

RNFBC Application Process:

An Overview for Applicants



Applying – Step 1: Register and Pay the Applicant Fee

In order to access the RNFBC Awards and Scholarships application process, you will need to register and pay a **\$35 non-refundable** fee.

When your payment has been processed, you will receive an e-mail with login information and instructions for starting your application.



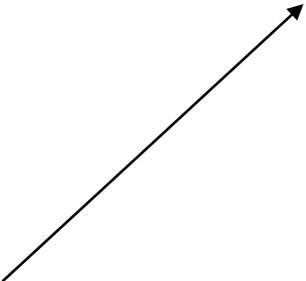
Award Login



Log in

[Forgot Login?](#)

[Sign up](#)



Applying – Step 2: Login

Award Login

[🔒 Forgot Login?](#) [📝 Sign up](#)

Once you have paid your application fee, you will be able to log in to access your application. **You can work on your application as often as needed** until you mark it as ‘Complete’.

You **must** mark your application as **“Complete”** on the Statement of Understanding tab **before the September 15th deadline.**

Applying – Step 3: Entering information on your application

Award Login

Log out

[View Profile Here](#)  [Edit Profile](#)

When you have logged in, you will see beside the Login box that you have the choice to **‘View’** or **‘Edit’** your profile. To enter information, you must be in the **‘Edit’** mode.



Applying – Step 4: Saving your Information

You should save your application frequently. You **MUST** save your work before closing the browser window or logging out of the site. You need to know that every time you **update** (save) your information, the system will revert to 'View' status; you will be able to see your application, but will not be able to enter new information.

The **'SAVE'** button is found in the bottom of the screen (toward the left corner). If you can't see the button, scroll down.



SAVE

CANCEL CHANGES

Applying – Step 5: After Saving

When you have successfully updated your information you will see the message in the green box at the top of your page.

In order to continue completing your application, click on the 'Edit' box below the message, and select 'Update your profile'.

Message

Your settings have been saved.

Edit ▼



Applying – Step 6: Information tabs for all applicants

There are 6 information tabs. All applicants must complete the Contact Info, Personal Information, Bursaries for All Applicants, and the Statement of Understanding tabs.

Edit Your Details

★ Required field | 👁 Field visible on your profile | 👁 Field **not** visible on profile

Contact Info

Personal Information All Applicants

Student Applicant Educational Information

RN Applicant Educational Information

Bursaries For All Applicants

Statement of Understanding All Applicants



Applying – Step 7: Program-specific information tabs

All applicants must complete **EITHER** the RN Applicant Tab or the Student Applicant Tab.

Edit Your Details

★ Required field | 👁 Field visible on your profile | 👁 Field **not** visible on profile

Contact Info

Personal Information All Applicants

Student Applicant Educational Information

RN Applicant Educational Information

Bursaries For All Applicants

Statement of Understanding All Applicants



Applying – Step 8: RN or Student Tabs

Your eligibility for bursaries is linked to the program in which you are enrolled. If you are a Registered Nurse, use the RN Applicant Tab; if you are a Student Nurse, use the Student Applicant Tab.

Application

Contact Info

Student Applicant Educational Information

Personal Information All Applicants

RN Applicant Educational Information

Bursaries For All Applicants

Statement of Understanding All Applicants

Student applicants means studying to become a Registered Nurse (RN) by taking one of the following:

Baccalaureate Registered Nurse Program

Registered Nurse Re-entry Program

Registered Nurse Re-Entry for Internationally Educated Nurses

Typical applicants are therefore studying to get a baccalaureate degree that will enable them to become a RN or a RN who has a diploma who studying to to get a baccalaureate degree.

Don't forget to Save once you have completed these fields.

Indicate the program of study in which you are enrolled for 2021 -

Name of Educational Institution -



Applying Step 9: Confirming your residency

On the Personal Information tab, you must upload a document that proves that you have been a resident of BC for at least 6 months.

Accepted forms of proof include: *BC Drivers License, BC ID Card, or a Utility Bill.* *Please note that the ID should include your address. **Passports and Permanent Residency cards are NOT accepted.**

***Accepted file types: doc, docx, pdf, jpg, jpeg**



Applying Step 10: Confirming your enrollment

The Personal Information tab is also where you must prove that you have been enrolled in a qualifying nursing program for at least one term in 2021.

If you are a continuing student, attach a copy of your on-line confirmation of 2021 enrollment **PLUS** if available, a copy of your current class/term registration schedule. Please ensure that your student number is included.

If you are starting your program in 2021, attach a copy of your Letter of Acceptance and if available, a copy of your current course/term registration schedule. Without proof of enrolment, you will not be eligible for a bursary.



