

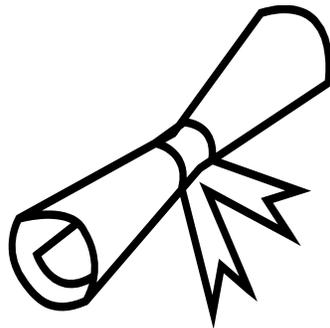


VERNON SECONDARY SCHOOL

SCHOLARSHIPS AND BURSARIES

INFORMATION AND TIPS

FOR STUDENTS AND PARENTS



PLANNING FOR POST SECONDARY

Applying to Universities, Colleges and other Post-Secondary Institutions:

All students should make a point of visiting the counselling office to read up on application guidelines, program pre-requisites, important deadlines and other information regarding Post Secondary programs they wish to pursue. The counsellors maintain a collection of many calendars and program applications and will assist students in their search for information. The school monitors students' credits to enable them to graduate and receive a BC Secondary School Diploma. **It is the responsibility of the students and their parents however to determine requirements needed for entrance to their selected post secondary institution prior to grade 12!**

The BC Secondary Schools and College Liaison program will be at Vernon Secondary October 26. Each college and university will provide information and orientations about their programs, entrance requirements etc. While students are expected to attend, parents are also encouraged to participate in these sessions. The presentation provides students and parents a first hand opportunity to ask staff from UBC, UVIC, SFU, BCIT, UNBC, and OUC questions about programs, pre-requisites and more.

Scholarships and Bursaries:

As it becomes available, information about scholarships and bursaries will be posted on the school website as well as emailed to grads directly. If you haven't submitted your email address to Ms Glinsbockel please do so ASAP.

It is important to note that while counsellors will do their utmost to make this information readily available, it is ultimately the graduate's responsibility to research and monitor scholarships that are available to them.

- a) **College and University Scholarships and Bursaries** - on their websites, applications for their entrance awards available in January.
- b) **Corporate/Foundation Scholarships** - throughout the year various corporations, organizations and businesses offer scholarship opportunities. Students must check the regularly to determine their eligibility for each award, the information regarding application process and deadlines.
- c) **Local Bursaries and Scholarships** - applications are usually available just before Spring Break. Students have one week to apply.
- d) **District Scholarships** - applications are due February 1. This program is for students who plan and complete a project to demonstrate skill in a particular area e.g. technology, creative writing, art, etc. Please see Mr. Dolinar for more information.
- e) **Provincial Scholarships** - students who achieve a minimum of 1 "A" and 3 "B's" on their provincial exams (English10, Science10, Math10, SS11) as well in combination with achieving a "B" on their English 12 provincial will earn \$1000. The top twenty students in B.C. earn \$2000.
- f) **Passport to Education** - The Ministry of Education provides financial credits for post secondary education to students who achieve in the top third of their class. Grade 10 - \$250 Grade 11 - \$250 Grade 12 - \$500

Some awards are based only on academic achievement. However, all take in to account citizenship, service to school and community and financial need. Some also have specific criteria related to areas of study, dependents of members of organizations, etc. Parents are encouraged to investigate sources of financial support that may be offered through their employer and private organizations, as the school does not always receive such information.

GENERAL INFORMATION ON SCHOLARSHIPS AND BURSARIES

- Scholarships are provided by: Universities, colleges, banks, private foundations, unions, employers, companies, embassies, provincial and federal governments, donations given in memorial.
- All scholarships/bursaries have their own criteria and dollar amount.
- A **scholarship** is an award of money given on the basis of merit. Merit means that something has been done very well in areas such as academics, sports, or community service.
- **Bursaries** are awarded to students with consideration given to financial need.
- Virtually anyone who can meet the minimum requirements for university or college can be considered for a scholarship. However, if you want to improve your chances, you need to look at doing three things:
 - ▶ Extracurricular activities
 - ▶ Community Service
 - ▶ Attaining the highest grades possible
- It is important to note that **all** awards give major consideration to school and community involvement, and the character of the applicant. Even those scholarships that specifically focus on significant academic or athletic achievement now give major consideration to factors such as the applicant's character and his/her school and community involvement.
- The greater the value of the scholarship, the more work that is involved in applying for it. Generally, it is also true that the greater the value of the scholarship, the higher the grades required and the more involved a student must be in community and school activities.
- If you are uncertain about whether you may be a good candidate for a particular scholarship, check with one of the counsellors as they will be able to advise you of the typical profiles of previous recipients and whether you will have a reasonable chance.
- Parents can also help by compiling background information for some of the essays you will have to write. They can proof read your essays and answers, help you to keep organized, help you to search the suggested websites for possible scholarships, and help you to remember all your activities, awards etc.
- Ask teachers, counsellors, administrators, coaches, family friends, and employers to compose letters of recommendation long before you begin your scholarship applications. If you request a number of letters from a variety of sources, then you can pick the ones that are most supportive and well written and/or that will be eventually requested by a specific application. Remember, you may have to go back to the person who wrote you a reference letter to have them update it or to make it more specific to a particular application. If they have saved the original on a computer, it is easy to update or alter as needed.
- Nobody can guarantee that you will receive any awards, but it is an absolute certainty that if you do not try, then you cannot win. Let the scholarship committee make the choice. There is no shame in losing when you are competing with the very best. Besides, if you do everything right, you just might win, and think about how good that would feel!

