

PART ONE:

General Information

There are literally millions of dollars and hundreds of scholarships available to students. For most scholarships, you will be competing with other students. For many, however, you can be awarded free money just by applying. Applying for scholarships may seem like hard work, but the rewards can be very profitable and you don't need perfect grades to be successful. Think of it this way: if you spend two hours completing an application, and earn a scholarship worth \$500, that's the equivalent of a wage of \$250 per hour!

The **selection criteria** vary greatly for specific scholarships, but will usually emphasize one or more of the following items:

- **Academic Achievement:** The grades you earn at school are important, and will be considered. They need not be exceptionally high. Most scholarships will specify a particular minimum average in selected courses. Often "excellence" is the focus, especially when applying for some of the prestigious awards at universities.
- **Financial Need:** Being able to demonstrate financial need within your family or circumstances, will qualify you for many awards. Usually you will have to provide confidential financial information.
- **Citizenship:** You may be asked to describe the activities you have been involved in that help make your school and your community a better place to live in. e.g. sports, music, fine arts, volunteering, church, committees, etcetera.
- **Leadership:** In what ways have you demonstrated your leadership abilities?

Apply online through the Students Finance System (SFS) on the Student Aid Alberta website.

Registered Apprenticeship Program (RAP) Scholarships

The following web site will give you information on scholarships for Apprentices and Occupational Trainees: www.tradesecrets.org.

University Entrance and Admission Awards

Many universities give entrance awards for students entering their institution for the first time. The criteria is usually, students entering the institution for the first time directly out of high school or entering after taking time off from high school. Some institutions will include entering with less than 24 post-secondary transfer credits. Students who wish to get these Entrance Awards generally must also demonstrate:

- **Academic Excellence** – based on Grade 11 and 12 marks with a minimum average component usually at 80%.
- **Scholastic Distinction** – based on Grade 10, 11 and 12 marks with a minimum average usually of 95%.
- **Leadership** – based on outstanding leadership and Grade 11 and 12 marks with a minimum average usually of 80%.
- **Athletics** – based on excellence in athletics, Alberta residency, and usually minimum average of 80% in Grade 12.
- **Advanced Placement** – based on Advanced Placement marks.
- **Fine Arts** – based on excellence in fine arts, minimum average of 80% in Grade 12.
- **Faculty/Department Selected** – variable

Definitions

Scholarship: Award given primarily on the basis of academic achievement.

Bursary: Award given primarily on the basis of financial need. Satisfactory academic achievement may also be required. The criteria may include community work, athletics, memberships, disabilities, or cultural background.

Award: A prize, earned through a variety of criteria. It could be a financial award, trophy, or medal, etcetera.

Nomination: Many awards require that you are nominated by your school, a teacher, a coach or instructor, etcetera. They bring your name forward to be considered for the award.

Reference Letter: Many applications require that you include letters of reference from qualified individuals who know you, and can vouch for your specific qualities that meet the scholarship criteria. These are usually presented in a sealed & signed envelope.

Essay: Many applications require that you submit an original essay on a particular topic, often related to the criteria of the award.

Post-secondary Programs: How will you use the money awarded to you? Most programs taken after high school will qualify, e.g., Universities, Colleges, Technical Institutes, Training Programs, Apprenticeship Programs, Upgrading Programs, ESL Upgrading, etcetera.

Award Sponsors: Who provides the award? They are usually sponsored by the Government, Private and Corporate Sponsors, the Calgary Board of Education, and Post-Secondary Institutes as listed above. Your parents may also have access to certain scholarships that their employers may offer.

Transcripts: *Many scholarships and awards will require that you attach a transcript of your high school grades to your application. You may obtain "unofficial" transcripts from the Student Services Office at Henry Wise Wood High School. "Official" Government of Alberta transcripts are obtained at a cost of \$10 each and can be ordered online at*

<http://www.education.alberta.ca/students/transcripts.aspx>

PART TWO:

Tips when applying for Scholarships

The following tips are good things to consider when applying for a scholarship:

- Review the scholarship application forms for the criteria and information requested.
- Consider the organization of information in your application. Think of appropriate categories of organization such as academic merit, leadership experience, extra-curricular commitments, personal strengths or financial need.
- Give only the information that is required for the application. Use all the space provided, but do not add extra pages as they are often discarded.
- Do not fill your form with extraneous, unrelated information. Answer questions completely and honestly. Accuracy is your priority.
- Use dynamic and appropriate language that is clear, assertive and succinct.
- Check for spelling and grammatical errors. Errors can result in an instant loss of credibility.
- Arrange for final marks to be included if they are required.
- Be sure you know when and to whom the completed Application Form should be returned.
- Sign your application.
- *Remember to send a **thank you letter** if you are a recipient.* Many scholarships have been discontinued because recipients do not acknowledge donors.

Scholarship Essay or Statement

The purpose of your essay is to present a solid case for why **your** background, activities, leadership or other skills (including research on a particular topic) are deserving of scholarship funding. Follow the instructions specifically on the topic you are to write about. Essays and statements should demonstrate evidence of solid writing skills and knowledge of the subject or theme.

