

Pathways Guide for Requesting Funds

To apply for your scholarship funds:

- 1) Set up your student account:
 - A) Go to: <https://portal.scholarshippartners.ca/welcome/Pathways/>
 - B) Select the **“Activate your account”**
 - C) Enter your email address and select submit.
 - D) Monitor your inbox and junk mail folder for an email from awards@univcan.ca with a temporary password and instruction on how to reset your password.
 - E) Once your password has been reset, complete your profile to access your application.

Pathways to Education Scholarship Payments - Managed by SPC

Welcome!

The Pathways to Education Scholarship is designed to support students as they transition from high school to post-secondary education. Scholarship funds can be applied to post-secondary expenses, which are defined as fees for provincially regulated CEGEP (College d'enseignement general et professionnel) college, university, professional school, post-secondary preparedness programs, high school upgrading programs, apprenticeships, or trade programs. The Pathways Scholarship is dependent on funding availability.

To qualify for the Pathways Scholarship, you must have been active in the Pathways Program for a minimum of two academic years.

For students in New Brunswick, Nova Scotia, Ontario, Saskatchewan, and British Columbia:

- All scholarship payments are sent directly to the academic institution.
- To access the Scholarship funds, students are required to submit either a confirmed letter of acceptance, a conditional letter of acceptance, a tuition bill, or proof of attendance in a post-secondary or certified trade/vocational program.
- The maximum amount of scholarship payments that a student can request for one year is the remaining Pathways Scholarship balance (after application fees, etc.) or a maximum of **\$2,000**.

For students in Quebec:

- Scholarship payments are sent directly to students.
- Funds are disbursed after the student provides a signed release agreement, proof of enrollment in a provincially certified program or institution, their Social Insurance Number (for tax purposes) and bank account information.
- The maximum amount of scholarship payment that a student can request for one year is the remaining Pathways Scholarship balance (after application fees, etc.) or a maximum of **\$1,000**.
- Students enrolled in a program for less than 18 months can use their full Pathways Scholarship balance within that time frame if they choose to.

All students enrolled in post-secondary education may access their scholarship at any time until December 31st of the year they turn 23. All unused scholarship balances will be forfeited following that date.

For more details on the Pathways Scholarship, [click here](#).

Click the link below to get a step-by-step guide for your first fund request:
[PLACEHOLDER](#)

- 2) After logging into the portal, you should navigate to the **"My Profile"** section in the drop-down menu and proceed to create your profile.

You are viewing the system as John Smith Test

Home Contact Support

Welcome John

MY LINKS
My Profile
Update Password

ACTIONS
Notifications
End Session

Search for Public Scholarships
Have a Code?
My Payments
Scholarship Application Tips
To Do
T4A

My Applications

Listed below are the applications you have started or submitted. You can review your scholarship application or the status of your application at any time. It is strongly recommended that you verify your account to ensure that all supporting documentation has been received and approved. The status of documents will be updated in the order they are received, and you will be notified by email should any revisions be required.

#	Status	Scholarship Name	Year	Account Number	Last Modified	
1	Draft	Pathways to Education Scholarship Program	2023	202334693250	30/04/2023 15:59	Open

3) Upon logging into your account, you should locate the "Open" button at the bottom of the page and click on it.

You are viewing the system as John Smith Test

Home Contact Support

Welcome John

Search for Public Scholarships
Have a Code?
My Payments
Scholarship Application Tips
To Do
T4A

My Applications

Listed below are the applications you have started or submitted. You can review your scholarship application or the status of your application at any time. It is strongly recommended that you verify your account to ensure that all supporting documentation has been received and approved. The status of documents will be updated in the order they are received, and you will be notified by email should any revisions be required.

#	Status	Scholarship Name	Year	Account Number	Last Modified	
1	Draft	Pathways to Education Scholarship Program	2023	202334693250	30/04/2023 15:59	Open

4) You can find the Pathways Scholarship disbursement guide for review under the **"Program"** tab, which is the first tab displayed.

Scholarship Partners Canada. Partenaires en bourses d'études Canada. Home Contact Support

John Smith - 202534679089

PROGRAM APPLICANT INFORMATION ACADEMIC FUNDS REQUEST ACCESS TO FILE SUPPORTING DOCUMENTATION CONSENT

Pathways to Education Scholarship Program

Pathways to Education scholarships are designed to support students as they transition to post-secondary study or employment.