PROVINCE OF BRITISH COLUMBIA GRADE TWELVE SCHOLARSHIPS AND AWARDS PROGRAM

The Ministry of Education provides scholarships and awards to eligible graduating students. To be eligible a student must meet both some general criteria, such as being enrolled in a public school in B.C. and be a Canadian citizen, and some specific criteria as discussed below:

Students may choose to work towards either a Provincial Scholarship or a District Scholarship but may not participate in both. Passport to Education vouchers are awarded in addition to any other awards.

1. PROVINCIAL SCHOLARSHIPS

Provincial Scholarships are based on Provincial Exams results. Scholarships of \$1000.00 are awarded to each student who achieves outstanding results their provincial exams. Students must achieve a minimum of 3 “B’s” and 1 “A”. This must be paired with achieving a minimum of a “B” on the English 12 provincial. The top twenty students in the province will receive awards of \$2,000.00 each.

2. DISTRICT SCHOLARSHIPS AND AWARDS

District Scholarships are awarded to graduating students who have excelled in fields other than academics. Students entering this competition must have a project or ability that can be showcased in a display and, where possible, a performance. Throughout their graduating year students, who elect to engage in this competition, must work on producing final products that will be displayed in April at the District Scholarship competition. Marks will be awarded for the quality of work, a journal, interviews, and performances in fields where appropriate. Students enter this competition with a variety of expertise ranging from fields as diverse as metal working, singing, playing a musical instrument, photography, jewelry making, clothing and textiles, wood working, art, culinary arts, mechanics, etc. A recipient of this award receives \$1000.00.

3. PASSPORT TO EDUCATION

In every secondary school, Passport awards are given to the top 30% of students in each of Grades 9, 10, 11 and 12. In August, of a student's graduating year, if a student had received a Passport to Education award any time from Grade 10 to 12, they will receive a little booklet that will indicate the amount they have earned. These dollar amounts are redeemable when a student enrolls in a post secondary institution. Grade 10 and 11 students can earn \$250.00 dollars, while a grade 12 student \$500.00

APPLYING FOR SCHOLARSHIPS, BURSARIES AND AWARDS

INTRODUCTION:

Scholarship applications can seem overwhelming, but with organization and planning they are relatively easy to complete. Typically, applications are usually around two to three pages in length. The application describes the scholarship and lists the specific criterion. It will include instructions, an address and a deadline for submission. The form will require you to provide personal information such as your name, address, school, the program and the college or university applied for, and names of your references. Other sections of the application form may request such information as:

- ◆ A list of your extracurricular activities
- ◆ A description of any community service that you have done
- ◆ Your employment history
- ◆ A description of any awards or distinctions you received while in high school
- ◆ A list of any special training or certification
- ◆ An official transcript of your school marks
- ◆ A reference or references from the principal, counsellor or other person(s) in authority which can take the form of a checklist, anecdotal comments, and/or a letter
- ◆ A short answer or essay (usually not longer than 600 words) answering a specific question that reflects the attitude, values and characteristics of the applicant
- ◆ An explanation about why the applicant feels they should be considered for the award

HINTS:

