



# POST SECONDARY SCHOLARSHIP PLANNING HANDBOOK

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**Earl Marriott Secondary School**

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## SCHOLARSHIP DEFINITIONS

- a) An **award** is any scholarship, fellowship, bursary, medal, or prize.
- b) A **scholarship** is a monetary award based on academic merit or excellence in the area to which the award pertains.
- c) A **medal** is an award based on academic merit or excellence.
- d) A **prize** is an award in the form of cash or of some tangible object such as a book, based on academic merit or excellence.
- e) An **entrance scholarship** is one that is available to students who are proceeding from Grade 12 to studies at a post-secondary institution.
- f) An **open application scholarship** is one that is available to all students providing that they meet the academic requirements.
- g) A **limited application scholarship (Affiliation Scholarship)** is one for which potential candidates are limited by criteria other than academic.
- h) A **bursary** is a non-repayable grant made to students in need of financial assistance, and who have maintained satisfactory academic records. Evidence of need may be required.
- i) **BC Achievement Scholarships** (Provincial Scholarships) are awarded provincially to 8,000 eligible students who met graduation requirements. No application is necessary. Selected students will be directly notified by the Ministry of Education.
- j) A **Ministry of Education District Award** is given out for excellence in non-academic areas such as Fine Arts, Indigenous Languages and Culture, Applied Skills, Physical Activity, Technical and Trades, Community Services, and Second Languages.
- k) A **fellowship** is the financial grant made to a fellow in a college or university. A Fellow is a graduate student appointed to a position granting financial aid and providing for further study.
- l) A **Student Loan** is granted based on financial need and is obtained through an application to the B.C. Student Assistance Program (BCSAP). The BCSAP is comprised of The Canada Student Loans Program (CSL) and The British Columbia Student Loans Program (BCSL).

For additional information about Student Loans call 1-800-561-1818 or visit the BCSAP website at [www.studentaidbc.ca](http://www.studentaidbc.ca).

# RESEARCHING SCHOLARSHIPS

Students who are applying for any type of scholarship should research the scholarships they wish to apply for. This research should include the following:

1. **Admission applications** - admission applications to post-secondary institutions are typically separate forms with individual deadlines. These applications are usually mailed or electronically submitted to the Office of the Registrar or Admissions Office of the university, college, or school.
2. **Application form** - scholarship application forms should be requested well in advance of deadlines for submitting completed forms. As not all application forms are available from the scholarship coordinator, students should research where and how application forms may be obtained. It is the responsibility of the students to obtain application forms and complete the necessary documentation.
3. **Deadlines** - these dates are firm. Some scholarships specify the date as "postmarked" or "received by". Avoid disqualifying your application. Prepare and submit your applications early.
4. **Documents** - each scholarship or award requires specific documentation. Read, read, and re-read the application instructions. List what is required of the student, and what you need to request from the school or others (i.e. transcripts and marks including specific grades, interim or projected marks, principal's recommendation or ranking, letters of reference, essay, writing specific examinations, resume, bibliography, etc.)
5. **Essays** - some scholarships require the applicant to write an essay or bibliography. Be aware of length, format, and subject matter requirements. If goals are requested, include short term and long term goals. Your long term goals may change over the next few years, but that is usually taken into consideration. Confer with an English teacher about your draft and final work.
6. **Exams** - some scholarships require the writing of government exams and the scholarship component of the government exams. High academic criteria scholarships may require specific exam results such as Euclid Math Exam results, SFU's Dean's Scholarships in Math, Physics, Biology, and Chemistry have explicit requirements.
7. **High academic** - the main criteria for entrance scholarships is a high GPA (grade point average). Some scholarships require that candidates be in the top percentile of their graduating class. Discuss your candidacy with your counsellor.
8. **Nomination** - some scholarships, usually high academic or entrance scholarships, require that the school or principal nominate a student for a specific award. The principal may be unaware of the post-secondary institutions students are applying to, so inform a counsellor and take the time to discuss your options with the principal. Scholarships that require nominations usually have early deadlines for applications.

