

# *Quebec City Women's Club*

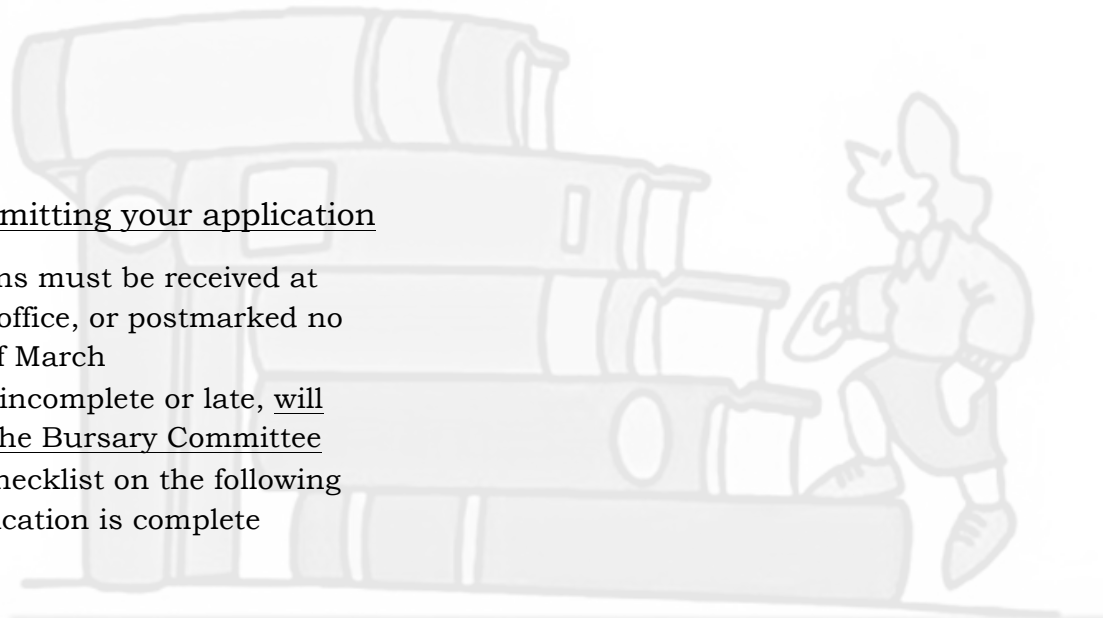
## Mature Woman's Bursary Guidelines and Application

### Guidelines and Eligibility

- Applicant must be 25 years of age or over.
- Applicant must be registered to enter, or currently enrolled in, a full-time undergraduate, graduate or post-graduate university degree program. One year certificate or diploma programs at a university level may also be considered.
- Applicant must be a Canadian citizen or have landed immigrant status.
- An accredited technical school may be considered, depending on program choice. Accredited correspondence schools may also be considered, but in this instance, applicant must submit a confirmation of graduation by December of the year of application, to receive the award.
- If selected for the final round, which is to participate in an interview with the Bursary Committee, the applicant must be able to communicate (speak and write) in English.
- Completed application must clearly demonstrate financial need and past academic performance.
- Applicant must be from or living in the Greater Quebec City region and holding a local residential address.
- Applicant must supply two recommendations from professionals who know the applicant well enough to judge their character, such as current teachers or employers, or people they've worked with as volunteers.  
Applicant will also be judged in terms of potential to succeed, motivation and community involvement.

### Details regarding submitting your application

- Complete applications must be received at Citadel Foundation office, or postmarked no later than the 31<sup>st</sup> of March
- Applications, either incomplete or late, will not be reviewed by the Bursary Committee
- Please refer to the checklist on the following page to ensure application is complete



