## Populi Instructions How to Download a Fillable PDF form, Complete, Upload and Send

Booth University College				
Step 1	Files 그 New Folder 윤 Upload Files			
Files	□ Name ▲	Kind	Size Date Added	
跲 Shared	Approved Academic Accommodations	Folder	Sep 11, 2020 10:49am	
Q Search	🗆 🔁 Bistro	Folder	Aug 20, 2020 3:09pm	
🔟 Trash	Completed FINANCIAL AID documents for review	Folder	Dec 18, 2019 10:35am	
•	Forms - Financial Aid Step 2	Folder	- Dec 18, 2019 10:32am	
Using 188.8 MB of 2 GB	Forms - Registrar's Office	Folder	Dec 18, 2019 10:32am	
	Forms - Student Services	Folder	Jun 15, 2020 2:09pm	

**Step 1:** From your Populi account, locate the "files" section.

Step 2: Click on the file where the document you are seeking is kept ie: "Forms – Financial Aid"

Home Files Calendar Financial			Q Search 👔 v Help v
통 Booth Universi	ty College		
😂 inbax 🛛 3	Files > Forms - Financial Aid & Rename Folder □ New Folder Au Upload Files		
Files	This folder is shared · Manage Sharing Step 4		📇 🚺
2음 Shared Q, Search	Application for Needs-Based Bursary (MSBI) - updated Oct 2020.pdf 👍 Download 🗣 Send 🕼 Copy 🖓 Move. 🗎 Trash	Kind	Size Date Added
🗊 Trash	Application for 2 + 2 Business Scholarship - March 31st Deadline - updated Oct 2020.pdf	PDF Document	198.8 KB Oct 9, 2020 11:10am
	Application for Business Innovation Scholarship - March 31st Deadline - Updated Oct 2020.pdf	PDF Document	175.3 KB Oct 9, 2020 11:10am
Using 188.8 MB of 2 GB	Application for Campus Impact Award - March 31st Deadline - Updated Oct 2020,pdf	PDF Document	253.8 KB Oct 9, 2020 11:10am
	Application for Community Impact Award - March 31st Deadline - Updated Oct 2020,pdf	PDF Document	258.7 KB Oct 9, 2020 11:10am
	Application for Community Impact Award For Indigenous Students - March 31st Deadline - Updated Oct 2020.pdf	PDF Document	263.4 KB Oct 9, 2020 11:10am
	Application for Community Impact Award For Students from Frontier School Division- March 31st Deadline - Updated Oct 2020.pdf	PDF Document	263.2 KB Oct 9, 2020 11:10am
	Application for Life Long Learning Award - March 31st Deadline - Updated Oct 2020.pdf	PDF Document	206.9 KB Oct 9, 2020 11:10am
	D Application for Life Long Learning Award for Students fr the Wpg Adult Ed Centre - March 31st Deadline - Updated Oct 2020.pdf	PDF Document	213.1 KB Oct 9, 2020 11:10am
	Application for Major & Mrs Fustus Uko Abara Scholarship - March 31st Deadline - updated Oct 2020.pdf	PDF Document	278,8 KB Oct 9, 2020 11:10am
Step 3	Application for Needs-Based Bursary (MSBI) - updated Oct 2020.pdf	PDF Document	228 KB Oct 9, 2020 11:10am
L	Application for President's Entrance Scholarship - March 31st Deadline - Updated Oct 2020.pdf	PDF Document	210.6 KB Oct 9, 2020 11:10am

**Step 3:** Click to highlight the form you wish to complete. **Step 4:** Click on "Download".

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	EXECUTE VERSION VIEW OF A RETURN VIEW OF A RETURN VIEW OF A RETURN VIEW OF A RETURN VIEW OF A VIEW OF	ation whents who can prove that there is a need for an amount as already secured for any audience year. It is denary to have their finatcip lain in gabe effore applying for a ew and returning students and is applied toward tuilion. Information below town demonstrating need will be considered. Information below Town and the security of the security	Personal Explanation         Present Explanation         Present Explanation         Present Explanation         Present Explanation         Present Explanation         Present Explanation here         Trank you
	Work Income/month (for this term): Spouse Income/month (for this term): Savings or RSSP (allocated to this term): Parent contribution (for this term): . Student loan (for this term):	\$ 200mmb \$ 0 \$ 2000 \$ 4000 \$ 1200	understand that micropresentation, fabrilind documents, or the withholding of registrated information with respect to this application may result, in the fault of my burssy. Take a ketworkedge that it is my responsibility to submit all supporting documents required for this bursary varies to Booth Linkevity College on or before the respective deadine to remain eligible. Incomplete applications will not be considered. If withdraw or do not complete any or all course attempted, twill be responsible to pay for the courses and oversement of financial satisfactor. I construct to full access for my student records and government foan
	Parent contribution (for this term): Student loan (for this term): Other resources (for this term): The personal information collected will be used for	2 micro 5 micro 5 micro determining elablish for this award. This information	withdraw or do not complete any or all courses attempted, I will be responsible to pay for the courses and any overpayment of financial assistance. I consent to full access to my student records and government loan records.

