

Any information included in this handbook is believed to be accurate at this time. Students should verify the accuracy of this information independently.



PACIFIC
CHRISTIAN
SCHOOL

POST SECONDARY SCHOLARSHIP PLANNING HANDBOOK

When applying for any scholarship or award, it is critical that you check the due dates and criteria on the application very carefully. PCS will assist you in any way we can, but we are not responsible for missed deadlines.

TABLE OF CONTENTS

| | |
|---|----|
| GLOSSARY | 3 |
| RESEARCHING SCHOLARSHIPS..... | 4 |
| POST SECONDARY FINANCIAL OPPORTUNITIES AT A GLANCE | 6 |
| TYPES OF FINANCIAL AWARDS | 7 |
| PROVINCIAL SCHOLARSHIPS | 8 |
| DISTRICT SCHOLARSHIPS AND AWARDS..... | 9 |
| PASSPORT TO EDUCATION..... | 9 |
| ENTRANCE SCHOLARSHIPS AND BURSARIES..... | 10 |
| BRITISH COLUMBIA POST-SECONDARY INSTITUTIONS | 11 |
| PROVINCIAL UNIVERSITIES..... | 11 |
| REGIONAL COLLEGES | 12 |
| INSTITUTES and PRIVATE UNIVERSITIES..... | 13 |
| MILITARY COLLEGE | 13 |
| FINANCIAL AID SITES..... | 14 |
| PLACES TO LOOK FOR SCHOLARSHIP INFORMATION | 15 |
| GENERAL POINTERS ON PREPARING SCHOLARSHIP APPLICATIONS..... | 16 |
| OBTAINING A REFERENCE LETTER FOR A SCHOLARSHIP | 18 |
| POST-SECONDARY SCHOLARSHIP CHECKLIST | |
| WRITING A LETTER OR ESSAY IN SUPPORT OF A SCHOLARSHIP | |
| PLACES TO VOLUNTEER..... | |

Glossary

- a) An **award** is any scholarship/fellowship/bursary/medal/prize.
- b) A **scholarship** is a monetary award based on academic merit or excellence in the area to which the award pertains. Financial need is sometimes a determining factor.
- 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. Financial need is sometimes a determining factor.
- 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) A **Provincial Scholarship** is an award based on excellence in achievement on the prescribed B.C. curriculum. This is based upon performance on examinations established annually by the Ministry of Education.
- j) A **District Scholarship** is awarded for excellence in non-academic areas such as business, vocational, fine arts, home economics, 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 (604) 660-2610 or visit the BCSAP website at www.studentaidbc.ca

RESEARCHING SCHOLARSHIPS

Any information included in this handbook is believed to be accurate at this time. Students should verify the accuracy of this information independently.

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 separate forms with individual deadlines. These applications are usually mailed to the Office of the Registrar or Admissions Office of the university, college or school or completed online.
2. **Scholarship Application Form** - scholarship application forms should be requested well in advance of deadlines for submitting completed forms. 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 must be strictly adhered to. Some scholarships specify the date as postmarked or received by. Avoid disqualifying your application. Prepare and mail your applications early.
4. **Documents** - each scholarship/award requires specific documentation. Read, read and re-read the application instructions. List what is required of the student, and/or what you need to request from the school or others. i.e. marks including specific grades, interim or projected marks, principal's recommendation or ranking, letters of reference, essay, writing specific examinations, resume, bibliography, just to name a few.
5. **Essays** - some scholarships require the applicant to write an essay or bibliography. Stick to the length, format and subject matter. 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. A good idea is to 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, i.e. 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). Research is needed into such particulars as the number and subjects included in calculating the GPA and their grade level. Some scholarships require that candidates be in the top percentile of their graduating class. A good procedure is to 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 (normally one) 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 to the letter. 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 and/or mailing of documents and application form. Be prepared. Ask for references or documents early. DO NOT leave requests for information to the last minute; you **may** be out of luck in obtaining the information. See references.

