

The Columbia Valley Community Foundation is honoured to offer student awards on behalf of our donors. You can apply for these student awards or bursaries for educational or training programs or expansion of personal skills.

To fulfill donor wishes, eligible applicants must have resided and attended school in the Columbia Valley for a minimum of 5 years.

The award covers expenses incurred in the period from **May 1, 2018 through to April 30, 2019**. **Successful applicants must submit Proof of Enrolment and supporting receipts within 90 days of commencement of schooling. All paperwork must be received by April 30, 2018.**

The deadline for this application is April 30th at 12 noon. Applications are adjudicated in May, and applicants are notified of the outcome of their application on, or before, **June 15th**.

Please refer to the "HOW TO APPLY GUIDE" on the Columbia Valley Community Foundation website for complete information about eligibility and all aspects of the Student Award application process.

www.valleyfoundation.ca

- Late and incomplete applications will not be accepted.
- Applications and the Letter of Reference must be submitted together as a complete application.
- The inclusion of a cover letter is strongly encouraged.
- The Foundation reserves the right to request additional information from applicants.

First Time Applicant: _____ **Returning Applicant:** _____
(Preference may be given to First Time Applicants)

All fields are mandatory. Please type or print in the spaces.

IMPORTANT: Cheques and T4As will be issued to AND mailed to the address on this application.

Applicant's Personal Information			
Full Name:		Last Name:	
Permanent Address:			
City, Province, Postal Code			
Phone Number		Cell Phone:	
Birthdate:		Email:	
Social Insurance Number		Student #	
Canadian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If the applicant is under the age of 19 years, complete the following section.</i>			
Parent or Legal Guardian			
Street Address:			
City, Province, Postal Code			
Phone Number		Email	

Residential History: List your years of residence in the Columbia Valley		
Dates	Address	City, Province

Educational History: List the K-12 schools and post-secondary or training institutions you have attended, starting with most recent.			
Grade	School	City, Province	Years Attended (Start/End)

Post-Secondary or Training Institutions you are considering OR are currently attending, in order of preference:			
Institution Name	City, Province, Country	Program Name	Program Length/ Yr. Attending

Why have you chosen your field of study? How will this allow you to “give back” to your community and become a better Canadian citizen?

Extracurricular Activities (Including Awards, Athletics, Employment, Training, Volunteerism from the past 2 years only)			
Year	Name of activity	Brief description of activity	Hours/month/year

EDUCATION BUDGET

ESTIMATED EXPENSES	
Tuition and fees	
Books	
Supplies or equipment	
Living costs:	
* Rent	
* Utilities	
* Transportation	
* Food	
* Personal expenses	
* Other	
TOTAL EXPENSES	\$0
IMPORTANT: Amount of financial support you are seeking from this student award application?	
	\$

Checklist for complete applications submissions:

- One completed application form
- One reference letter (Letters of Reference from relatives are inadmissible.)
- Social Insurance Number (page 1 of this application)
- STATE: amount of financial support you are seeking with this application.

If you are chosen as a student award recipient, you will be required to provide the following documents prior to the issuance of the student award payment:

- Proof of acceptance into your program
- Receipts for expenses: tuition, fees, childcare, equipment, other related expenses that are included in your application and approved by the committee.

IMPORTANT!! It is the applicant's responsibility to:

1. Ensure that the application is complete and received by the application deadline. The Foundation will review submitted applications up to **7 days** prior to the application deadline.
2. Send in all receipts and proof of registration 90 days from the commencement of schooling. All documentation must be received by **April 30, 2018**.
3. Provide receipts equal to, or greater than, the student award approved. If receipts are for a lesser amount, the award will be reduced accordingly. If all required documentation is not received by the deadline, the student is ineligible to receive the Student Award. The student would be eligible to re-apply during the next Student Award intake.
4. Inform the Foundation of any changes to your education plan that may impact your eligibility for this award. If you are no longer eligible for an award, inform us at your earliest convenience (for example: you are not accepted or withdraw from a program). Your award is not transferrable to other programs or time frames.

PRIVACY AND CONSENT

The information that I provided for this application is true, accurate and complete. I am aware that providing incomplete or false information will be considered fraud and will affect my ability to access future funding. I authorize the Columbia Valley Community Foundation to access student information maintained by my high school and the post-secondary institution that I will and/or am attending for the purposes of determining and verifying eligibility for, and the general administration of the award for which I have applied. I authorize the Columbia Valley Community Foundation to contact my references.

CONSENT FOR PUBLIC RECOGNITION OF STUDENT AWARD RECIPIENT

If selected for an award, consent is given to the Columbia Valley Community Foundation to publish the student's name, school location with award(s) received, education plans and excerpts from personal impact stories submitted. Student recognition may take place at public award ceremonies, in the newspaper, on websites, in press releases, in annual reports or other public venues for the purposes of recognizing and celebrating student accomplishments.

Applicant's Signature

Date

Parent's Signature, if applicant under 19 years of age

Date

LETTER OF REFERENCE TITLE PAGE

Name of Applicant:

The above-named candidate has provided your name as a reference and is applying for a student award.

Please provide a letter of reference that supports the key criteria for this student award or bursary by answering the following questions:

- Does the applicant's educational plan have value and merit for the candidate, community and/or society-at-large?
- Comment on the candidate's character, leadership and ability to work cooperatively with others.
- Comment on the candidate's community connections and participation in extra-curricular activities.

Your comments on the individual's strengths and/or career goals will assist the Committee in its evaluation process. Your appraisal will be held in strictest confidence.

The deadline for 2018-2019 Columbia Valley Community Foundation Student Award submissions is April 30th at 12 noon.

Name of reference: _____ Title: _____

Organization Name: _____ Dept: _____

Address: _____ City, Province: _____

Postal Code: _____ Country: _____ Telephone: _____

Email: _____

I have known the applicant for the period of _____ to _____

I know the applicant in my role as: _____

Please return this form together with your letter of reference to the applicant so it may be included with their Student Award application.