Part-time earnings during 2009/2010 while attending Sheridan \$	
10. Expected scholarship money \$	
11. Government income (eg. Orphan/Disability Benefit) (not OSAP) please specify: ` (per month) \$	ASSETS
12. Other assets (eg. GICs, RRSPs, automobiles) please specify \$	
13. Father's/Stepfather's Signature:	TOTAL
14. Mother's/Stepmother's Signature:	
I DECLARE THAT THE INFORMATION I HAVE GIVEN ON THIS FORM IS TRUE AND CORRECT AND SUBJECT TO VERIFICATION BY SHERIDAN.	
15. Applicant's Signature: _____ Date: _____	
16. Spouse's/Common Law Partner's Signature (if married student) _____ Date: _____	
Return completed application to: Sheridan Institute of Technology and Advanced Learning • Financial Aid, Room D100 • 1430 Trafalgar Road • Oakville, ON L6H 2L1	

* amounts entered on lines 1, 2 or 3 must be accompanied by the appropriate signature on lines 13, 14, or 16.

SHERIDAN ENTRANCE BURSARY APPLICATION – Instructions

All sections of this application must be completed. If any section is left blank, a written explanation on a separate piece of paper must be attached. If any section is left blank and no explanation is provided, the application will be considered incomplete and will not be processed.

Your Sheridan student ID number is the identification number associated with your application for admission to Sheridan.

Applications submitted after the deadline dates will not be accepted. Please follow these guidelines to complete lines 1 through 16:

Lines 1, 2, 13 and 14 If your parents are separated or divorced, the parent and his/her partner with whom the applicant currently lives or last lived, or last supported the applicant, must complete these lines.

Lines 1, 2 and 3:

Enter the amounts from line 150 of your parents' or spouse's (if married student) 2008 Income Tax Returns on lines 1, 2 or 3. If these figures are not yet available, enter an estimate and explain why you are doing so on a separate piece of paper.

If lines 1, 2 and 3 are left blank, a written explanation must be provided. If lines 1, 2 and 3 are left blank and no written explanation is provided, the application will be considered incomplete and will not be processed.

If the total of lines 1, 2 and 3 is less than \$6,200, please provide a written explanation, on a separate piece of paper, showing how basic needs are being met for your family (it is not reasonable for a family to live on less than \$6,200 per year).

Figures entered on lines 1, 2 or 3 must be accompanied by the appropriate signature(s) on lines 13, 14 and 16.

Line 4:

Enter the total number of children in your family who are under the age of 21 and still in school full-time (include yourself).

Line 5:

Enter the ages of these children.

Line 6:

Enter the number of children in your family who are attending college or university during the 2009-2010 school year (include yourself in the figure).

Lines 7 – 11 refer to the applicant (yourself); not your parent(s).

Line 7:

To the best of your ability, estimate the amount of money you will have in your savings account when high school classes end and before you start working for the summer of 2009.

Line 8:

To the best of your ability, estimate the amount of money you hope to save from your summer 2009 employment.

Line 9:

If you plan on working part-time during your first year at Sheridan, estimate (to the best of your ability) the amount of money that you hope to earn for the period of time you are attending fall and winter classes at Sheridan.

Line 10:

To the best of your ability, enter the amount of scholarship/award money you think you may receive from your high school or other local sources. Do not include scholarship money you think you may receive from Sheridan.

Line 11:

If you receive government income, such as the Orphan's Benefit (CPP) or Disability Benefit, enter the amount of money you receive every month. Do not enter the amount of OSAP you expect to receive.

Line 12:

Enter the dollar value of any other assets held in your name (not your parents). This might include GIC's, RRSPs or automobiles. Specify the type of asset you are including, e.g. RRSP - \$2,500; Car - \$3,000.

Line 13

If your Father's/Stepfather's income is listed on line 1, his signature must be entered on this line; if his income is listed on line 1 and line 12 is left blank, the application will be considered incomplete and will not be processed.