10. **References** - most scholarships require one or more letters of references or recommendation from the principal others. To assist your reference, provide him/her with the following items:
- a copy of your transcript and resume and the award you are applying for, in particular,
 - 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. For most scholarships, the application procedures require considerable time to complete. **Deadlines are firm. You should request documents well in advance of any deadlines.**

11. **Service & leadership** - more scholarships awards/bursaries are including service and leadership in their criteria. These may include volunteer activities in school or in the community. Brainstorm, check with a friend. Quite often we do not give ourselves credit for what we have accomplished.
12. **Other** - Reminders: be neat, follow instructions and prepare your scholarship application. Make certain that you sign the application form where required. Ask parents, coaches, and volunteer agencies you are associated with, if there are any scholarships, awards, or bursaries available for you to apply to. 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 – Any information included in this handbook is believed to be accurate at this time. Students should verify the accuracy of this information independently.

| PROVINCIAL SCHOLARSHIPS | PASSPORT TO EDUCATION | UNIVERSITY & COLLEGE ENTRANCE SCHOLARSHIPS |
|---|---|--|
| <ul style="list-style-type: none"> - \$1000 award for Academic excellence on provincial exams awarded by the Ministry of Education (5000 awarded throughout BC) <p>Requirements:</p> <ul style="list-style-type: none"> - Write and pass exam in each of the five (5) provincial exam categories from grades 10 – 12. - Achieves at least a “B” (73% or above) final mark (provincial exam and school mark combined) in one of the Language Arts 12 (Communications 12, English 12, Francais langue premiere 12, or English 12 First Peoples). - Must have a final course mark (course and exam combined) for the exam to be counted towards scholarship. - Ranks among the top 5,000 scholarship students in BC (based on their percentage score). - the top 20 students in the province (based on their percentage score) will receive \$2500 | <ul style="list-style-type: none"> - passport stamps are cumulative to a maximum of \$1000 by Grade 12 - Grade 10 \$250 - Grade 11 \$250 - Grade 12 \$500 - Awards distributed based on student achievement and school enrolment numbers (9000 awards per grade provincially) | <ul style="list-style-type: none"> - various \$ amounts - refer to University/College Calendars or contact the Financial Aid Office of the Post-Secondary Institution you plan to attend - see Counsellor for information |
| PRIVATE AFFILIATED SCHOLARSHIPS | DOGWOOD-DISTRICT AUTHORITY AWARDS | PCS SCHOLARSHIPS & BURSARIES |
| <ul style="list-style-type: none"> - requires student to complete an application form - various \$ amounts - refer to the following websites www.scholarshipscanada.com - www.studentawards.com | <ul style="list-style-type: none"> - requires student to complete an application form - A. MINISTRY SCHOLARSHIPS - \$1000 award given by the Ministry of Education, Skills & Training - awarded for excellence in non-academic field (i.e. Fine Arts, Applied Skills, Physical Activity, or Second Languages) - a student MAY receive BOTH a District Scholarship AND a Provincial Scholarship | <ul style="list-style-type: none"> - several awards available - various \$ amounts - awards are presented at the year end - School committee adjudicates awards |

TYPES OF FINANCIAL AWARDS

Graduation Program Examinations Scholarships will be awarded based on students' performance on the Graduation Program Exams. ~ *You do not need to apply for this award*

Dogwood District/Authority Awards

§ Consists of a \$500 cheque and a \$500 scholarship voucher

§ Rewards a student for superior achievement in their chosen non-academic field(s)

§ A student may be awarded both a dogwood district/authority award and a grade 12 graduation program examinations scholarship

Passport to Education ~ *You do not need to apply for this award for grade 12*

§ The value of the Grade 12 stamp is \$500

§ Qualification is determined by the secondary school, based on the established Ministry of Education guidelines

Secondary School Apprenticeship Scholarship

Corporate/Service Clubs ~ *You must apply for these awards directly.*

Students seeking financial assistance through scholarships or awards should be aware of assistance available to them through their parents'/guardians' employer or any programs available through a student's employment.

