

SUPPORTING DOCUMENTATION REQUIRED

All students applying for financial aid must submit the following documents after completing the online application. Please note that **these documents are required** before the Committee will assess your application. **You will not be contacted if documentation is missing**; therefore, it is incumbent upon you to provide the necessary information. If you supply improper or insufficient documentation it may adversely affect your application. There is **no appeal process** so we urge you to take care in filling out this application.

1. DEBT INSTRUMENT STATEMENTS

Supporting documentation must be submitted for each debt instrument you have, *indicating the amount owing as of August 31, 2019 (less any amount paid on tuition if paid before August 31st)* in order for the information to be considered on this application. (e.g. Personal Loans, Credit Cards, Personal Line of Credit, etc.)

If no personal loans or lines of credit are available to you, please attach supporting documentation showing that you applied for loans/lines of credit and were refused. Please note that all students applying for financial aid are expected to have accessed all available private loans and personal lines of credit.

2. STUDENT LOAN ASSESSMENT FORMS

A copy of your Canada and Provincial Student Loan Assessment Form / Funding Detail Form, showing the amount of your award and your allowable costs and expenses. You must provide the Assessment form; other Student Loan documentation is not sufficient. If you do not provide the proper documentation it may result in prejudice to your application.

If you did not apply for a Canada or Provincial student loan, or applied but did not receive a loan, attach an explanation of why you did not apply/did not receive a loan and documentation supporting your explanation. If you applied for a loan but were refused, please attach your student loan assessment showing that you were denied funding and the assessment of your allowable costs and expenses. Please note that all students applying for financial aid are expected to have applied for both Canada and Provincial student loans. **We understand that many of the provinces are going “paperless”. You can sign into your on-line account and print the assessment / funding details information from the website.**

Note: If loan information is not available by the application deadline, submit this application with estimates if possible, and supply assessment forms as soon as available. You will not be contacted to remind you to submit your documentation. If you do not supply the proper documentation you will be imputed the maximum student loan amount for your province.

Please note that we require supporting documentation for your outstanding student loan balance/s (not including this academic year).

3. CHILD CARE COSTS

If you have made a claim for child care costs, include proof of expenses (day care etc.).

4. HEALTH COSTS

If the amount you have claimed for health costs (medical, dental, optometric, and other health costs) is greater than \$500, include supporting documentation (receipts) for those costs. Include expenditures dated after August 31, 2019.

OTHER APPLICATION COMPONENTS –

SCHULICH SCHOLARSHIP COMMUNITY SERVICE RECORD

Applicable only if you are a ***second or third*** year who is applying for a Schulich Scholarship under the Community Service category.

To be considered for a Schulich Scholarship under the Community Service category, you must prepare and submit a Community Service Record, a document detailing your contribution to school activities, community life, and evidence of entrepreneurial talent, both before and during law school. Compose the document on a word processor, print it, and include it with the application package you hand in.

Carefully read and follow these guidelines for formatting your Community Service Record

- Print the document on letter size paper, single-sided, with one-inch margins, using 12 pt font. Number your pages
- Put your Student (Banner) Number in the upper left corner of every page. **DO NOT INCLUDE YOUR NAME OR ANY OTHER SPECIFIC INFORMATION THAT DIRECTLY IDENTIFIES YOU (SUCH AS AN E-MAIL ADDRESS)**
- At the top of the first page, indicate the title “Schulich Scholarship Community Service Record” and your year of study (i.e. 2L, 3L).
- All information should be written in point form. Do not attach a cover letter

Please closely follow these guidelines, doing so is very helpful to the evaluation process.

Organize the list of your activities under the following headings

- 1) **School Involvement**: participation in societies and initiatives within a school (either the Schulich School of Law, Dalhousie University, or a previously-attended post-secondary institution). Academic-related extra-curricular activities may also be listed under this section.
- 2) **Community Contribution**: engagement in organizations that are not linked to a school and that contribute to the betterment of the broader community (local, regional, national, and/or international).
- 3) **Entrepreneurial Talent**: demonstration of creativity, initiative, risk-taking and success in the development and operation of a new business or organization. Innovative and significant contributions to existing businesses or organizations should be also explained in this section.

Some activities will demonstrate achievements that fit the criteria of one or more of these categories, and will be evaluated accordingly. Please list the activity under the section which best describes the type of contribution.

For each activity, please provide the following information:

- Name of organization
- Position held
- Responsibilities
- List of specific accomplishments
- Time contribution (number of hours per week)
- Duration of involvement (e.g. number of months, or starting and ending dates)
- Indicate whether activity was required by academic curriculum
- Specify whether remuneration was provided for involvement
- Reference name, title and contact information (phone number and/or email address).

Failure to include all details requested will adversely affect the evaluation of your application. The Student Finance Committee may request additional information from applicants as needed.

NAMED AWARDS STATEMENT OF ELIGIBILITY

Please supply a **separate letter for each named award** for which you have applied following the below format:

- ***A separate sheet of paper for each award*** (no more than one page)
- At the top of the page list the following:
 - banner number **DO NOT PUT YOUR NAME ON THIS SHEET**
 - year of study
 - name of the award for which you have applied.
 - **Residency** – please submit proof of residency as pertaining to the award for which you have applied (copy of Provincial Health card or Drivers License). ***ONLY ONE COPY*** required, do not black out information, only Tiffany sees this document so that she can confirm residence for the committee members.
 - **Mature Student** – If you have applied for an award which has “Mature Student” criteria, please indicate how this status applies to you.
 - Please **customize** each statement to the particular award: do not spam your application
 - Please use **point form: think minimalistic**
- Less than 1,000 words **per** award application
- 12 POINT FONT
- ***IN POINT FORM***, explain how you meet the eligibility requirements for the named awards for which you have applied.

Be certain to address all of the requirements, other than financial need which will be assessed based on completion of Part D of the Application. Where you apply for more than 1 award, be sure to identify each award separately and allow sufficient room to address your eligibility for each requirement of each award for which you apply.

PLEASE PUT YOUR BANNER NUMBER ON THE TOP OF THE PAGE OF EACH DOCUMENT AND NOT YOUR NAME