9. **Procedures/responsibilities** - read the instructions of each award, and follow them. If you are told to print, then print the information. Some essays must be hand-written, others typed. Be neat. Be tidy. Be thorough. If uncertain about some details or instructions, a phone call to the contact individual may be required for clarification. Check out who is responsible for compiling or mailing documents and application forms. Be prepared. Ask for references or documents **at least two weeks before the application deadline**. DO NOT leave requests for information to the last minute. *See References.*

10. **References** - most scholarships require one or more letters of references or recommendation from the principal and others. To assist your reference, provide them with the following items:

- a copy of your transcript and resume and the award you are applying for
- a copy of the criteria the award is based on
- \*\*\*this request should be made **AT LEAST TWO WEEKS** before the reference is required

Writing reference letters is time consuming. Students are responsible for obtaining and completing application forms. Application procedures require considerable time to complete. **Deadlines are firm. Request documents well in advance of any deadlines.**

11. **Service & leadership** - more scholarships are including service and leadership in their criteria. These may include volunteer activities in school or in the community. Brainstorm yours then check with a friend. We do not give ourselves credit for what we have accomplished.

12. **Other** - be neat, follow instructions, research, attend scholarship information meetings, check material posted outside room 309. Ask parents, coaches, and volunteer agencies you are associated with if there are any scholarships, awards, or bursaries available to you. You must do the research. You are responsible for obtaining application information, forms, and completing the necessary documentation. **Presentation is very important.**

# POST SECONDARY FINANCIAL OPPORTUNITIES AT A GLANCE

BC ACHIEVEMENT SCHOLARSHIPS	UNIVERSITY & COLLEGE ENTRANCE SCHOLARSHIPS	PASSPORT TO EDUCATION
<p>- previously known as Provincial Scholarships</p> <p>m) awarded to 8,000 eligible students who met graduation requirements</p> <p>n) No application is necessary</p> <p>o) Selected students will be directly notified by the Ministry of Education</p>	<p>p) various \$ amounts</p> <p>q) refer to University/College Calendars or contact the Financial Aid Office of the Post-Secondary Institution you plan to attend</p> <p>r) see Counsellor the scholarship coordinator for information</p>	<p>s) is no longer being offered</p>
PRIVATE AFFILIATED SCHOLARSHIPS	DISTRICT AUTHORITY AWARDS	EMS IN-SCHOOL SCHOLARSHIP & BURSARIES
<p>t) requires student to complete an application form</p> <p>u) various \$ amounts</p> <p>v) refer to "Online Scholarship/Awards Handbook" at Earl Marriott/Scholarships</p> <p>w) refer to the following websites <a href="http://www.scholarshipscana.com">www.scholarshipscana.com</a></p> <p>x) <a href="http://www.yconic.com">www.yconic.com</a></p> <p>y) see Counsellors or Career Centre for information</p>	<p>z) requires student to complete an application form</p> <p><b>aa) A. MINISTRY SCHOLARSHIPS</b></p> <p>bb) \$1250 award given by the Ministry of Education</p> <p>cc) awarded for excellence in non-academic field (i.e. Fine Arts, Indigenous Languages and Culture, Applied Skills, Physical Activity, Technical and Trades, Community Services and Second Languages)</p> <p><b>dd) B. PARTNERSHIP36 AWARDS</b></p> <p>ee) Local School District Awards</p> <p>ff) J.S. MACDONALD</p> <p>gg) LEARNING DISABILITIES AWARD</p> <p>hh) HAL SINCLAIR and others</p> <p>ii) See <a href="https://www.surreyschools.ca/student-services/scholarships/Pages/default.aspx">https://www.surreyschools.ca/student-services/scholarships/Pages/default.aspx</a> for details</p> <p>jj) Application forms available online</p>	<p>kk) requires students to complete an on-line application</p> <p>ll) several awards available</p> <p>mm) various \$ amounts</p> <p>nn) awards are presented at the year-end Graduation Ceremony</p> <p>oo) see the scholarship coordinator for information</p> <p>pp) application deadline typically in April</p> <p>qq) only on-line applications are accepted</p>

# TYPES OF FINANCIAL AWARDS

## BC Achievement Scholarships

- \$1250
- Is awarded to the top 8,000 eligible B.C. students who meet graduation requirements.
- No application is necessary
- Selected students will be directly notified by the Ministry of Education

***You do not need to apply for this award.***

## District Authority Awards

- \$1250 per student
- Rewards a student for superior achievement in their chosen non-academic field(s)
- Dogwood Award applications are available from Mrs. Koehler
- The subject teacher must nominate and sign the application form
- Students can be nominated by more than one Department, however only ONE Dogwood scholarship will be awarded.
- Application deadline is **April 6, 2020**

***You must apply for a District Authority Award and a teacher must nominate you.***

## Partners36 Scholarships

- Range from \$250 - \$2500
- Only one application per scholarship will be submitted from each school in Surrey. It is very competitive.
- Application deadline is **April 6, 2020**

***You must apply for this. See Mrs. Koehler for more information.***

## Corporate/Service Clubs

Examples include: STA, Unions, Companies, Corporations

***You must apply for these awards on your own.***

## **College/University**

Examples include: Entrance, Departmental and Private/Alumni

***You must apply directly to the post-secondary institution***

## **In-School Awards**

There are a variety of locally funded In-School Awards that are only eligible to Earl Marriott Secondary Students.