Examples include:

§ Unions

§ Companies

§ Corporations

College/University ~ *You must apply directly to the post-secondary institution*

Examples include:

§ Entrance – some are automatic and some require applications. Check university/college website carefully.

§ Departmental

§ Private/Alumni

In-School Awards

PCS Board Awards

PCS Teacher Education Scholarship

The Scholarship Awards Committee determines the recipients - eligibility details are listed on the applications available on PCS website.

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: Provincial Scholarships and District Scholarships and Awards. Students can now compete for both a Graduation Program Examinations Scholarship and a District Scholarship.

PROVINCIAL SCHOLARSHIPS

Each year, the Ministry of Education, Skills and Training awards Provincial Scholarships worth \$1000 to students who demonstrate academic excellence on their Provincial Exams.

To be eligible for a Provincial Scholarship, you must:

- be enrolled in a British Columbia public school, Distance Education School or Group 1, 2, or 4 Independent School
- be a Canadian citizen or permanent resident (landed immigrant) at the time of writing your exams
- pass English 12 with a “B” or higher
- fulfil graduation requirements

Graduation Program Examinations Scholarships will be awarded based on students’ performance on the Graduation Program Exams. These revisions are intended to recognize students’ academic excellence across the suite of graduation provincial exams.

Requirements:

- Write and pass one exam in each of the five (5) provincial exam categories from grades 10 – 12.
- Achieves at least a “B” (73% or above) final mark (provincial exam and school mark combined) in one of the Language Arts 12 (Communications 12, English 12, Francais langue premiere 12, or English 12 First Peoples).
- Must have a final course mark (course and exam combined) for the exam to be counted towards scholarship.
- Rank among the top 5,000 scholarship students in BC (based on their percentage score).
- The top 20 students in the province (based on their percentage score) will receive \$2500
- A student who achieves a perfect score (100%) in all five (5) provincial exams from grades 10 – 12 (exam mark) will also be awarded an Academic Medal of Excellence.

DISTRICT SCHOLARSHIPS AND AWARDS

District Scholarships are awarded to graduating students who have excelled in fields other than academics, such as Fine Arts, Applied Skills, Physical Activity, or Second Languages. The local district Scholarship Committee determines requirements. Students who are awarded District Scholarships receive a \$500.00 cheque and an additional \$500.00 scholarship if he or she enrolls in a recognized post-secondary institution.

PASSPORT TO EDUCATION

In every school Passport awards are given to the top students in each of Grades 10, 11 and 12 who are enrolled in the school. Our school receives a portion (based on enrolment numbers) of the 9000 awards per grade provincially.

| | |
|----------|------------------------------------|
| Grade 10 | \$250.00 – Application required |
| Grade 11 | \$250.00 – Application required |
| Grade 12 | \$500.00 – No application required |

Schools determine which students will receive these awards. Students may redeem these credits at a post-secondary institution approved by the Ministry of Advanced Education.

SECONDARY SCHOOL APPRENTICESHIP SCHOLARSHIP

The SSA Scholarship, a \$1000 cash award, is available to SSA students for sustained and exceptional work as an apprentice. The funds are intended to assist apprentices with the purchase of tools, equipment, materials, or post-secondary tuition.

Scholarship Criteria:

To be eligible to apply for the SSA scholarship, an Industry Training Authority (ITA)-registered youth apprentice must have:

- been registered in a school district Secondary School Apprenticeship Program prior to graduation
- graduated with a Grade 12 Dogwood Diploma or Adult Dogwood
- successfully completed SSA 11A, SSA 11B, SSA 12A, and SSA 12B
- maintained a C+ average or better on Grade 12 numbered courses
- reported a total of at least 900 hours to the ITA within six months of graduation

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. GPA is usually a primary factor for awarding these scholarships. Some scholarships require an application while others consider students who have applied to the school automatically. You need to check out these important distinctions or you may miss an application deadline.

