

## [OVC Declaration of Additional Funding Form - FAQ](#)

**Q: Who has to complete this form?**

A: If you have been granted OVC Graduate Stipend Support (Scholarship, Fellowship or Entrance Award) in the upcoming semester, you need to submit this form to ensure you receive your payment.

**Q: I don't know how to fill out this form, who should I contact?**

A: We require students to complete this form, and expect that many of you may have questions. We ask that you please read through the FAQ below, and fill out the Declaration of Funding form to the best of your ability. When you submit your form you may include any questions you have within the email. If we notice that you have filled in your form incorrectly, or missed something in your submission we will contact you to sort it out.

**Q: I don't understand why we need to do this. Why are we being asked to do this now?**

A: Declaring additional funding is not a new requirement. However, in the past, students informally declared through email. We are now asking students to complete this form to ensure each student receiving OVC Graduate Stipend Support understands that reporting additional funding is a requirement, and is tracked.

**Q: What if I only have one or two semesters left – do I still need to complete this form?**

A: In order to treat each student fairly, any student receiving OVC Graduate Stipend Support from May 1, 2018 onwards will be required to complete and submit this form prior to each semester for the duration of the period you will be receiving OVC Graduate Stipend Support.

**Q: I am defending in Winter 2019; do I still need to submit this form for Winter 2019?**

A: If you will be receiving OVC Graduate Stipend Support payments in Winter 2019, then you need to submit this form.

**Q: What if I receive additional funding after the deadline date for the form submission – December 15, 2018?**

A: If you receive notice of this funding prior to January 1, 2019 then you are required to submit an updated Declaration of Additional Funding form. If you receive notice of additional funding after January 1, 2019, then you may declare that funding the next time you submit for the next semester.

**Q: I am not receiving any additional funding; do I still need to complete this form?**

A: Yes. You should list scholarships, bursaries, and awards that you have applied for even if they were not awarded to you. We ask that all recipients apply for additional funding, however, we understand that all students may not receive this funding.

**Q: Which funding do I need to declare?**

A: Any additional funding you receive from a scholarship, bursary, or award. You do not need to list funding provided to you from the department or your advisor.

**Q: Do I only need to declare scholarships, bursaries, and awards over a certain value?**

A: We require that you declare all additional scholarships, bursaries, or awards. We will total all additional funding, and if applicable, we will adjust the amount of your OVC Graduate Stipend Support in accordance with the Terms and Conditions you signed upon acceptance.

**Q: What if I receive an in-program award this upcoming year through OVC Internal Awards in Winter 2019, how do I declare that?**

A: You should list this award on your Declaration of Additional Funding for Summer 2019.

**Q: When I submit my form for the Summer 2019 semester, will I need to write down all of these scholarships, bursaries, and awards again?**

A: No. If you have previously declared a scholarship, bursary, or award, you do not need to declare it again, as we will have it on file from your previous declaration.