Scholarship essays vary dramatically in subject. However, most of them require a recounting of personal experience. The most important aspect of your scholarship essay is the subject matter. To begin brainstorming subject ideas consider the following points: What are your major accomplishments, and why do you consider them accomplishments? Do not limit yourself to accomplishments you have been formally recognized for, since the most interesting essays often are based on accomplishments that may have been trite at the time but become crucial when placed in the context of your life. This is especially true if the scholarship committee receives a list of your credentials anyway.

- Does any attribute, quality, or skill distinguish you from everyone else? How did you develop this attribute?
- Consider your favourite books, movies, works of art, etcetera. Have these influenced your life in a meaningful way? Why are they your favourites?
- What was the most difficult time in your life, and why? How did your perspective on life change as a result of the difficulty?
- Have you ever struggled mightily for something and succeeded? What made you successful?
- Have you ever struggled mightily for something and failed? How did you respond?
- Of anything in the world, what would you most like to be doing right now? Where would you most like to be? Who, of everyone living and dead, would you most like to be with? These questions should help you realize what you love most.
- Have you experienced a moment of epiphany, as if your eyes were opened to something you were previously blind to?
- What is your strongest, most unwavering personality trait? Do you maintain strong beliefs or adhere to a philosophy? How would your friends characterize you?

Tips for Students Seeking Letters of Recommendation

1. Confirm with your referee(s) that they are comfortable in providing you with a letter of reference.
2. Give the referee(s) all the pertinent information regarding the scholarship for which you are applying.
3. Give the referee(s) a written list of your accomplishments from which they may choose to improve the reference. Organize this list according to the criteria required for scholarship application.
4. Indicate whether your referee(s) should address the letter "To Whom It May Concern" or to a specific person. Indicate the exact address and include a stamped envelope if the referee is to mail the letter directly.
5. **DO NOT ASK FOR A REFERENCE TO BE READY THE SAME DAY.** Give the referee time to do the job well – two weeks if possible.

Tips on Reporting Community or Extracurricular Involvement

1. List the organizations, teams, clubs or agencies in which you participated/volunteered.
2. Include information about the length and nature of your involvement (e.g., coached twice weekly for six months).
3. Specify leadership or organizational responsibilities.

PART THREE:

Where to get Scholarship Information

Post-Secondary Institutes

Every post-secondary institute offers a Scholarship and Awards Program for their students. They do this through very substantial endowment funds of millions of dollars, to provide financial assistance to students. Prestigious scholarships, in substantial amounts of money, are also offered to encourage highly qualified applicants, with exceptional academic potential, to enrol at their Institute. When you apply for admission at any postsecondary Institute, you will probably do this online. When you receive your student ID you will have access to the links to their scholarship program. Pay attention to deadlines. Often, only one or two applications will provide you with access to hundreds of scholarships in that Institute. The following website will give you a link to all Canadian post-secondary institutes: www.aucc.ca

ALIS

The Alberta Learning Innovation Services (ALIS) website is a great resource to explore the many funding options that are available to help make your post-secondary education a reality. The Paying for Post-Secondary School section on ALIS will help you figure out what your education will cost and how you can pay for it. The site resources will help you calculate how much your education will cost and also provides options for funding your post-secondary education: using savings and earnings, receiving scholarships and bursaries and applying for loans and grants. The ALIS site also has tips on Financing Your Education and Show Me The \$\$\$—Scholarships, Bursaries and Grants.