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

BRITISH COLUMBIA POST-SECONDARY INSTITUTIONS

PROVINCIAL UNIVERSITIES

| | |
|--|---|
| <p>Emily Carr University of Art & Design (ECU) 1399 Johnston Street Vancouver, BC Canada, V6H 3R9 604-844-3800 http://www.ecuad.ca/</p> | <p>Kwantlen Polytechnic University 12666 - 72nd Avenue Surrey, BC, V3W 2M8 604-599-2100 http://www.kwantlen.ca/home.html</p> |
| <p>Royal Roads University 2005 Sooke Road Victoria, BC Canada, V9B 5Y2 250-391-2505 http://www.royalroads.ca/</p> | <p>Simon Fraser University 8888 University Drive Burnaby, BC V5A 1S6 778-782-3111 Or Simon Fraser University Surrey Campus 2400 Central City Mall 10153 King George Highway Surrey, B.C. V3T 2W1 (604) 586-5225 http://www.sfu.ca/</p> |
| <p>Thompson Rivers University 900 McGill Road PO Box 3010 Kamloops, BC Canada, V2C 5N3 250-828-5000 http://www.tru.ca/</p> | <p>University of the Fraser Valley 33844 King Rd Abbotsford, BC, V2S 7M8 604-504-7441 http://www.ufv.ca/home.htm</p> |
| <p>University of British Columbia 2329 West Mall Vancouver, BC Canada, V6T 1Z4 604-822-2211 http://www.ubc.ca/</p> | <p>UBC Okanagan 3333 University Way Kelowna , BC Canada, V1V 1V7 250-491-6521 http://okanagan.students.ubc.ca/</p> |
| <p>University of Northern British Columbia (UNBC) 3333 University Way Prince George, BC Canada, V2N 4Z9 250-960-5555 http://www.unbc.ca/</p> | <p>University of Victoria (UVic) 3800 Finnerty Road PO Box 1700 STN CSC Victoria, BC Canada, V8W 2Y2 250-721-7211 http://www.uvic.ca/</p> |
| <p>Vancouver Island University 900 Fifth Street Nanaimo, BC Canada, V9R 5S5 250-753-3245 http://www.viu.ca/index.asp</p> | |

REGIONAL COLLEGES

| | |
|---|---|
| <p>Camosun College 3100 Foul Bay Road Victoria, B.C. V8P 5J2 (250) 370-3000 http://www.camosun.bc.ca/</p> | <p>Okanagan College (OC) 1000 KLO Road, Kelowna, BC Canada V1Y 4X8 250-762-5445 http://www.okanagan.bc.ca/site15.aspx</p> |
| <p>Capilano College 2055 Purcell Way North Vancouver, B.C. V7J 3H5 (604) 986-1911 http://www.capilanou.ca/</p> | <p>North Island College 2300 Ryan Road Courtenay, B.C. V9N 8N6 (250) 334-5200 or 1 800 715-0914 www.nic.bc.ca</p> |
| <p>College of New Caledonia 3330 22nd Avenue Prince George, BC V2N 1P8 250-562-2131 http://www.cnc.bc.ca/</p> | <p>Northern Lights College 11401 – 8th Street Dawson Creek, B.C. V1G 4G2 (250) 782-5251 www.nlc.bc.ca</p> |
| <p>College of the Rockies 2700 College Way Box 8500, Cranbrook, BC V1C 5L7 250-489-2751 http://www.cotr.bc.ca/</p> | <p>Northwest Community College 5331 McConnell Avenue PO Box 726 Terrace, BC V8G 4C2 250-635-6511 http://www.nwcc.bc.ca/</p> |
| <p>Douglas College 700 Royal Avenue PO Box 2503 New Westminster, BC V3L 5B2 604-527-5400 http://www.douglas.bc.ca/home.html</p> | <p>Vancouver Community College 1155 East Broadway Vancouver, BC V5T 4V5 604-871-7000 http://www.vcc.ca/ or Vancouver Community College 250 West Pender Street Vancouver BC V6VB 1SA9 604-443-8300 http://www.vcc.ca/</p> |
| <p>Langara College 100 West 49th Avenue Vancouver, BC V5Y 2Z6 604-323-5511 www.langara.bc.ca</p> | <p>Selkirk College 301 Frank Beinder Way Box 1200 Castlegar, BC V1N 3J1 250-365-7292 www.selkirk.ca</p> |