## **Step 5:** Complete all blue fillable PDF sections.

Application for Needs-Based Bursary (MSBI) - updated Oct 2020 (7),pdf - Adobe Acrobat Reader DC

	Step 6	d Bursary (MSBI) - updated Oct 2020 (7).	pdf - Adobe Acrobat Reader DC
File I	Ect View Sign	Window Help	
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I		EDUCATION FOR A BETTER WORLD Needs-Based Bursary (MSBI) AF	Printer: Microsoft Print to PDF Properties Advanced Help ⑦ Copres: Printer: Microsoft Print in grayscale (black and white) Save ink/toner ①
1		Average \$250-\$500 per term awarded Students may apply each term New/Returning Student A needs-based bursary is an award given to h of mone to supolement the amount the stu	Pages to Print         Scale: 100% <ul></ul>
1		meant to supplement only. Students are req needs-based bursary. The bursary is availabl In order to be eligible for the above bursary, bursary is awarded on a competitive basis.	Page Sizing & Handling ①     Multiple     Booklet
•	Applicant must co     Applicant must ro     Applicant must ro     Applicant must ro     Fall Term     WinterTe     Spring Ter	<ul> <li>Applicant must complete budget res</li> <li>Applicant must provide a personal ey</li> <li>Applicant must submit application pr</li> <li>Fall Term - July 31<sup>st</sup></li> <li>Winter Term - November 30</li> <li>Spring Term - March 31<sup>st</sup></li> </ul>	Fit     Actual size     Shrink oversized pages     Custom Scale: 100     %     Choose paper source by PDF page size
		Applicant Information	Orientation: Auto  Portrait Landscape
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		Savings or RESP (allocated to this te	rm): \$ 2000 reporting the second seco

**Step 6:** Once completed, click "File" then "Print".

**Step 7:** Choose Printer selection to be **"Print to PDF"**.

Step 8: Click on "Print" and choose a destination on your computer you wish to save your form.

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Booth University	/ College Step 10	×	
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Shared	Approved Academic Accom	Done	Sep 11, 2020 10:49am
Q Search	Bistro	Folder	Aug 20, 2020 3:09pm
🔟 Trash	Completed FINANCIAL AID documents for review	Folder	Dec 18, 2019 10:35am
	Forms - Financial Aid	Folder	Dec 18, 2019 10:32am
Using 188.8 MB of 2 GB	Forms - Registrar's Office	Folder	Dec 18, 2019 10:32am
	Forms - Student Services	Folder	Jun 15, 2020 2:09pm

**Step 9:** From your Populi account, locate the "files" section

Step 10: Click on "Upload Files"

Step 11: Drag & Drop your form onto the box, or Click to Choose it from your computer

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A labox 3	Files Step 13		Send a copy to Barb Laforce	Step 14
Files	Application for Needs-Based Bursary (MSBI) - updated Oct 2020 (6).pdf 🖉 Download	G <sup>2</sup> Send O Copy ⊡	alte Date Auveu	Send
원 Shared Q Search	Approved Academic Accommodations     Single Bistro	Folder	- Sep 11, 2020 10:49am	Shared
🗓 Trash	Completed FINANCIAL AID documents for review	Folder	- Dec 18, 2019 10:35am	🚓 💓 💭 👔 +2
Using 188.9 MB of 2 GB	Forms - Financial Aid     Forms - Registrar's Office	Folder	<ul> <li>Dec 18, 2019 10:32am</li> <li>Dec 18, 2019 10:32am</li> </ul>	Shared
	Forms - Student Services     International Students	Folder	<ul> <li>Jun 15, 2020 2:09pm</li> <li>Sep 18, 2020 2:10pm</li> </ul>	Shared
	Policies for Students	Folder	- May 19, 2020 3:29pm	Shared
Step 12	Application for Needs-Based Bursary (MSBI) - updated Oct 2020 (6).pdf	PDF Document	112.3 KB Nov 13, 2020 9:08am	anarou

**Step 12:** Select the uploaded file by clicking in the box

- Step 13: Press "Send"
- **Step 14:** Type in the name of the person you wish to send your form to (it will autofill once you get started), and Press "Send". The uploaded file will remain in your files for your records.