

## Greater Victoria C.U.P.E. Scholarship Award Application Form for 2016

Use this form to apply for an award if you will be registered in the equivalent of a full time course load in a Public or Private Post-Secondary Educational, Vocational or Career training institution, anywhere in the world for the academic year of 2016/2017.

### Who is eligible to apply?

1. Student is under 25 years of age (as of December 31 on year of application)
2. Student's parent/guardian is currently an active member of a CUPE Local from Greater Victoria that participates in the scholarship fund. Participating locals are:
  - CUPE 410**
  - CUPE 788**
  - CUPE 917**
  - CUPE 951**
  - CUPE 2011**
  - CUPE 2081**
3. Student is registered for full time studies. You are responsible to verify that information through the office of registration at the institution you will be attending. Each institution has its own guidelines for full time status due to the variety of program options.
4. The deadline for submitting this application is **4 pm September 30<sup>th</sup>**.
5. If you have previously been awarded a scholarship from this committee, you are not eligible to apply again.

### Required with this application:

1. Introduction letter (described below).
2. Copy of latest transcripts from most recent academic studies (can be from university, college, or high school).
3. Proof of registration and/or proof of payment of fees.
4. Reference letter with contact information from a non-family member. **Only one letter will be accepted.**

The GV CUPE Scholarships will be awarded based on a combination of GPA; the information in the personal letter; and the letter of reference. The GV CUPE Scholarship Committee reserves the right to verify application information. This includes, but is not limited to, communicating with any person providing a support document to this application. All applications will be dealt with in the strictest confidence and will be securely destroyed after the awards are distributed. By signing the application, the student agrees with the terms of this scholarship.

Completed applications *must be received by* September 30,  
2016, no later than 4:00pm.

**GV CUPE Scholarship Award Application Form 2016**

Name:
Mailing Address (Where would you like the cheque sent?):
Phone numbers:
Email:
Date of Birth:
High School and year graduated:
Post-Secondary Institution you attend:
Start date:
Program and outline of courses:

<b>CUPE Local:</b>
<b>CUPE member's name (parent):</b>
<b>CUPE member's work phone number:</b>
<b>CUPE member's email:</b>

**Along with the above information, we require:**

1. A letter introducing yourself. You may want to include your achievements, educational goals, employment aspirations, community involvement, obstacles you have had to overcome etc... Tell the committee why a scholarship should be awarded to you. Maximum ONE page.
2. Copy of your latest transcripts from your most recent academic activity. These can be high school or college or university or a combination of these. The committee will be looking at your Grade Point Average as part of our adjudication process.
3. Proof of Registration and/or proof of payment of fees for the 2016/2017 academic year.
4. Reference letter with contact information from a non-family member. **Only one letter will be accepted.**

**FINAL CHECKLIST:**

	Completed application
	Personal letter of introduction
	Latest transcripts
	Proof of registration
	One reference letter

Completed applications and all required supporting documents to be mailed to:

**Greater Victoria CUPE Scholarship Committee  
c/o Greater Victoria C.U.P.E. Area Office  
#110-3550 Saanich Road  
Victoria, B.C. V8X 1X2**

Completed applications must be received by September 30, 2016, no later than 4:00pm.

## Frequently Asked Questions

- 1. I have a photocopy of my official transcripts; can I use that instead of ordering a new official copy?** Yes. Photocopies are acceptable.
- 2. I only found about this award and the deadline is three days away, can I still apply?** All applications MUST be received at the Greater Victoria CUPE Area office by 4pm on September 30<sup>th</sup>. Late applications will not be accepted.
- 3. Can I give my application to my local's scholarship committee member?** No. All applications must be mailed or delivered to the Greater Victoria CUPE Area office.
- 4. What if I am not the biological child of the CUPE member?** This award is designed to financially assist CUPE members with the expenses involved in supporting a child through post-secondary education. If you are actively a part of the CUPE member's family unit, and the other eligibility requirements are met, then you can apply. If you need further clarification, please contact one of the GV CUPE scholarship committee representatives.
- 5. How much is the award?** The amount of the award varies based on contributions from participating CUPE locals. The awards will be a minimum of \$250.
- 6. How does the scholarship committee determine who shall receive an award?** The award recipients are determined based on a number of combined factors: your GPA, the quality of your introduction letter, and the quality of your reference letter. You will be at a disadvantage if your application does not include each of these items. The committee strives to award at least one student from each of the participating locals. When there are no applicants from one or more of the participating locals, the committee will choose from the greater applicant pool and award based on the factors listed above.
- 7. When will I find out if I am receiving a scholarship award?** The scholarship committee meets in October to review applications and to determine the award recipients. The committee will advise award recipients only. Cheques are typically mailed out in November.
- 8. I was not awarded a scholarship and would like to appeal the committee's decision. How do I do that?** All of the committee's decisions are final and there is no appeal process. This scholarship is awarded competitively and award recipients often are awarded by very close margins.
- 9. I have received a scholarship from this committee in the past. Can I apply again?** No. If you have previously been awarded a scholarship from this committee, you are not eligible to apply again.
- 10. I would like to thank the committee for my scholarship. To whom do I send my thank you letter?** Letters can be sent:

**GV CUPE Scholarship Committee**  
**c/o Greater Victoria CUPE Area Office**  
**#110-3550 Saanich Road**  
**Victoria, B.C. V8X 1X2**