INSTITUTES**PRIVATE UNIVERSITIES**

| | |
|--|---|
| <p>British Columbia Institute of Technology (BCIT) 3700 Willingdon Avenue Burnaby, British Columbia V5G 3H2 http://www.bcit.ca/</p> | <p>Trinity Western University 600 Glover Road Langley, BC V2Y 1Y1 604-888-7511 http://www.twu.ca/</p> |
| <p>Nicola Valley Institute of Technology (NVIT) 4155 Belshaw Street Merritt, BC Canada, V1K 1R1 250-378-3300 http://www.nvit.bc.ca/</p> | <p>Fairleigh Dickinson University 842 Cambie Street Vancouver, BC V6B 2P6 604-682-8112 http://www.fdu.edu/vancouver</p> |
| <p>Justice Institute 715 McBride Boulevard New Westminster, BC Canada, V3L 5T4 604-525-5422 http://www.jibc.ca/</p> | <p>Quest University Canada P.O. Box 760 Garibaldi Highlands, BC Canada, V0N 1T0 604-815-0825 http://www.questu.ca/</p> |
| <p style="text-align: center;">MILITARY COLLEGE</p> <p>Royal Military College of Canada Kingston, Ontario 1-800-856-8488 www.rmc.ca</p> | <p>University Canada West 950 Kings Road, Victoria, BC V8T 1W6, Canada 250-978-1800 http://www.universitycanadawest.ca/</p> |

FINANCIAL AID SITES

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

BC Student Assistance Program

<http://www.aved.gov.bc.ca/studentaidbc/welcome.htm>

The BC Student Assistance Program (BCSAP) is a student loan program funded by the Ministry of Advanced Education. Check this site for information about applying and qualifying for assistance.

Access this through the above web site then link to BCSAP

The federal government funds this student loan program. For more information contact their website.

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.

Student Awards

<http://www.studentawards.com>

This website helps students find money for post-secondary studies by matching them with information on financial awards for which they are eligible. Information about application deadlines and procedures is provided.

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.

PLACES TO LOOK FOR SCHOLARSHIP INFORMATION

Students seeking financial assistance through scholarships or awards should be aware of assistance available to them through their parents'/guardians' employer program or any programs available through a student's direct employment.

www.studentawards.com Canadian Scholarship, Grants and Cash Awards.

<http://www.studentawards.com/> A Canadian site that gives lots of information about scholarships and has a link to an American site. You must register on this site.

<http://www.scholarshipscanada.com/> Another Canadian site that requires registration.

<http://www.schoolfinder.com/> A Canadian site with information about post-secondary institutions and scholarships.

<http://www.fastweb.com/> An American site for scholarship information

www.excellenceaward.ca Millennium Excellence Award. It's a scholarship worth up to \$20,000 plus unique learning opportunities for students who are not only academic achievers, but also leaders and innovators in their communities.

www.scholarships.gc.ca International scholarship information

www.internationalscholarships.com International scholarship database

www.canlearn.ca Student loans, grants and scholarships

<http://www.bced.gov.bc.ca/awards/distschol.htm> Information on the Passport to Education available on BC Government Website.