1. Applications must be neat. They should be checked for grammar and spelling. NO abbreviations should be used; full names of awards, clubs, and certificates must be used. This is to ensure the scholarship sponsors and selection committees understand exactly what it is you are presenting.
2. **ALWAYS** work on a photocopied form first and then complete the original copy.
3. Have a counsellor, English teacher and/or parent proof read the rough draft. This will help eliminate mistakes and make your application more polished.
4. Read all the instructions carefully. Record the deadline.
5. Have a system for keeping your information and various application forms organized. Some methods students have used that seem to have worked include the use of files. Use a calendar to keep track of the submission dates for each of the scholarships. This helps to keep track of the dates the forms have to be completed and mailed to ensure they arrive prior to the deadline.
6. Request reference letters and transcripts well in advance of the deadline date. This gives the people you are asking enough time to complete the requested task. When you must send a transcript with your application, use the most current transcript you can, which is after each term/semester. Each time you ask the counsellor for a current transcript, ask for a number of original copies to be made. This way, you can file these copies and have them ready. Reference letters may be photocopied. So if you make a number of photocopies of each reference letter, and then file them, they are easily accessible as needed.

7. When you request a reference letter, provide the person writing the letter with relevant personal information such as your employment record, extracurricular activities, sports/music involvement, special accomplishments, words to describe you, etc. Counsellors have a simple form entitled, "Reference Letter Planner", that you can complete that helps you to organize this information (one is included at the end of this booklet). Once you have completed the form, photocopy it to give to people from whom you have requested a reference. Also, supply them with a copy of the application form so they can include the address in their letter and/or respond to specific criterion being looked at for that scholarship.
8. Be creative. This is especially true when you are responding to some of the essay questions.
9. Apply for as many scholarships as possible. As a rule, your odds of winning something increase as you enter more competitions. Remember that once you have done all the preparation for one application, the rest will be easier to complete. In fact, many of the applications ask similar questions, so you can reuse or just edit your answers. In fact, essays that are saved on the computer can be altered and edited to fit the criterion for other essays that you may need to complete as part of an application.
10. Always type your essay unless the application specifies that it must be handwritten. If you must do it by hand, use black ink and write neatly and carefully. A scholarship selection committee may photocopy it, so it must be legible.
11. Before you send your application, make sure you make a photocopy of the entire application and file it away in the specified file. It may be useful if the original goes missing or if you have to prepare a similar application..
12. Keep the application flat, with no folds. Keep it from getting dog-eared or soiled. Mail it in a proper sized, 9" x 12" envelope. It is probably best to send your application by Priority Post or by courier.
13. Make sure that you have your Social Insurance Number (SIN). You may need it for applications. If you currently do not have a SIN, apply for one immediately.
14. Ask a counsellor for help if you have any difficulties while filling out the forms. If necessary, they can contact the sponsor of the scholarship for more information.
15. Be honest on the application. If it is discovered that you exaggerated a part of the application, it could jeopardize your application.
16. Answer all questions and sections on the application.
17. Prior to sending your application, double check to make sure that you are sending everything that is required.
18. Where a letter of application is required - use 8 ½" x 11" paper, one side only. Use a regular business letter format, and keep the tone of the letter straightforward, concise and unemotional. In addition to required information, content should include an outline of your interests, extracurricular/voluntary activities, awards, employment, etc.
19. Because many scholarships are decided by April and May, the marks you achieve in grade 11 and in the first semester of grade 12 are critical. Many scholarships, such as college or university entrance scholarships and district scholarships, are decided well before students receive final marks for the second semester.

STRATEGIES FOR SCHOLARSHIP APPLICATIONS:

1. Apply for as many scholarships as possible. Be prepared to spend time and effort; successful scholarship applications are the result of care, good supporting documents, and attention to detail.

2. Begin early. The scholarship application process should begin early in the school year.

3. Search. There are many online sources and databases to search for scholarship opportunities. Please visit the [VSS Scholarship sites page](#) for more information AND GOOGLE the word "scholarships".

4. Be realistic. Choose the scholarships and bursaries for which you are realistically eligible. Make sure the award applies to secondary school students entering a post-secondary institution and not just to students already attending. Check that you meet the criteria for the application. Follow the instructions carefully and accurately.

5. Read the fine print. Look over the application with a fine-tooth comb, focusing on instructions. Call if you have questions. Most applications come with a phone number. If an award is restricted, include detailed and precise information that identifies your eligibility for the award. If the application requires a high school transcript, for example request one immediately.