- All grade 12 students will receive information to apply for these awards. Students must complete this online application by **April 3, 2020** to be eligible for these in-school awards. Awards range from \$250 - \$1500.
- The Scholarship Awards Committee determines the recipients (our philosophy at EMS is to disperse the financial awards to as many students as possible).

***If you are successful in obtaining any of the above awards, please let the scholarship co-ordinator, Mrs. Koehler, know.***



# PROVINCE OF BRITISH COLUMBIA GRADE 12 SCHOLARSHIPS AND AWARDS PROGRAM POLICY

The Ministry of Education provides scholarships and awards to eligible graduating students. To be eligible for a Ministry of Education scholarship or award, a student must be enrolled in a public school in British Columbia, or enrolled in a region correspondence school, or enrolled in a Group 1 or Group 2 independent school British Columbia, or registered on the home-schooling program. He or she must also be a Canadian citizen or permanent resident. There are two major scholarship programs sponsored by the Ministry of Education: BC Achievement Scholarships and Ministry of Education Dogwood District Awards.

## BC ACHIEVEMENT SCHOLARSHIPS

BC Achievement Scholarships recognize the top 8000 graduates in the province. The Ministry will determine recipients based on achievement in Grades 10, 11, and 12 courses that satisfy Graduation Program requirements, including elective courses. Grad Transitions will not be included.

A cumulative average percentage will be calculated and form the basis for determining winners, who receive a \$1250 scholarship voucher to use towards their post-secondary tuition.

Further Information Available at: [www.bced.gov.bc.ca/awards/](http://www.bced.gov.bc.ca/awards/)

**Students do not apply for this scholarship.**

## DISTRICT SCHOLARSHIPS AND AWARDS

There are 5500 District/Authority Scholarships distributed across school districts and independent school authorities that recognize graduating B.C. students for excellence in their chosen area of interest or strength. Winners receive a \$1250 scholarship voucher to use towards their post-secondary tuition.

Further Information Available at: [www.bced.gov.bc.ca/awards/](http://www.bced.gov.bc.ca/awards/)

**Student Certification Branch  
PO Box 9886 STN PROV GOVT  
Victoria, BC V8W 9T6**

## **ita YOUTH WORK** (formerly known as Secondary School Apprenticeship - SSA)

Students registered in the **ita YOUTH WORK** program are eligible for a \$1,000 scholarship following graduation. See the Career Centre for more information.

# **UNIVERSITY/COLLEGE**

## **ENTRANCE SCHOLARSHIPS AND BURSARIES**

### **A. UNIVERSITY/COLLEGE ENTRANCE SCHOLARSHIPS**

University/College Entrance Scholarships are awards of money issued by all Universities and Colleges. Students applying for these scholarships should have a grade point average of 3.5 or higher.

### **B. GENERAL UNIVERSITY/COLLEGE SCHOLARSHIPS**

Post-Secondary institutions (i.e. University of B.C., University of Victoria, Simon Fraser University, Trinity Western College, Kwantlen University College, Douglas College or Capilano College) also issue other types of scholarships. For further information please see your school counsellor or contact the Financial Aid Office of any Post-Secondary institution.

### **C. MILITARY SPONSORSHIP**

Students considering a career with the military could consider sponsorships through Canada's Military College, The Royal Military College in Kingston or through the Armed/Navy/Air Forces. For additional information contact The Department of National Defence at 1-800-856-8488. The DND website is [www.dnd.ca](http://www.dnd.ca)

# **SURREY SCHOOL DISTRICT SCHOLARSHIPS AND BURSARIES**

## **Partners36 Awards**

Local scholarships and bursaries are generated by contributions from various sources throughout the community to encourage and enhance post-secondary educational opportunities for graduating Surrey students. Contributors seek to recognize scholastic achievement, attendance, participation and achievement in school and in community activities, consistent effort, work habits, and personal integrity. The awards are only available to students attending public schools in the Surrey School District. The following sample organizations donate or have donated scholarships to our students:

- CHRISTOPHER MOHAN MEMORIAL BURSARY
- HAL SINCLAIR MEMORIAL SCHOLARSHIP
- HARRIS & COMPANY SCHOLARSHIP
- J. S. MacDONALD SCHOLARSHIP
- LEARNING DISABILITIES AWARD
- McQUARRIE HUNTER SCHOLARSHIP
- NORTH SURREY LION'S CLUB BURSARIES
- PACIFIC WEST CABLE INDUSTRY & TRADES SCHOLARSHIP
- STEWARD SCHON MEMORIAL SCHOLARSHIP
- SURREY PRE-TRIAL SERVICES
- SURREY RETIRED TEACHERS ASSOCIATION BURSARY
- SURREY/WHITE ROCK NATURALISTS SOCIETY - TESS FENGER MEMORIAL SCHOLARSHIP
- URBAN SPIRIT FOUNDATION BURSARY

**See [www.surreyschools.ca](http://www.surreyschools.ca) website under the Business Development Department for more information on Partners 36 Scholarships.**

If additional information is required, please contact Mrs. Koehler for assistance.

## BRITISH COLUMBIA POST-SECONDARY INSTITUTIONS

### PROVINCIAL UNIVERSITIES

<p><b>Emily Carr University of Art &amp; Design (ECU)</b> 1399 Johnston Street Vancouver, BC Canada, V6H 3R9 604-844-3800 <a href="http://www.ecuad.ca/">http://www.ecuad.ca/</a></p>	<p><b>Kwantlen Polytechnic University</b> 12666 - 72nd Avenue Surrey, BC, V3W 2M8 604-599-2000 <a href="http://www.kpu.ca">http://www.kpu.ca</a></p>
<p><b>Royal Roads University</b> 2005 Sooke Road Victoria, BC Canada, V9B 5Y2 250-391-2511 1-800-788-8028 <a href="http://www.royalroads.ca/">http://www.royalroads.ca/</a></p>	<p><b>Simon Fraser University</b> 8888 University Drive Burnaby, BC V5A 1S6 778-782-3111 Or <b>Simon Fraser University Surrey Campus</b> 250 - 13450 - 102nd Avenue Surrey, B.C. V3T 0A3 778-782-7400 <a href="http://www.sfu.ca/">http://www.sfu.ca/</a></p>
<p><b>Thompson Rivers University</b> 900 McGill Road Kamloops, BC Canada, V2C 5N3 250-828-5000 <a href="http://www.tru.ca/">http://www.tru.ca/</a></p>	<p><b>University of the Fraser Valley</b> 33844 King Rd Abbotsford, BC, V2S 7M8 604-504-7441 <a href="http://www.ufv.ca">http://www.ufv.ca</a></p>
<p><b>University of British Columbia</b> 2329 West Mall Vancouver, BC Canada, V6T 1Z4 604-822-2211 <a href="http://www.ubc.ca/">http://www.ubc.ca/</a></p>	<p><b>UBC Okanagan</b> 3333 University Way Kelowna , BC Canada, V1V 1V7 250-807-8000 <a href="http://ok.ubc.ca/welcome.html">http://ok.ubc.ca/welcome.html</a></p>
<p><b>University of Northern British Columbia (UNBC)</b> 3333 University Way Prince George, BC Canada, V2N 4Z9 250-960-5555 <a href="http://www.unbc.ca/">http://www.unbc.ca/</a></p>	<p><b>University of Victoria (UVic)</b> 3800 Finnerty Road Victoria, BC Canada, V8W 2Y2 250-721-7211 <a href="http://www.uvic.ca/">http://www.uvic.ca/</a></p>
<p><b>Vancouver Island University</b> 900 Fifth Street Nanaimo, BC Canada, V9R 5S5 250-753-3245 1-888-920-2221 <a href="http://www.viu.ca">www.viu.ca</a></p>	