- The maximum amount of scholarship payments requested for one year of a multi-year program is \$2000. The amount requested cannot exceed the remaining scholarship balance.
- Students with a balance after their first full year may use their remaining scholarship funds for continued study post-secondary.
- Students enrolled in a one year program may use their full scholarship balance in year one of post-secondary.

A student must have been active in the Pathways program for a minimum of two full academic years.
Students may access their scholarship anytime until December 31st of the year that they turn 23 years of age. All unused scholarship balances will be forfeited following this date.

Full Guidelines

[Pathways Disbursement Guide for Students .pdf](#)

This program will close for submissions at:
2030-03-31 23:59:59 EST

Save Draft Submit Withdraw

5) The second tab is labeled as **"APPLICANT INFORMATION"**, which is where you have entered your profile information.

You are viewing the system as John Smith Test

Scholarship Partners Canada. Partenaires en bourses d'études Canada. Home Contact Support

1 of 3

John Smith Test - 202334693250

PROGRAM **APPLICANT INFORMATION** ACADEMIC FUNDS REQUEST ACCESS TO FILE SUPPORTING DOCUMENTATION CONSENT

▼ Applicant Information

First Name: John
Last Name: Smith Test
Permanent Address:
Permanent Address 2:
City: Ottawa
Province / State: Ontario
Postal Code / Zip Code:
Country: Canada
Telephone:
Email: johnsmith-test@gmail.com

Save Draft Submit Withdraw Submit

6) You must enter the name of the school that you are currently attending or planning to attend in the "ACADEMIC" tab.

You are viewing the system as John Smith Test

Home Contact Support

1 of 3

John Smith Test - 202334693250

PROGRAM APPLICANT INFORMATION **ACADEMIC** FUNDS REQUEST ACCESS TO FILE SUPPORTING DOCUMENTATION CONSENT

Post-Secondary Data

Enter the name(s) of educational institution you plan to attend during the upcoming academic year:

If you have already created institutions on your profile, you may add them to your application by clicking on 'Add from Profile' below. To add new institutions, click on 'New'.

Once the record has been added please close the window and click the 'Refresh' button.

Status	Institution Name	Start Date of Studies	Length of Program	Proposed Field of Study	Degree or Diploma Sought
--------	------------------	-----------------------	-------------------	-------------------------	--------------------------

Add from Profile New Refresh

BACK NEXT

Save Draft Submit Withdraw Submit

7) Under the "ACADEMIC" tab, input the name of your school, program start date, program length, field of study, and degree or diploma type. You will need to close the window, and refresh by clicking "Save Draft".

You are viewing the system as John Smith Test

Home Contact Support

1 of 3

ACADEMIC

ESS TO FILE SUPPORTING DOCUMENTATION CONSENT

emic year:

ation by clicking on 'Add from Profile' below. To add new institutions, click on 'New'.

Length of Program	Proposed Field of Study	Degree or Diploma Sought
-------------------	-------------------------	--------------------------

Draft Submit Withdraw Submit

Submit Close Create

8) By accessing the "FUNDS REQUEST" tab, you can view the funds available to you. Note that the maximum amount you can request for one year of a multi-year program is \$2000. To make a request, click on the "NEW" button, enter the required amount, close the window, and refresh by clicking "Save Draft".

The screenshot shows a web application interface for a student named John Smith (ID: 202534679089). The user is logged in as John Smith. The navigation menu includes PROGRAM, APPLICANT INFORMATION, ACADEMIC, FUNDS REQUEST (selected), ACCESS TO FILE, SUPPORTING DOCUMENTATION, and CONSENT. The 'Funds Request' section is expanded, showing instructions: 'The maximum amount a student can request for one year of a multi-year program is \$2000. The amount requested cannot exceed the remaining scholarship balance. Your scholarship balance for this year is currently . Please confirm the amount you are requesting by clicking New. Once you have entered the amount, please close the window and refresh by clicking Save Draft.' Below the instructions is a table with columns 'Status' and 'Requested Amount'. A 'New' button is circled in red in the 'Status' column. At the bottom of the page, there are buttons for '< BACK', 'Save Draft', 'Submit' (circled in red), and 'Withdraw', followed by 'NEXT >'.

9) If you would like to authorize your parents, guardians, to receive information about your application, they can contact Universities Canada on your behalf by phone or email through the "ACCESS TO FILE" tab on your account.