6. Photocopy the application forms and use them as rough drafts. Prepare spotless final copies.

7. Neatness counts. Type all application forms, essays, etc. Ask someone else to proofread them. Be sure all parts are "picture perfect," no whiteouts, corrections with a pen, misspellings or crumpled paper. Make sure every part is neat, tidy and legible.

8. Practice makes perfect. If essays or paragraph-long answers to questions are asked for, rework them until they are clear and well written. Be willing to do it over to get it right! Show your application to a teacher or parent or someone who can give constructive criticism.

9. Check application deadlines. Determine whether the deadline date is the date the application must be received or whether it is the date the application must be postmarked. Be early, in case of unavoidable delays, and be aware that deadline dates are sometimes subject to change. Sign, seal, and send your application at least two weeks prior to the application deadline date. As a precaution, you might consider sending it by registered or express mail, or by courier.

10. Keep a record. Make copies of everything you send so you'll have a reference at a later date.

11. Check out what has worked for others. Talk to anyone you know who has won a scholarship. Ask for pointers on ways to improve your application.

12. Explore all possibilities. Keep seeking out scholarship opportunities. Applying for a cash award is time-consuming, but research and hard work does pay off.

SCHOLARSHIP SEARCH DATABASES

Scholarship search databases can be found on the Internet. These services ask for personal information such as age, gender, ethnicity, grade-point average, extra-curricular activities, organizations you belong to and career interests. They use this information to scan their databases and provide you with a list of scholarships that fit your profile.

When these search databases ask you to define your personal characteristics, always be as broad as possible - so that you won't miss any scholarship opportunities. Make sure you do multiple searches in each database by changing your personal characteristics - this will help you locate scholarships that may have been mis-classified.

The easiest way to manage all of the scholarship summaries that you will print out from these databases is to put them in a three ring binder and organize them by entry deadline date. Here are some of the databases that you might want to search:

www.sudentawards.com

www.myschool101.com

www.fastweb.com

www.fastweb.com/canada

www.powerstudents.com

www.scholarshipscanada.com

www.fastap.org

www.pallisers.ab.ca - (this is mostly for Alberta students, but it is worth checking out)

To read more about scholarship searches, I highly recommend a book called "How To Go To College Almost For Free" written by Benjamin R. Kaplan whose suggestions I have included above.

WEBSITES FOR BRITISH COLUMBIA POST-SECONDARY INSTITUTIONS

British Columbia Institute of Technology	www.bcit.bc.ca
Camosun College	www.camosun.bc.ca
Capilano College	www.capcollege.bc.ca
College of New Caledonia	www.cnc.bc.ca
College of the Rockies	www.cotr.bc.ca
Douglas College	www.douglas.bc.ca
Emily Carr Institute of Art and Design	www.eciad.bc.ca
Institute of Indigenous Government	www.indigenous.bc.ca
Justice Institute of British Columbia	www.jibc.bc.ca
Kwantlen University College	www.kwantlen.bc.ca
Langara College	www.langara.bc.ca
Malaspina University College	www.mala.bc.ca
Nicola Valley Institute of Technology	www.nvit.bc.ca
North Island College	www.nic.bc.ca
Northern Lights College	www.nlc.bc.ca
Northwest Community College	www.nwcc.bc.ca
Okanagan University College	www.ouc.bc.ca
Open Learning Agency	www.ola.bc.ca
Royal Roads University	www.royalroads.ca
Selkirk College	www.selkirk.bc.ca
Simon Fraser University	www.sfu.ca
The Technical University of B.C.	www.techbc.ca
Trinity Western University	www.twu.ca
The University of British Columbia	www.ubc.ca
University College of the Cariboo	www.cariboo.bc.ca
University College of the Fraser Valley	www.ucfv.bc.ca
University of Northern British Columbia	www.unbc.ca
University of Victoria	www.uvic.ca
Vancouver Community College	www.vcc.bc.ca

APPLICATION PROCESS FOR POST SECONDARY INSTITUTIONS

For many students, life after high school involves moving into the world of work, attending a college or university, travelling overseas or across Canada. If you are planning to attend college/university or participate in an apprenticeship program...there is some work that has to be done....As Soon As Possible...

College/University application websites are open and deadlines are fast approaching. The application process for colleges and universities is almost completely an online process.

The following are a list of tasks that we suggest students complete in preparation for attending a British Columbia college or university in September. If you are planning to attend a college or university outside of BC, please meet with one of the school counsellors for more information.

