SDACC/Conference BU Scholarship

FAQ's for Conferences

Who is the contact person at BU?
Toby Asante (tasante@burmanu.ca) is the BU contact person.

When will BU apply the scholarship funds to the student's account?
Burman will apply the funding to the student's account at the end of September for Fall semester and at the end of January for Winter semester.

How do conferences verify applicants are first-time or transfer students to BU?
New student ID's for the 22/23 school year will begin with 22####. Conferences will need to send their list of applicants to Toby Asante at the deadline, and she will review and verify if they are first-time students to BU. Toby will then email the conference contact person to let them know who is and is not eligible.

How do conferences verify applicants are taking at least 12 or more credits?
Toby will do a check to see if the minimum credit criteria is met. This is also done at the end of the month in between these dates.

What happens if a student drops a course during the semester and goes below 12 credits? Who lets the conference know about this?
Toby will notify the conference contact person if one of their recipients falls below the 12-semester minimum. The scholarship that was applied to the student account will then be removed.

When will billing be sent?
Billing for the SDACC/Conference BU Scholarship will be sent to the SDACC at the end of December for Fall semester and at the end of April for Winter semester. SDACC Treasury will then bill the conferences for their portion of the scholarship.

How are conferences going to know if there are extra scholarships available?
BU will send conferences a list of their recipients in October and will bill conferences in December for their recipients still in attendance. In addition, BU will inform conferences whenever any students leave or fall below the required 12-credit load. The SDACC Board will determine what the policy will be for making unused scholarships available to other conferences.

Scholarship Process

1. Students can apply for the scholarship via the BU Scholarship site. Conferences may also choose to post a link on their conference website or send directly to students who request. Brandy will send the link to each conference.
2. Conference contact is notified via email once an application is submitted.
3. Conference contact will send Toby the list of names from the applications received. Toby will review to verify if these students are first time entrants to BU (new or transfer students) and email conference contact confirming list of eligible applicants.
4. Conferences will approve/deny applicants via JotForm.
5. JotForm will send an automatic email to applicants if they are approved/denied the scholarship.
6. Conference contact will send the approved recipients the scholarship certificate or email noting reason for denial.
7. Conference contact will send Toby and SDACC Treasury the approved list of recipients.
8. Toby will check each month to ensure that students do not drop below the 12-credit required minimum. She will notify conference contacts if any recipients fall below 12 credits and will remove the scholarship from the student accounts.
9. BU will bill the SDACC in December and April. The SDACC will then bill the conferences their portion of the scholarship.