Q: I don’t know how to fill out this form, who should I contact?
A: As this is the first semester we are requiring students to complete this form, we expect that many of you will 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 an OVC Scholarship or Fellowship 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 an OVC Scholarship or Fellowship from May 1, 2018 onwards will be required to complete and submit this form prior to each semester for the duration of their OVC Scholarship or Fellowship.

Q: I am defending in Summer 2018; do I still need to submit this form?
A: If you will be receiving OVC Scholarship or Fellowship payments in Summer 2018, then you need to submit this form.

Q: What if I receive external funding after the deadline date for the form submission – April 15, 2018?
A: If you receive notice of this funding prior to May 1, 2018 then you are required to submit an updated Declaration of Additional Funding form. If you receive notice of an external award after May 1, 2018, then you may declare that award the next time you submit for the next semester.

Q: Do I need to list funding I received prior to May 1, 2018?
A: If your award began before May 1, 2018, however, continues beyond May 1, 2018, then you would include that award. If your award was granted and received in full prior to May 1, 2018, and you have not previously declared it, then you need to list it.

Q: I am not receiving any external funding; do I still need to complete this form?
A: Yes. You may list awards you have applied for and not received. We ask that all recipients apply for external funding, however, we understand that all students may not receive this funding.

Q: Which funding do I need to declare?
A: Any funding you receive from a scholarship, bursary or award that is external to the OVC. You do not need to list funding provided to you from the department or your advisor.

Q: Do I only need to declare awards over a certain value?
A: We require that you declare all scholarships, bursaries, or awards that are external to the OVC. We will total all external funding, and if applicable, we will adjust the amount of your OVC Scholarship or Fellowship in accordance with the Terms and Conditions you signed upon acceptance.

Q: I received an in-program award this year through OVC internal awards, do I need to declare that?
A: Yes. Many of these awards are funded through sources outside of OVC.

Q: When I submit my form for the Fall semester, will I need to write down all of these external scholarships, bursaries, and awards again?
A: No. If you have previously declared an external scholarship, bursary or award, you do not need to declare it again, as we will have it on file from your previous declaration.