



Frequently Asked Questions - Graduate Awards

Please (i) review the answers to the following Frequently Asked Questions and (ii) review the information provided on the Graduate Awards website (www.grad.ubc.ca/awards) before contacting Graduate Awards staff directly.

1. How will I receive my award funding?

Award funding is paid via one of two systems:

Student Service Centre (SSC) https://ssc.adm.ubc.ca	UBC Payroll System www.finance.ubc.ca/payroll
<ul style="list-style-type: none"> • International Tuition Award • Four Year Fellowship (4YF) tuition funding • Four Year Fellowship (4YF) stipend funding for international students • Graduate Support Initiative (GSI) awards • Department-Recommended Awards • Aboriginal Graduate Fellowships • Affiliated Fellowships 	<ul style="list-style-type: none"> • Four Year Fellowship (4YF) stipend funding for domestic students • Large externally-funded scholarships such as: <ul style="list-style-type: none"> ○ CIHR ○ NSERC ○ SSHRC ○ Vanier ○ Heart and Stroke Foundation

SSC award offers are accepted online via the SSC (notifications of award offers will be sent to you by email). SSC award payments are first applied against any outstanding fees, with the balance paid to you as a cheque that you will pick up from Enrolment Services in Brock Hall. Detailed information about accepting and receiving payments via the Student Service Centre is available at: <https://www.grad.ubc.ca/current-students/scholarships-awards-funding/student-service-centre-awards> and in the Notice of Award generated when you accept the award offer on the SSC.

Payroll awards are paid twice per month, on the 15th and at the end of the month, by direct deposit into your personal bank account. Detailed information about activating and receiving payments via the Payroll system is available at: <https://www.grad.ubc.ca/current-students/scholarships-awards-funding/payroll-awards>.

2. When will my awards be assigned? When will I receive my award funding?

Awards paid through the SSC should be assigned by the end of August 2013. If an award you are expecting does not appear on your SSC account by Tuesday, September 3, please contact Graduate Awards staff (see #7 below). The schedule of award payments will be described in the Notice of Award generated when you accept your award offer on the SSC. **Tuition awards:** Tuition awards for the period of September 2013 to April 2014 are assigned in August 2013; tuition award funding for the period of May to August 2014 will be assigned in April 2014.

Payroll awards will not be listed on your SSC account. However, you will receive a copy of the Student Appointment Form sent to Payroll to initiate your award payments. Payroll awards that were activated by the beginning of August will pay their first instalment on September 15. Payroll awards that were activated after the beginning of August may be delayed, with the first instalment paying at the end of September (or



later, depending on when the award activation forms were submitted). Payroll award payments are issued twice per month, on the 15th and at the end of the month.

3. Do I have to pay my tuition and fees, or will my awards pay them for me?

SSC award payments are first applied against any outstanding tuition and student fees; please review your SSC financial account to determine if you have a positive balance (a cheque will be issued to you) or a negative balance (you need to pay the balance by the due date) after your award payments have been applied. Please note that tuition award do not cover student fees.

Payroll award payments are not applied against tuition and student fees unless you completed a Payroll Deduction Form (<https://www.grad.ubc.ca/forms/tuition-payroll-deduction-form>) when you activated your award. If you did not complete a Payroll Deduction Form, you will be responsible for paying your tuition and fees by the due date.

4. What happens if I register late?

We cannot assign or activate any award funding until you are registered as a full-time graduate student for the funding period. If you register after Friday, August 23, please send a note to the appropriate Graduate Awards staff member (see #7 below) so they will know to proceed with setting up your awards.

5. What awards can I apply for? How do I apply?

The Graduate Awards website lists many upcoming funding opportunities at:

<http://www.grad.ubc.ca/awards/current-students?tid=5>. Each entry provides key information about the funding opportunity, including the application deadline and info about how to apply. Additional resources for award applicants, including links to other funding databases, can be found at:

<http://www.grad.ubc.ca/current-students/scholarships-awards-funding/resources-award-applicants>.

6. Who do I talk to about bursaries, loans, and other needs-based funding (including financial emergencies)?

Please visit the Enrolment Services website (www.students.ubc.ca/finance) for contact information.

7. What if I need to contact Graduate Awards?

If your questions have not been answered by this FAQ or by the Graduate Awards website (www.grad.ubc.ca/awards), you are welcome to contact the Graduate Awards staff member responsible for your Faculty (see below). The best way to contact Graduate Awards staff is by email. When sending an email, please include your name, student number and details about the award you have questions about (award name and/or number).

- Allan Lee (CFIS, DENT, GRAD, MEDI, PHAR, GEOG, PSYC, SOCI): allanlee@mail.ubc.ca
- Angela Rizzo (APSC, EDUC, LFS, FRST): angela.rizzo@ubc.ca
- Anne Brozensky (SCIE, LAW, COMM): anne.brozensky@ubc.ca
- Joanne Tsui (all ARTS except GEOG, PSYC and SOCI): joanne.tsui@ubc.ca
- Marija Zimonja (International Tuition Award, 4YF tuition, and Science GSI tuition for PhD students): marija.zimonja@ubc.ca
- General inquiries: graduate.awards@ubc.ca

Please note that the period of July-October is particularly busy for the Graduate Awards team, and our response times may vary. We appreciate your patience.