Line 14

If your Mother's/Stepmother's income is listed on line 2, her signature must be entered on this line; if her income is listed on line 2 and line 13 is left blank, the application will be considered incomplete and will not be processed.

Line 15

Enter your signature on this line and the date when this form is completed. If your signature is not entered here, the application will be considered incomplete and will not be processed.

Line 16

Your spouse/common law partner (if married student) must sign on this line and enter the date when this form was completed.

Completed application forms should be mailed to:

Sheridan Institute of Technology and Advanced Learning, Financial Aid & Awards Office, Room D100
1430 Trafalgar Road, Oakville, ON L6H 2L1



2009-2010

Sheridan Student Leadership Award Application

Award Amount: Up to \$5,000 (tuition only)

Deadline for Submission: May 29, 2009

The Sheridan Student Leadership Award was designed to identify and recognize students who demonstrate a capacity for leadership, proven academic proficiency to succeed in their program of study and financial need.

CRITERIA

- Demonstrate a capacity for leadership
- Proven academic proficiency to succeed in program of study
- Must have a grade point average of 3.5 or greater by August 29, 2009
- Demonstrate financial need
- Full time enrolment at Sheridan
- Applicant must have completed at least one full year at Sheridan College and will return to enter into 2nd, 3rd or 4th year of the same program
- Recipients can not be in receipt of a tuition award for the 2009-2010 academic year

Please return your completed application by the deadline date indicated above, including reference letters, to:

Laurie Jackson
 Director, Financial Aid & Awards
 Sheridan Institute of Technology and Advanced Learning
 1430 Trafalgar Road
 Oakville, ON L6H 2L1

PERSONAL INFORMATION

Last Name: _____		First Name: _____	
Student ID: _____		Social Insurance Number: _____	
Current Address: _____			
City: _____	Province: _____	Postal Code: _____	
Phone: _____	Citizenship: <input type="checkbox"/> Canadian <input type="checkbox"/> Landed Immigrant		
Sheridan email address: _____			
Program of Study: _____			Year: _____

For Office Use Only

BUDGET SHEET TO DEMONSTRATE FINANCIAL NEED

Study Period Start Date:

Study Period End Date:

- Co-op students enter only your resources and expenses for the current study term in which you are attending classes.
- Non-co-op students enter your expenses and resources for the eight month study period in which you are attending classes in the current academic year.

Please only include your resources and expenses for the period of time that you are attending fall and winter classes.

FINANCIAL RESOURCES/INCOME		ESTIMATED EXPENSES DURING STUDY PERIOD <i>(if sharing, indicate your portion only)</i>	
Savings (summer and previous)	\$	Tuition	\$
Parental/Spousal Contribution	\$	Books/Supplies	\$
Part-time monthly income		Residence/Rent	\$ x months = \$
\$ x months = \$		Utilities	\$ x months = \$
Other income	\$ x months = \$	Phone	\$ x months = \$
Scholarships/Bursaries (please specify)	\$	Cable	\$ x months = \$
Government Income (EI, CPP, VRS, Child Tax Benefits, Indian Affairs, etc.)	\$ x months = \$	Food	\$ x months = \$
OSAP for Fall/Winter session	\$	Personal Care Products <i>(shampoo, toothpaste)</i>	\$ x months = \$
Canada Student Loan	\$	Child Care	\$ x months = \$
Ontario Student Loan	\$	Transportation	\$ x months = \$
Canada Study Grant	\$	Car (gas, insurance, repairs)	\$ x months = \$
Canada Part-time Student Loan	\$	Car Loan	\$ x months = \$
Child Care Bursary	\$	Sheridan Parking	\$
Study Opportunity Grant	\$	Minimum Credit Card Payments	\$ x months = \$
Other loans	\$	Health Care (if uninsured)	\$
Other resources (must specify – assets, GIC's, RRSP's, etc.)	\$	Other expenses (must specify)	\$
TOTAL RESOURCES	\$	TOTAL EXPENSES	\$

COMMUNITY VOLUNTEER SERVICE EXPERIENCE

Since January 1, 2007, list any service activities in which you have participated as a volunteer in the community at large.