## REGIONAL COLLEGES

<p><b>Camosun College</b> 3100 Foul Bay Road Victoria, B.C. V8P 5J2 (250) 370-3000 <a href="http://camosun.ca/">http://camosun.ca/</a></p>	<p><b>Okanagan College (OC)</b> 1000 KLO Road, Kelowna, BC Canada V1Y 4X8 250-762-5445 1-877-755-2266 <a href="http://www.okanagan.bc.ca/">http://www.okanagan.bc.ca/</a></p>
<p><b>Capilano College</b> 2055 Purcell Way North Vancouver, B.C. V7J 3H5 (604) 986-1911 <a href="http://www.capilanou.ca/">http://www.capilanou.ca/</a></p>	<p><b>North Island College</b> 2300 Ryan Road Courtenay, B.C. V9N 8N6 (250) 334-5000 or 1 800 715-0914 <a href="http://www.nic.bc.ca">www.nic.bc.ca</a></p>
<p><b>College of New Caledonia</b> 3330 22nd Avenue Prince George, BC V2N 1P8 1-800-371-8111 <a href="http://www.cnc.bc.ca/">http://www.cnc.bc.ca/</a></p>	<p><b>Northern Lights College</b> 11401 – 8<sup>th</sup> Street Dawson Creek, B.C. V1G 4G2 (250) 782-5251 1-866-463-6652 <a href="http://www.nlc.bc.ca">www.nlc.bc.ca</a></p>
<p><b>College of the Rockies</b> 2700 College Way Box 8500, Cranbrook, BC V1C 5L7 250-489-2751 1-877-489-2687 <a href="http://www.cotr.bc.ca/">http://www.cotr.bc.ca/</a></p>	<p><b>Northwest Community College</b> 5331 McConnell Avenue Terrace, BC V8G 4C2 250-635-6511 1-877-277-2288 <a href="http://www.nwcc.bc.ca/">http://www.nwcc.bc.ca/</a></p>
<p><b>Douglas College</b> 700 Royal Avenue New Westminster, BC V3L 5B2 604-527-5400 <a href="http://www.douglascollege.ca/">http://www.douglascollege.ca/</a></p>	<p><b>Vancouver Community College</b> 1155 East Broadway Vancouver, BC V5T 4V5 604-871-7000 <a href="http://www.vcc.ca/">http://www.vcc.ca/</a> or Vancouver Community College 250 West Pender Street Vancouver BC V6VB 1SA9 604.871.7000 <a href="http://www.vcc.ca/">http://www.vcc.ca/</a></p>
<p><b>Langara College</b> 100 West 49th Avenue Vancouver, BC V5Y 2Z6 604-323-5511 <a href="http://langara.ca/">http://langara.ca/</a></p>	<p><b>Selkirk College</b> 301 Frank Beinder Way Castlegar, BC V1N 3J1 1-888-953-1133 <a href="http://www.selkirk.ca">www.selkirk.ca</a></p>

## INSTITUTES UNIVERSITIES

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## PRIVATE

<p><b>British Columbia Institute of Technology (BCIT)</b> 3700 Willingdon Avenue Burnaby, BC V5G 3H2 604-434-5734 <a href="http://www.bcit.ca/">http://www.bcit.ca/</a></p>	<p><b>Trinity Western University</b> 600 Glover Road Langley, BC V2Y 1Y1 604-888-7511 <a href="http://www.twu.ca/">http://www.twu.ca/</a></p>
<p><b>Nicola Valley Institute of Technology (NVIT) Merritt Campus</b> 4155 Belshaw Street Merritt, BC Canada, V1K 1R1 250-378-3300 or 1-877-682-3300 <a href="http://www.nvit.bc.ca/">http://www.nvit.bc.ca/</a></p> <p><b>Nicola Valley Institute of Technology (NVIT) Vancouver Campus</b> 200-4355 Mathissi Place Burnaby, BC V5G 4S8 604-602-9555</p>	<p><b>Fairleigh Dickinson University</b> 842 Cambie Street Vancouver, BC V6B 2P6 604-682-8112 <a href="http://view2.fdu.edu/vancouver-campus/">http://view2.fdu.edu/vancouver-campus/</a></p>
<p><b>Justice Institute</b> 715 McBride Boulevard New Westminster, BC Canada, V3L 5T4 604-525-5422 <a href="http://www.jibc.ca/">http://www.jibc.ca/</a></p>	<p><b>Quest University Canada</b> 3200 University Boulevard Squamish, BC V8B 0N8 604-898-8000 <a href="http://www.questu.ca/">http://www.questu.ca/</a></p>
<p><b>MILITARY COLLEGE</b></p> <p><b>Royal Military College of Canada</b> Office 361 Mackenzie Building 17 Valour Drive Kingston, Ontario 1-866-762-2672 <a href="http://www.rmcc-cmrc.ca/en">http://www.rmcc-cmrc.ca/en</a></p>	<p><b>University Canada West</b> 100 – 626 West Pender St. Vancouver, BC V6B 1V9 604-915-9607 1-877-431-6887 <a href="https://ucanwest.ca/">https://ucanwest.ca/</a></p>

***Please note that this is a guide only. EMS is not responsible for any changes that may be occurring throughout the year.***

# FINANCIAL AID SITES

*Check out the following sites for information about post-secondary financial awards.*

## **BC Student Assistance Program**

<https://studentaidbc.ca/>

StudentAid BC helps eligible students with the cost of their post-secondary education through loans, grants, scholarships, and other programs.