1. CREATE an account & Complete the COMMON FORM on the Post-Secondary Application Service (PASBC).

- This FREE service enables a student to enter their personal information---required by all **BC** post secondary institutions—used on their college/university application only once...when they apply to more than 1 institution.
- We recommend that you apply to more than 1 institution...as there are no guarantees

The web address for PASBC account creation page is
https://portal.bccampus.ca/myProfile.htm?_flowExecutionKey=_cB30D6D9C-E07C-7A07-320F-C05698068582_k763F7715-EC8A-3E68-EB8C-7009CFF41CDD

2. Decide what faculty/program you want to register for and attend in 2010-11

- If you not sure what you want to study or where to study...use the Program Search tool from EDUCATION PLANNER <http://www.educationplanner.bc.ca/>
- this tool will enable you to search for a Field of Study, Subject Area Region of the province, a particular Institution, Length of the program/course , type of Apprenticeship and many other options.
- The site will give you information about entrance requirements, tuition fees and program details.

3. Prepare for Scholarship Applications and Reference Letter Requests

- In order to make the scholarship application process as streamlined as possible, we recommend that students complete at least 1 of the following forms:
 - **Reference Letter Planner**
http://kalamalka.sd22.bc.ca/counsellor_website/reference_letters.html
 - **Student Reflection for school counsellor recommendation**
http://kalamalka.sd22.bc.ca/counsellor_website/prep_4_post_secondary.htm

Transcripts, Interim Grades, and P.S.I. Forms

For most scholarship applications, you must include a copy of your marks. When you apply for scholarships before the end of the school year, the application may require that you provide a School Transcript of your most recent marks. Sometimes just Grade 12 marks are required, and sometimes marks from other grades will be needed. Come to the Counselling Centre to request official copies of your marks. 24 hours notice is required.

School Transcript and Interim Grades

Your School Transcript can be prepared for you to show which courses you have completed. Your Permanent Record (P.R.) Card contains the final grades from each year since you started school in B.C. Your report card shows your most recent completed and interim grades. Interim Grades are those received mid-term before a course is completed.

To obtain a copy of your School Transcript at VSS:

- Visit the main counter in the MAIN OFFICE to request a copy of your transcript
- Allow 1-2 school days for completion. Pick up at transcript at the main office.

Ministry of Education Transcript

This is your final graduation transcript provided by the Ministry of Education in the summer after you graduate. At the end of July the Ministry produces transcripts for any active Grade 12 students who have completed courses during that school year.

Revised transcripts are produced on a weekly basis during August and September.

Transcripts are mailed to the student address that has been provided to the Ministry by the student's school.

Post-Secondary Institutions (PSI) Choice Forms

Students can provide their transcript information to a number of post-secondary institutions by filling in a Post-Secondary Institution Choice Form. These are made available to students during a class time (specific date TBA).

If students miss the form submission deadline in April, they should discuss next steps with their school counsellor while school is still in session.

If you completed a PSI Choices form while you were at school, your final marks will be sent to the PSI's at the end of July.

These marks will be used to determine your admission to the university or college, and also to assess your eligibility for Entrance Scholarships.

REFERENCE LETTER PLANNER

This form should be completed prior to requesting a reference letter. It can be done in point form. The information you provide in these 5 questions will be extremely helpful to the person who has agreed to compose a reference letter for you. It would be helpful to also provide them with a copy of your current transcript and a copy of the application form.

1. **EXTRACURRICULAR ACTIVITIES:** List the extracurricular activities you have been involved in throughout high school. This includes your involvement in sports, music, clubs, leadership classes etc. Include the dates and years of involvement.
2. **COMMUNITY VOLUNTEER WORK / INVOLVEMENT:** List and describe any community volunteer work or involvement. Include the dates and year(s) of involvement.
3. **SPECIAL ACCOMPLISHMENTS:** List ALL certificates, awards, leadership roles etc. that you have earned both in the school and community.
4. **EMPLOYMENT HISTORY:** Outline your employment history. Provide dates of employment, names of companies and employers, tasks performed, etc.
5. **CHARACTER DESCRIPTORS:** Provide at least six words that best describe you. Explain why you think these words are the best descriptors of your character.

This form should be completed prior to requesting a reference letter. It can be done in point form. The information you provide in these 5 questions will be extremely helpful to the person who has agreed to compose a reference letter for you. It would be helpful to also provide them with a copy of your current transcript and a copy of the application form.