Name of service activity or organization: _____

Your leadership role/position: _____

Your relationship as leader to the organization: _____

From (mm/yy): _____ To (mm/yy): _____

Name of service activity or organization: _____

Your leadership role/position: _____

Your relationship as leader to the organization: _____

From (mm/yy): _____ To (mm/yy): _____

Name of service activity or organization: _____

Your leadership role/position: _____

Your relationship as leader to the organization: _____

From (mm/yy): _____ To (mm/yy): _____

OTHER ACTIVITIES

Since January 1, 2007, list any service activities that you have participated in that are not school or program related.

Name of service activity or organization: _____

Your leadership role/position: _____

Your relationship as leader to the organization: _____

From (mm/yy): _____ To (mm/yy): _____

Name of service activity or organization: _____

Your leadership role/position: _____

Your relationship as leader to the organization: _____

From (mm/yy): _____ To (mm/yy): _____

Name of service activity or organization: _____

Your leadership role/position: _____

Your relationship as leader to the organization: _____

From (mm/yy): _____ To (mm/yy): _____

SHORT ESSAY RESPONSE

- Answer all the questions within the space provided for each question. Note: No extra information will be read.
- Limit your answers to the events and experiences that have occurred since January 2007.

1. List the three most important activities/experiences in which you took a leadership role. For each role, briefly state why it was important for you to assume the responsibility of leader.

Activity: _____

Leadership Role: _____ Length of involvement: _____

Reason: _____

Activity: _____

Leadership Role: _____ Length of involvement: _____

Reason: _____

Activity: _____

Leadership Role: _____ Length of involvement: _____

Reason: _____

2. Using one or two specific examples from the leadership experiences listed above, describe how your success and failures have contributed to your development as a leader.

LETTERS OF RECOMMENDATION

Instructions to Applicant

You must provide at least two letters of recommendation. The letters should assess your personal character, your contribution to the community and your commitment to leadership.

The letters cannot come from a family member or your roommate/partner. You should fully apprise your recommender about the Sheridan Student Leadership Scholarship and your reasons for applying. You are advised to provide your recommender at least two weeks to write his / her letter. Submit the recommendation with your application by the deadline of May 29, 2009.

Instructions to Recommender

The student named above is applying for the Sheridan Student Leadership Scholarship. In addition to academic excellence, students are also selected on the basis of verifiable and significant service to the community, demonstrated capacity for leadership and demonstrated financial need. The Sheridan Student Leadership Scholarship Selection Committee is requesting your candid, written evaluation of these qualifications and any other insight into the applicant's personal character that you can provide with particular emphasis on how the candidate meets the selection criteria of this scholarship.

Letter 1

Recommender's Name (please print): _____

Title: _____

Affiliation: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____

How long have you known the applicant: _____

In what capacity?: _____

Signature of Recommender: _____

Letter 2

Recommender's Name (please print): _____

Title: _____

Affiliation: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____

How long have you known the applicant: _____

In what capacity?: _____

Signature of Recommender: _____

APPLICANT CERTIFICATION AND RELEASE

I certify that I am enrolled full-time in an eligible program and approved postsecondary school. I certify that by the end of the 2009-10 academic year, I will have either completed one of the following:

- The 1st year of a current program leading to a diploma or certificate but not the second year; OR
- The 2nd year of a current program leading to a diploma or an associate bachelor degree, but not the 3rd year; OR
- The 3rd year of a current program leading to a baccalaureate degree

I certify that the information provided in this application and in the accompanying documentation is true, accurate and complete. I authorize the provision of any information held or to be held by postsecondary institutions, community organizations and others relating to my application, including but not limited to personal evaluations and transcripts to Sheridan Institute of Technology and Advanced Learning.