B.C. student loans are provided by the provincial government and Canada student loans are provided by the federal government. These loans are managed as a single Canada-B.C. integrated loan at the National Student Loans Service Centre (NSLSC), <https://csnpe-nslsc.cibletudes-canlearn.ca/Eng/Default.aspx>

## **FastWEB Scholarship Search**

<http://www.fastweb.com/>

fastweb consists of a searchable database accessible by setting up a personalized profile that will match your requirements. Listings are available for Canada and the United States.

## **Scholarships Canada**

<http://www.scholarshipscanada.com/>

It now includes over 60,000 individual scholarships worth over \$50 million that are updated annually.

## **Yconic – Your Student Community**

<https://yconic.com>

Free scholarship matching and peer-to-peer support for your life as a student.

## **BC Government Scholarship Website**

<http://www.bced.gov.bc.ca/scholarships>

This site contains valuable information about Canadian Scholarships.

This web site database includes information about scholarships and awards available from government, private industry and non-private organizations. It also contains links to Financial Aid offices of BC post-secondary institutions.

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## PLACES TO LOOK FOR SCHOLARSHIP INFORMATION

<https://yconic.com> Free scholarship matching and peer-to-peer support. A Canadian site that gives lots of information about scholarships and has a link to an American site. Registration is required.

[www.surreyschools.ca/Search/pages/Results.aspx?k=SCHOLARSHIPS&s=All%20Sites](http://www.surreyschools.ca/Search/pages/Results.aspx?k=SCHOLARSHIPS&s=All%20Sites)

A page on the Surrey School District website giving a number of useful links, some of which are listed below.

[www.scholarshipscanada.com](http://www.scholarshipscanada.com) Another Canadian site that requires registration.

[www.schoolfinder.com](http://www.schoolfinder.com) A Canadian site with information about post-secondary institutions and scholarships.

[www.fastweb.com](http://www.fastweb.com) An American site for scholarship information

[www.internationalscholarships.com](http://www.internationalscholarships.com) International scholarship database

[www.canlearn.ca](http://www.canlearn.ca) Student loans, grants and scholarships

[www.bced.gov.bc.ca/awards](http://www.bced.gov.bc.ca/awards) Learn about the scholarships available to Grade 12 students graduating high school.

[www.studentscholarships.org](http://www.studentscholarships.org) The largest scholarship database on the Web.

[www.internationalscholarships.com/](http://www.internationalscholarships.com/) The premier financial aid, college scholarship and international scholarship resource for students wishing to study abroad

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# GENERAL POINTERS ON PREPARING SCHOLARSHIP APPLICATIONS

1. **Start early.** It takes time to prepare a good application: time for the counsellors to prepare transcripts, time for teachers to write letters of reference, and time for you to revise your application.
2. **Keep originals.** Save originals for your final copy and use photocopied forms as your working copies. Always keep a copy of your completed applications and data.
3. **Quality.** Your letters, resumes, or essays should look as professional as possible, typed or neatly hand-written as indicated. Use quality paper and ensure that your copy is printed neatly. Packages should look professionally bound. Competition for large scholarships is fierce and details matter.
4. **Use the writing process to write your essays or letters.**
  - a. **GENERATING:** Be comprehensive. Brainstorm thoroughly and include everything that represents a commitment of time or an achievement: contests, awards, conferences, drama, public speaking, school or community service, positions held, honour roll, courses, languages, hobbies, and work experiences are relevant. Have someone who knows you well check for omissions.
  - b. **DRAFTING:** Write out your accomplishments and experience in a coherent composition.
    - i) **BE SPECIFIC:** Elaborate with specific details so the selection committee can tell that your qualifications are based on fact. Avoid generalizations such as "I enjoy working with people". Instead, give specific details about with whom you have worked, on what, and with what result.
    - ii) **SELL YOURSELF:** Keep in mind that the selection committee may have several hundred applications. Make yourself stand out with powerful, clear language and compelling evidence of your unique qualities.
  - c. **REVISING:** Have your work read by several people who care about you and know how to write. Ask a teacher for help. Change anything that sounds insincere or arrogant. Make sure your composition follows a logical order. A strong opening sentence stating the purpose of your application followed by the reasons you qualify for the award are essential.
  - d. **EDITING:** When you have finished revising for content, examine your mechanics.
    - i. **SENTENCE STRUCTURE:** Check for repetition: "In grade eight I..., In grade nine I..., In grade ten I..." is boring. Vary your sentence structure.
    - ii. **VOCABULARY:** Eliminate simple words and phrases such as "a lot." Avoid big words of which you are not sure of the meaning. Big words used incorrectly will NOT impress.
    - iii. **PUNCTUATION:** Check for comma splices, run-on sentences, and sentence fragments.
    - iv. **SPELLING:** Spelling matters. If you know you are a poor speller, make sure you either use spell check on a computer or have an expert speller check it for you.