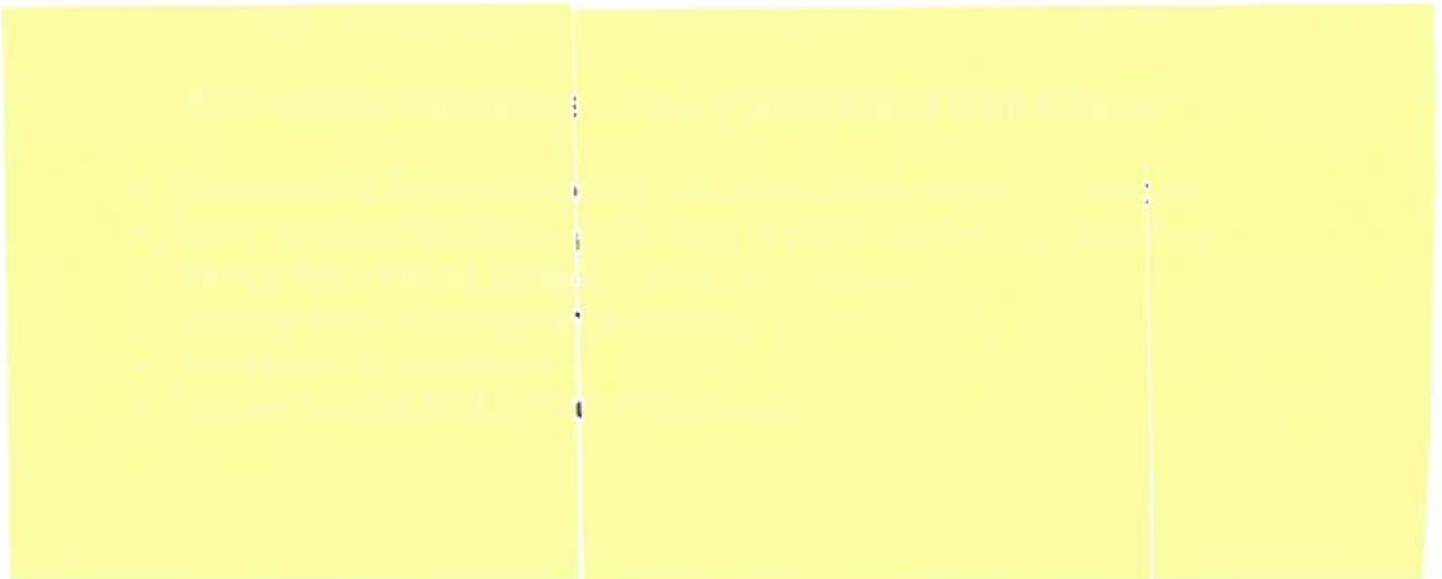
Student Government Loans

Both the Federal and Provincial governments provide student loans for post-secondary study. Students must be Canadian Citizens or permanent residents and need to apply through the province that considers them a resident. Government student loans are intended to be supplemental to student and family resources, and are awarded based on **financial need**.

Get your questions answered at **edulinx.ca**

Province of Alberta Loans: www.alis.gov.ab.ca/studentsfinance

Government of Canada Loans: www.canlearn.ca



Alexander Rutherford Scholarships

Students may earn a maximum of \$2,500 toward their post-secondary education if the eligibility criteria are met. Awards are as follows:

- \$300 (75% to 79.9%) or \$400 (80% or higher) for Grade 10
- \$500 (75% to 79.9%) or \$800 (80% or higher) for Grade 11
- \$700 (75% to 79.9%) or \$1,300 (80% or higher) for Grade 12

For more information on the Rutherford Scholarships go to:

http://studentaid.alberta.ca/scholarships/alberta_scholarships/rutherford_scholarship/

American Universities

Due dates for American University applications vary but can be due as early as mid-October if you are looking for early admission and late December for regular acceptance. All American Universities require students applying for admission write some form of standardized tests.

Students are encouraged to go to <http://www.collegeboard.org/> for more information on studying in the United States. The PSAT is offered to grade 11 or 12 students as a practice opportunity for the SAT. It is not a requirement to write the PSAT, but students have the option of having the score submitted to universities. The results of the PSAT will not ensure or hinder the applicant's post-secondary entrance.

<https://www.collegeboard.org/psat-nmsqt>

Helpful Web Sites

<i>Alberta Government Website with Links to Scholarships and student loans</i>	www.alis.gov.ab.ca/scholarships/info.asp
<i>Government of Canada Loans</i>	www.canlearn.ca
<i>Education Matters: Calgary Board Of Education Scholarships and Henry Wise Wood Specific</i>	www.educationmatters.ca
<i>Scholarships Canada(create a profile)</i>	www.scholarshipscanada.com
<i>StudentAwards (create a profile)</i>	www.yconic.com
<i>Student Scholarships(register for a free account)</i>	www.studentscholarships.org
<i>The Calgary Foundation (local site of Scholarships)</i>	www.thecalgaryfoundation.org/
<i>School Finder (find schools, programs or careers)</i>	www.schoolfinder.com
<i>Academic Invest for career planning and scholarships</i>	www.academicinvest.com
<i>Alberta Department of Education (Transcripts) MyPass</i>	http://www.education.alberta.ca/students/transcripts.aspx
<i>American Scholarship Information</i>	www.finaid.com
<i>Association of Universities and Colleges of Canada: Includes directory listing.</i>	www.aucc.ca
<i>Canadian and International Scholarship Programs</i>	www.scholarships-bourses-ca.org
<i>Maclean's Magazine University Ranking , etc.</i>	www.macleans.ca/oncampus
<i>Social Insurance Number</i>	http://www.servicecanada.gc.ca/en/sc/sin/index.shtml
<i>HigherEd Points/TD Bank Redeem Aeroplan points</i>	www.HigherEdPoints.com

Please check with your Parent's employer, banks, religious affiliations and the post-secondary institutions you're applying at.

- What have you done outside of the classroom that demonstrates qualities sought after by universities? Of these, which means the most to you?
- What are your most important extracurricular or community activities? What made you join these activities? What made you continue to contribute to them?
- What are your dreams of the future? When you look back on your life in thirty years, what would it take for you to consider your life successful? What people, things, and accomplishments do you need? How does this particular scholarship fit into your plans for the future?

Adapted from
AWARD APPLICANT'S HANDBOOK

Scholarship Office, Education Matters
The full handbook can be downloaded from:

http://www.educationmatters.ca/wp-content/uploads/2013/02/Award-Applicants-Handbook_2013.pdf