



## Share the Warmth's Post-Secondary Scholarship

2018-2019

Share the Warmth's Post-Secondary Scholarship is open to high school graduates who are regular participants in Share the Warmth's Sam Pelc Scholarship Program, Music Program and/or a regular volunteer. The Post-Secondary Scholarship is for high school graduates going into full-time, post-secondary study at either a CEGEP or a recognized Trade School in any field in Canada. Each Post-Secondary Scholarship recipient will receive a total of \$3,000 over the course of their studies. The money will be evenly distributed over two or three years of study (\$1,500 per year for two years or \$1,000 per year for a three-year program).

1. Priority will be given to the awarding of **two** Post-Secondary Scholarships to Sam Pelc Scholarship recipient graduates; one scholarship for a CEGEP-bound student, and one for a Trade School student.
2. When funds permit, Post-Secondary Scholarships will also be made available to other graduating high school students who participate in Share the Warmth's Music and/or Youth volunteering opportunities.

### Selection process:

1. Interested students will complete and submit the Post-Secondary Application Form.
2. The Scholarship Committee will evaluate all applications and contact short-listed students for interviews.
3. Short-listed candidates will be interviewed by a sub-committee of the Scholarship Committee who will then make recommendations to the larger committee.
4. The Scholarship Committee will make final selection decisions, which will then be communicated to the candidates by Share the Warmth's Youth Programs Coordinator.
5. The Scholarship Committee reserves the right not to award scholarships in any given year.

### Eligibility Criteria:

The awards selection will be based on the quality of each student's application. To be complete, each application must include the following:

1. A duly completed Share the Warmth Post-Secondary Scholarship Application Form (available from Share the Warmth's offices or by email)
2. A letter of motivation (minimum of three hundred and fifty (350) words and maximum five hundred (500) words) addressed to Share the Warmth explaining their need for the Scholarship, and why they believe they are deserving of it. The letter should likewise demonstrate and expand on the applicant's:
  - Effort and passion regarding their plans for their future area of study/work;
  - Volunteerism and goodwill towards their community;
  - Demonstration of work experience and/or plans to work a reasonable number of hours during summers and/or weekends; and
  - Evidence of financial need.
3. A minimum of two (2) and maximum of four (4) personal references. These references should include principals, teachers, guidance counselors, employers, religious leaders, etc. and not personal friends or family members.
4. A copy of their most recent school transcript.

**Conditions of acceptance:**

1. Acceptance of the scholarship implies an obligation on the part of the recipient to devote her or himself fully to the program of study outlined in the application. Full-time CEGEP and recognized trade school programs are admissible. *Any proposed change of plan must be submitted to the Committee for approval.*
2. Successful completion of high school studies.
3. Signing of the Commitment Form by the recipient, outlining her/his commitment to the conditions of the Post-Secondary Scholarship Program.

**Application Deadline:**

1. The deadline for submitting completed applications to Share the Warmth is February 1<sup>st</sup>, 2019. Funding will begin the following academic year.
2. Successful candidates will be advised in writing no later than May 1, 2019.

**Award Distribution and Method of Payment:**

1. Post-Secondary Scholarship recipients will receive up to \$1,500 per academic year for two years, or \$1,000 per year for three years of study.
2. Funds will be disbursed as reimbursements or payments for valid expenses. All reimbursement requests must be accompanied with the relevant receipt or bill. Examples of fees covered by the Post-Secondary Scholarship include, but are not limited to:

- Tuition fees
  - Text books
  - Supplies or equipment
  - Tutoring
  - Eye glasses
  - Transit passes (STM)
3. For expense reimbursements: Expenses, in accordance with the scholarship guidelines, will be reimbursed directly to the recipient upon submission of supporting receipts. Bills or receipts must clearly show the description of the purchase. Original bills and receipts will be returned upon request.
  4. Tuition fees: Tuition fees can be sent directly to the educational institution on behalf of the student. Students should submit a request, along with a copy of the relevant bill. In the case of tuition fees, the student's name must appear on the bill.
  5. Payments made midway through the academic year are conditional upon the Committee's receiving satisfactory mid-year reports showing that all scholarship requirements are being met.
  6. For alternative arrangements, please contact Share the Warmth's Youth Programs Coordinator.

**Scholarship Continuance:**

1. In order for scholarships to be continued beyond mid-year, students must:
  - Maintain a minimum average of 75% or equivalent
  - Work or volunteer a reasonable number of hours at a summer and part-time job and be able to show proof of employment
  - Submit transcripts at the end of each semester
2. Continuation of the scholarship will be determined:
  - On a bi-annual basis (January and June)
  - At the discretion of the Scholarship Committee according to compliance with the scholarship criteria.