The screenshot shows a web application interface for a student named John Smith Test (ID: 202334693250). The user is logged in as John Smith Test. The navigation menu includes PROGRAM, APPLICANT INFORMATION, ACADEMIC, FUNDS REQUEST, ACCESS TO FILE (selected), SUPPORTING DOCUMENTATION, and CONSENT. The 'Authorization for the Distribution of Personal Information' section is expanded, showing instructions: 'In compliance with privacy Law, information about your application will not be released to anyone who has not been specifically authorized by you, the applicant. Third parties (parents, guardians, etc.) may contact Universities Canada on your behalf, in person, by phone, or by email, to receive information about your application but only if you have authorized them on your account. To add an individual to your file, please click the "Authorization List" button below and provide the names of family members or legal guardians to whom Universities Canada may release your personal information. Please also provide a verbal password for their use when contacting Universities Canada. Information about your file will be only be given to those individuals who appear on your list and can provide this password. It is your responsibility to ensure the individuals named below are aware of the password you have provided Universities Canada. Note: You are not required to provide access to your file and may change the information at any time.' Below the instructions is an 'Authorization List' button. At the bottom of the page, there are buttons for '< BACK', 'Save Draft', 'Submit', 'Withdraw', and 'Submit'.

10) To upload your proof of registration, you must access the **"Supporting Documentation"** tab and click on the **"Open"** button.

The screenshot shows the 'Supporting Documentation' section of the application. At the top, there is a navigation bar with tabs: PROGRAM, APPLICANT INFORMATION, ACADEMIC, FUNDS REQUEST, ACCESS TO FILE, **SUPPORTING DOCUMENTATION**, and CONSENT. Below the navigation bar, there is a text box explaining that supporting documentation is required and must be received by Universities Canada on or before 2030-03-31. It also provides contact information for Scholarship Partners Canada. Below this, there is a section titled 'Supporting Documentation' with a sub-header 'To upload or send your supporting documents. Please click on "open" below.' A table with columns 'Status', 'Name', 'Required', 'Document', 'Student Comment(s)', and 'Last Updated' is displayed. The table has one row with 'Document Requested', 'Proof of Registration', 'Y', and an 'Open' button circled in red. At the bottom of the page, there are buttons for 'Save Draft', 'Submit', 'Withdraw', and 'Submit'.

11) Clicking on **"Open"** will take you to the proof of registration page where you can upload a PDF proof of registration. Don't forget to save your draft by clicking on **"Save Draft"**.

The screenshot shows the 'Proof of Registration' page. At the top, there is a navigation bar with a tab labeled '1'. Below the navigation bar, there is a section titled 'Proof of Registration' with a sub-header '1'. The main content area contains a text box explaining that a proof of registration (tuition invoice, timetable or letter from the Registrar's Office) is required. It also includes a note: 'NOTE: Please upload the documents and/or images in the pdf format only. To finalize your documentation submission, choose "Document Mailed" if you sent it by mail/email to Scholarship Partners Canada, or choose "Document Uploaded" if you uploaded it to the portal.' Below the note, there is an 'Upload' button circled in red. At the bottom of the page, there is a 'Student Comment(s)' section with a text input field. At the very bottom, there are buttons for 'Save Draft' and 'Document Uploaded'.

12) After reviewing and completing the consent on the last tab, you can proceed to click on the "Submit" button located at the bottom of the page once you have entered all your information.

The screenshot shows a web application interface for a scholarship application. At the top, there is a header with the logo 'Scholarship Pathways Canada' and navigation links for 'Home' and 'Contact Support'. Below the header, the user's name 'John Smith - 202534679089' is displayed. A horizontal menu contains several tabs: 'PROGRAM', 'APPLICANT INFORMATION', 'ACADEMIC', 'FUNDS REQUEST', 'ACCESS TO FILE', 'SUPPORTING DOCUMENTATION', and 'CONSENT', with 'CONSENT' being the active tab. The main content area is titled 'Applicant Consent & Declaration' and contains several sections of text explaining the collection, sharing, use, and storage of personal information. At the bottom of the page, there are three buttons: 'Save Draft', 'Submit' (which is circled in red), and 'Withdraw'. A dropdown menu is also visible above the buttons, showing '--Select One--'.

13) It is strongly recommended that you plan accordingly, as payment may take 6-8 weeks after the applicant submits their fund request.

14) If you need help, please log-in to your account and navigate to Contact Support.