Applying Step 11: RNs must confirm registration and provide employment information.

The final 3 fields on the Personal Information tab are **for RNs only**. You must answer the questions about your current employer and your position/area of practice, and upload proof of of current BCCNM registration.



Applying – Step 12: Default Bursaries

All candidates who complete the application are automatically considered for the default bursaries. There are 12 default bursaries open to undergraduate students, and 10 for graduate students.



Applying – Step 13: Bursaries With Specific Eligibility Criteria - Select to Apply

Be sure to include your supporting documents

1. Dorothy Kergin Bursary



2. Founders Award



2A. You must provide proof of being an active volunteer participant in community and professional activities.

Click Here to Upload Your File  

3. Mary Sutherland Bursary

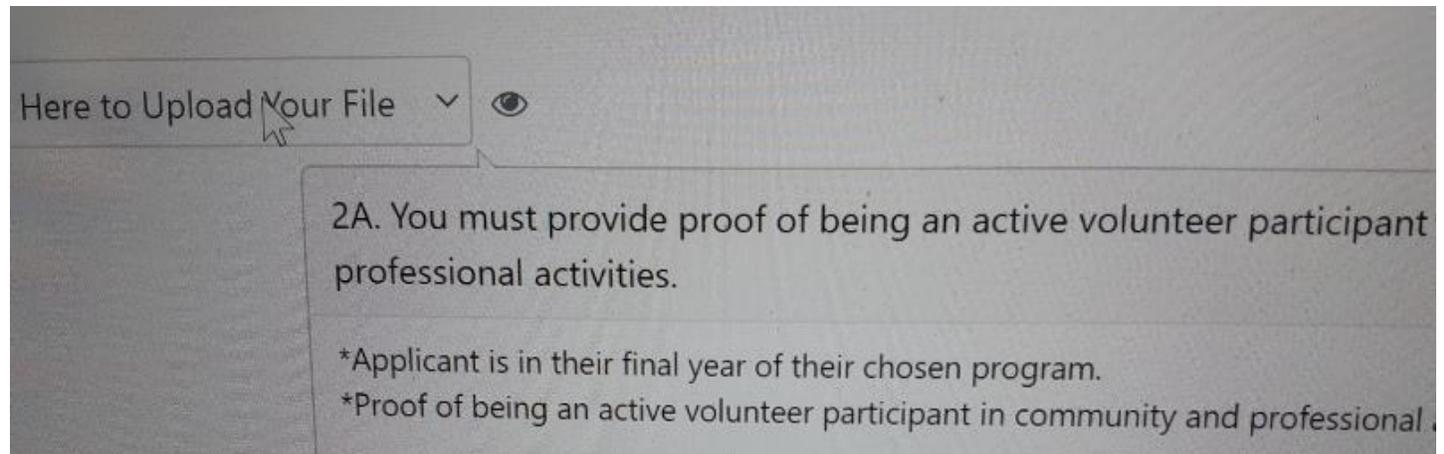


3A. You must provide confirmation of enrollment with main focus on Mental Health or confirmation of employment in the Mental Health Field (see notes).

Click Here to Upload Your File  



The specific criteria for each of these awards can be viewed by hovering over the upload box. The supporting documents for these specialized bursaries are crucial. If you have not included the appropriate document, your application will not be considered.



Applying – Step 14: Statements of Understanding

When you have entered all your information and are ready to submit your application, go to the **'Statement of Understanding All Applicants'** tab. On this tab you must acknowledge **each** statement by checking **all of** the boxes.

All check boxes are required fields. Failure to complete all statements will mean that you will be unable to complete your application process.

- I have read the application instructions and completed the e
- I understand that this fee is non-refundable and that become application fee.
- I have included all the required documentation and my state
- I have submitted complete and true information on this form now or in the future.



Applying – Step 15: Marking your application as ‘Complete’

Continuing on the ‘[Statement of Understanding All Applicants](#)’ tab, your final step is to confirm that your application is **Complete**. As long as this box is checked before the September 15th submission deadline, your application will be reviewed.

Within one business day of marking your application ‘Complete’, you will no longer be able to login. If you need to change anything, please contact the RNFBC office.



If you have not marked your application as 'Complete', it will not be considered.

Unless you

I confirm that my application is now complete. I further understand that if my application is either not marked as complete or is not complete it will be disqualified.

Summary

Important reminders:

Be sure to mark your application 'Complete'.

Be sure to accept all Statements of Understanding.

If you have questions, you can contact RNFBC staff by phone or email. Because of COVID-19, we are not in the office, but we are checking voicemail regularly. Your call will be returned as soon as possible.

(604) 739-1944, ext. 261

Email: info@rnfbc.ca