- e. **PUBLISHING:** When publishing your work, either print or write neatly on the form provided by the university or other institution OR use plain white 8 1/2" X 11" paper and type.
- f. **Recommendations or Letters of Reference.** Allow sufficient time—usually two weeks—for a referee to write a letter. Don't ask on Wednesday for a letter for Friday. Your references need to be well written and specific. A rushed letter won't be either.

## **OBTAINING A REFERENCE LETTER FOR A SCHOLARSHIP**

Unless it is specified, try to get a mix of supporting letters from a teacher, a boss, and someone from the community. Make certain that the people you choose will speak positively about you. It is difficult to write a letter about someone for whom you have reservations. The writer's tone will likely be evident in the letter. Ask the person if they have any reservations about writing a letter of recommendation or support on your behalf.

If you are applying for several scholarships, ask your referee to either use a "To Whom It May Concern" introduction or ask them to put it on a word processor so that they can easily reprint the letter without having to re-write it every time.

Provide your referee with a summary of details about yourself (**your resume and a copy of transcript**). Even if they don't use all of the information, it will help them to make specific statements about you.

Specify those things that you would like to see included in the letter. (**See forms below**)

Among these might be:

- a) your character
- b) your accomplishments
- c) unique characteristics
- d) service, clubs, etc.
- e) awards and prizes
- f) academic standing if it is relevant to that person
- g) academic qualities if it is relevant
- h) interests as they relate to the letter writer

It is common courtesy to provide as much information as possible and to request as early as possible any documentation or reference letters you may require.

**Please use the following "Scholarship checklist" document and "Request for a letter of reference" to aid you and others with this process. We recommend you fill in the Request form, photocopy it, and then give it to prospective referees. You may then want to highlight the information most pertinent to a given scholarship.**

**EARL MARRIOTT SECONDARY**

**REQUEST FOR A LETTER OF REFERENCE**

Your full name: \_\_\_\_\_ Student # \_\_\_\_\_

To what organization is the reference going?  
\_\_\_\_\_

The purpose of the reference: \_\_\_\_\_

If other please specify: \_\_\_\_\_

What courses are you taking this year?

Course/Grade	%	Course/Grade	%

What extra-curricular activities sponsored by Earl Marriott Secondary are you involved in? (e.g. sports, teams, clubs, student council, etc.)

Activity	Description (Dates, your role...)	Name of sponsor teacher/coach



Activity	Description (Dates, your role...)	Name of sponsor/ teacher/coach	Through School	Through Community

Check any words below that might describe you in any of the above situations. Add other words that describe you.

- |           |                  |                         |
|-----------|------------------|-------------------------|
| Motivated | Responsible      | Caring                  |
| Reliable  | Enthusiastic     | Sociable                |
| Academic  | Takes initiative | Team player             |
| Sincere   | Dedicated        | Excellent communication |
| Cheerful  | Risk-taker       | Skills                  |
| Punctual  | Hardworking      |                         |

Write a paragraph that describes you. Focus on the positive!

What are your post-secondary plans? Are you attending university or college?

What program do you intend to study? What are your career goals at this time?