Signature of applicant:

Date:

APPLICATION CHECKLIST

You are responsible for submitting the following materials to the Financial Aid and Awards Office, 1430 Trafalgar Road Campus, Oakville, Ontario L6H 2L1 by the due date of Friday May 29, 2009 by 4:30 p.m.

- 1 copy of the completed application form (all pages completed, legible and signed)
- 1 copy of an official Sheridan transcript
- A signed letter of recommendation
- Your essay of 1000 typed words
- Supporting documentation

All applicants will be notified in writing by September 30, 2009 the Sheridan Selection Committee's decision. Notification will be mailed to the address provided on the application.



2009 -2010

Sheridan Student Union Entrance Award Application

Deadlines for Submission: June 26, 2009 (for September 2009)
October 30, 2009 (for January 2010)
March 31, 2010 (for May 2010)

PLEASE PROVIDE THE FOLLOWING:

- completed Student Union Entrance Award Application
- letter from you outlining your demonstrated commitment and leadership qualities in volunteer work in school and the outside community
- letter(s) of support and reference from individuals who are familiar with your leadership and volunteer contributions
- a copy of your high school transcript

Please return your completed application, your letter and reference letter(s) to:

Laurie Jackson
Director, Financial Aid & Awards
Sheridan Institute of Technology and Advanced Learning
1430 Trafalgar Road
Oakville, ON L6H 2L1

PERSONAL INFORMATION

Last Name: _____ First Name: _____

Student ID: _____ Social Insurance Number: _____

Current Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Citizenship: Canadian Landed Immigrant

Sheridan email address: _____

Program of Study: _____

Term you will be entering: September 2009 January 2010 May 2010

Place a check mark beside the appropriate information below:

- Where will you be living during the 2009-2010 school year?
 With parents Sheridan Residence With spouse/partner Other
- If you are single, and if you left secondary school after June 2006, please indicate:
 Your parents' gross 2009 income from all sources:
 39,000 or less \$40,000-\$59,000 \$60,000-\$74,000 \$75,000-\$90,000 \$91,000-\$150,000 \$150,000 plus
 Number of school-aged dependents on these parents:
 1-2 dependents 3-5 dependents 6 plus
- How many dependent children will be living full-time with you (and your spouse or common-law partner, if applicable) during the 2009-2010 school year? _____

continued on reverse

2009-2010 Sheridan Student Union Entrance Award Application

4. List all bursaries/scholarships for which you have applied to date for the 2009-2010 academic year.

OUTLINE OF FINANCIAL CIRCUMSTANCES DURING STUDIES AT SHERIDAN

Please provide the following summary for the period from September 2009 to April 2010 (or the applicable 8 month study period):

ESTIMATED RESOURCES		ESTIMATED EXPENSES	
Summer Savings	\$	Total Fees	\$
Previous Savings	\$	Total book/equipment costs	\$
Estimated income during the 09/10 school year	\$	Rent (if applicable)	\$
Expected contribution from parents/spouse	\$	Food	\$
Other awards to be received	\$	Transportation	\$
Estimated OSAP to be received	\$	Clothing	\$
Other	\$	Other	\$
TOTAL ESTIMATED RESOURCES	\$	TOTAL ESTIMATED EXPENSES	\$

RESOURCES

1. Anticipated amount saved for college: \$ _____
 2. If you are not employed, are unable to work or to space a reasonable portion of your summer earnings, please explain why.
-
-

STUDENT DECLARATION

I understand that if I receive a Student Union Entrance Award, it may be taxable and I will receive a T4A for the 2009 taxation year. I understand that if I am an OSAP recipient, that the Ministry must be notified that I have received this award. I certify that to the best of my knowledge, the above information is true and accurate. I authorize the release to the Selection Committee of any information pertaining to this application. I understand that I may be required to provide documentation to substantiate my financial need.

Student Signature: _____

Date: _____