GENERAL POINTERS ON PREPARING SCHOLARSHIP APPLICATIONS

1. **Start early.** It takes time to prepare a good application; time for the office staff to prepare transcripts, time for teachers to write letters of reference, time for you to revise your application.
2. **Keep originals.** Save originals for your final copy and use Xerox forms for working copies. Always keep a photocopy of your completed applications and data.
3. **Quality.** Your letters, resumes, or essays should look as good as possible, typed or neatly hand-written as indicated. Use quality paper. Competition for large scholarships is fierce.
4. **Use the writing process to write your essays or letters.**
 - a. **GENERATING:** Be comprehensive. Brainstorm 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, work experience. 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 details so the selection committee can tell that your qualifications are based on fact. Avoid generalizations like 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. How can you make yourself stand out?
 - c. **REVISING:** Have your work read by several people who care about you and know how to write (ask a teacher). Change anything that sounds insincere or pompous. Make sure your composition follows some kind of logical order. Open with a good sentence stating the purpose of your application and the reasons you qualify.
 - d. **EDITING:** When you have finished revising for content, examine the mechanics.
 - i. **SENTENCE STRUCTURE:** Check for repetition, i.e. In grade eight I... In grade nine; In grade ... Vary your sentence structure.
 - ii. **VOCABULARY:** Eliminate simplistic words and phrases such as "a lot." Also, 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 counts. 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 composition/application make sure you either print or write neatly on the form provided by the university/college (if applicable) OR use plain white 8 1/2" X 11" paper.
 - f. **Recommendations or Letters of Reference.** Allow sufficient time (two weeks). Don't ask on Wednesday for a letter for Friday.

DEVELOPING YOUR SCHOLARSHIP PLAN

To mount an effective and efficient scholarship campaign, the first thing you need is a plan: a plan of attack that maximizes your chances of accumulating substantial scholarship money, while minimizing your necessary investment of time and energy. What are some of the key components of this plan? To begin with, implement the following four key action strategies:

1) Plan to Apply for As Many Scholarships As Possible

Some students make the mistake of thinking that they maximize their chances of winning by pouring all of their energy into one or two scholarships. Such a strategy, however, is exactly what you don't want to do. Applying for scholarships is partially a numbers game. A variety of factors outside of your control can affect the outcome of any given award; only by applying for large numbers of scholarships can you minimize such factors, and maximize your chances of winning. Some students end up applying for about three dozen awards.

Even if the scholarship prize is only a couple of hundred dollars, still apply for it. This might not sound like much in the context of an entire post-secondary tuition, but it could help towards the cost of books for a term. It also supplies you with more credentials on your resume for future scholarship applications.

2) Develop a Suite of Generic Reusable Materials

When applying for large numbers of scholarship, creating a suite of generic reusable materials saves you time and energy. You can draw from the suite and be able to focus less on just completing application requirements, and more time on customizing and fine-tuning the material you've already prepared. More than just a reduction in your workload, reusing and rethinking old materials can mean vast improvements as you repeatedly refine and edit the same work. By employing this strategy, you gain the opportunity to fine-tune your materials and every submission. Your tenth draft will be better than the first.

To create this suite of generic materials, first seek to develop standard essay responses to perennial scholarship application themes—such old favourites as college plans, career goals, and future contributions to society. Survey the scholarship landscape and isolate common themes and requirements (whether it is a similar essay question or a comparable extracurricular activity worksheet). Attempt to bridge multiple applications with every sentence you write and form you prepare. In addition, go back into your archive of old scholarship applications (you'll develop one quickly) and try to recycle essays and other past materials. Don't just recopy such passages verbatim. Instead, try to rethink, and improve.

3) Leverage Schoolwork and Class Time

If you're assigned a self-reflective essay, pick a personal topic that fits in well with scholarship applications you are pursuing. Remember, teachers can serve as a helpful source of early feedback for these potential scholarship submissions. An English teacher would be a good resource to ask if they could look over your essay.

4) Learn From Past Scholarship Winners

In playing the scholarship Past Scholarship Winners game, it is extremely useful to have a roadmap of what it takes to win. Make a point of reviewing past winning application, essays, and other materials. TD Canada Trust, The Merit Scholarship have on their websites the previous winners were and what they did to win the award. The best way to master the scholarship game is to learn from those who have played it well.

OBTAINING A REFERENCE LETTER FOR A SCHOLARSHIP

Unless it is specified, try to get a mix of supporting letters, i.e. a teacher, a boss, 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 whom you have reservations about. The 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 the person writing the letter to either use a "To Whom It May Concern" introduction or ask them to put it on a word processor so that they can redo the letter several times without having to re-write it every time.

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

Specify those things that you would like to see included in the letter. 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.

Best wishes in your scholarship search and please don't hesitate to stop in to Student Services to review an application with us.