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## POST-SECONDARY SCHOLARSHIP CHECKLIST

<b>Activity: I will...</b>	<b>Completed/Notes</b>
1. Survey scholarships available	_____
2. Check deadlines of realistic scholarships	_____
3. Check parental affiliation with unions, etc.	_____
4. Ask for and receive letters of reference:	
a) Two from within the school	_____
b) Community reference	_____
5. Prepare and write a letter of application:	
a) Academic achievement	_____
b) Brief outline of interests, hobbies, etc.	_____
c) Summary of positions and offices held	_____
d) Statement of goals in post-secondary	_____
e) Awards received/achievements	_____
f) Employment history	_____
6. Apply for my SIN	_____
7. Create a college/university/scholarship folder	_____

<b>SCHOOLS I WILL APPLY TO ENTER</b>	<b>APPLICATION COMPLETED</b>
1. _____	_____
2. _____	_____
3. _____	_____

<b>SCHOLARSHIPS FOR WHICH I AM APPLYING</b>	<b>DUE DATES</b>
1. _____	_____
2. _____	_____
3. _____	_____

SIN Number: **(DO NOT PUT SIN HERE, JUST INDICATE IF YOU HAVE A SIN Number)**

BC Ministry Number (PEN #) \_\_\_\_\_

# WRITING A LETTER OR ESSAY IN SUPPORT OF A SCHOLARSHIP

If specific information is required, pay careful attention that all details are covered. The criterion has been decided upon and the committee screening applications will be looking for that information.

Keep the tone of your writing business-like. Avoid a chatty, casual approach. If you need to write a letter, use a standard business letter format. If you are writing an essay, use all the essay skills you have acquired at school. The committee will be looking for content but they will be influenced by style.

If there are no specific requirements for an essay or letter, you should:

- reflect on how specific subjects have influenced you
- provide a brief outline of your interests, hobbies and activities
- provide a brief summary of positions and offices held by you in school, youth organizations and/or the community
- include a short statement of your purpose in seeking to attend a specific post-secondary institution
- include specific information concerning awards, scholarships and prizes won by you in any field
- share details of employment in the last two years, during vacations or after school
- provide details of any volunteer work you have done

Attend to the technical details of your essay or letter.

If instructions do not specify that the letter or essay be hand-written, type the document. If you are handwriting the final copy, make certain it is neat and legible. Use 8 1/2" X 11" white paper, one side only.

Have a **Social Insurance Number**. You need a SIN in order to be eligible for a scholarship.

In order to get a SIN, Service Canada requires individuals to apply in-person. By doing so, if your application is in order, you can obtain your SIN in less than 15 minutes and do not need to part with your original proof of identity documents. For more information, check out: [www.servicecanada.gc.ca/eng/sc/sin/index.shtml](http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml)

Do not assume that the committee will read between the lines. If you have done something noteworthy, include it and be specific. Most scholarships will have many worthy candidates. The better job you do of selling yourself, the better chance you will have of receiving a scholarship or award.

Finally, the more scholarships you apply for, the better your chances are of attaining one. However, do not apply for a scholarship for which you do not meet the criteria.

## **PLACES TO VOLUNTEER**

Many scholarships emphasize community service. Below are some examples of places where one may like to search for volunteer opportunities.

- Visit the Career Centre for current volunteering opportunities
- Volunteer Information through the City of Surrey Web Site [www.surrey.ca](http://www.surrey.ca)
- [www.govolunteer.ca](http://www.govolunteer.ca)
- <https://youthforcare.com/>



# MONTHLY SCHOLARSHIP MEETINGS FOR 2019/2020

## Scholarship Meeting - Monthly Topics

Watch Twitter (EMSScholarships@gradEMS) and listen to school announcements for more information, dates, and times.

### September 17, 2019 in the Career Centre at lunch

Follow us on Twitter: your most current scholarship info (EMSScholarships@gradEMS)  
Scholarship Handbook  
Types of Scholarships and Financial Awards  
Grade 12 Parent Night: Thursday, September 19, 2019 7:00 pm

### October 8, 2019

Getting Started  
How to Pay for Post-Secondary School

### November 12, 2019

Creating Your Story  
Request for letter of Reference

### December 10, 2019

Essay Writing (sample questions...comparisons)  
What Scholarship Committees are looking for

### January 7, 2020

Understanding the Scholarship Judging Process

### February 4, 2020

Stress Management  
In School Scholarships Application

- Deadline: Friday, **April 3, 2020** (online submissions only before 3:30 pm)

Ministry District Awards

- Deadline: Monday, **April 6, 2020** (paper submissions only to Mrs. Koehler before 3:30 pm)

Partners 36 Scholarships

- Deadline: Monday, **April 6, 2020** (paper submissions only to Career Centre before 3:30 pm)

### March 10, 2020

In School Scholarships Application Q & A  
Deadline **April 3, 2020**

### April 7, 2020

Scholarship Recipient Procedure  
Thank-you Letters