# Quebec City Women's Club

## Checklist

<input checked="" type="checkbox"/>	Supporting Documents	Acceptable Items	Unacceptable Items
<input type="checkbox"/>	Application Form	<ul style="list-style-type: none"> <li>• Fully completed form</li> <li>• Signed and dated</li> <li>• All information is true</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete Form</li> <li>• Not signed or dated</li> <li>• Inaccurate or false information</li> </ul>
<input type="checkbox"/>	Essay	<ul style="list-style-type: none"> <li>• 1 to 3 pages typed</li> <li>• describes how you view your potential to succeed</li> <li>• explains your motivation to continue in academics</li> </ul>	<ul style="list-style-type: none"> <li>• Essays exceeding 3 pages</li> <li>• Essays used in past applications</li> <li>• Essays not addressing potential, motivation, and community involvement</li> </ul>
<input type="checkbox"/>	Community Involvement	<ul style="list-style-type: none"> <li>• At least 1/3<sup>rd</sup> of your essay describes your community involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Essays that do not contain at least 1/3 of the body pertaining to community involvement</li> </ul>
<input type="checkbox"/>	Letter of Support X 2	<ul style="list-style-type: none"> <li>• 2 (minimum) Letters of Support</li> <li>• Signed and dated</li> <li>• Written by people known professionally, or personally (school, work, or through your volunteerism).</li> </ul>	<ul style="list-style-type: none"> <li>• Only one letter of support</li> <li>• Letters written by family members (unless there is a professional connection)</li> </ul>
<input type="checkbox"/>	Latest unofficial Transcripts	<ul style="list-style-type: none"> <li>• Unofficial or Official Transcripts</li> <li>• From most recent school year</li> </ul>	Note: Original official transcripts may be required if approved
<input type="checkbox"/>	Acceptance (if received) / Enrolment at Post-Secondary Institution	<ul style="list-style-type: none"> <li>• Acceptance letter into institution</li> <li>• If a returning student, letter of enrolment</li> <li>• Dated this year</li> </ul>	<ul style="list-style-type: none"> <li>• Out-dated letters</li> <li>• Letters from anywhere else other than the institution</li> </ul>
<input type="checkbox"/>	Resume	<ul style="list-style-type: none"> <li>• Up to date resume</li> </ul>	<ul style="list-style-type: none"> <li>• Outdated or incomplete</li> </ul>

### If you have been selected to receive a bursary

- Prepare to provide official transcripts to receive the bursary
- You will be asked to provide a screen shot of the courses you are registered for. **Please Note** that this screen shot must be dated **after** the institution's Course Add/Drop Date. The payment process will begin at this time.
- You will be asked for your SIN, in order to process payment

*Quebec City Women's Club*  
 Mature Woman's Application  
 (please print clearly, or type)

Contact Information

1. Name (First, Last)  
:
2. Best Phone Number, and eMail address (*list best time to contact by phone, if necessary*)  
:
3. Permanent Address (#, Street, City, Province, Postal Code)  
:
4. Current Mailing Address, if different from above  
:

Personal Details

5. Place of Birth, Date of Birth, Citizenship  
:
6. Length of time in the Quebec City metropolitan area  
:
7. First Language learned and still understood  
:
8. Other Languages  
:
9. Civil Status (single, living with partner, married, widowed, separated, divorced)  
:

Information on dependents:

10. List dependents, such as your own children that are financially supported by you/your family. Do not include children who are independent or working full-time.

Name	Age	Relationship	Post-secondary institute attending (if applicable)
<i>Insert rows if necessary</i>			

Educational Information

11. List, in chronological order, all post-secondary degrees, held or expected

	Name of School	Degree	Date of Completion
1			
2			
3	<i>Insert rows if necessary</i>		

Financial Background

12. Present means of support  
:
13. Total Personal Income (from your most current T4, list Gross and Net Income) (\$)  
:
14. *(if you have a partner/spouse)* Total Household Income (Gross and Net, based on T4s of those living with you providing support to the household)  
:
15. Is your Partner living at a different address? (Yes, No) *If yes, include address*  
:
16. Are you eligible for a Canadian or Provincial Student Loan? (Yes or No) If yes, have you applied for a Student Loan? (Yes or No) If no, please give the reason:  
:
17. Total educational debt from Canadian and provincial loans (less loan remission) to date? (\$)  
:
18. List all other financial assistance for which you have applied for this program of study (Source, \$, how long)  
:
19. List any financial assistance that you have already received for this program of study (Source, \$, how long)  
:
20. List any other sources that will help pay for your expenses (parents, employment, etc.)  
:
21. Are there additional financial or other challenges you face that the selection committee should be aware of (i.e., medical condition/extenuating family circumstances requiring additional finances, single parent, etc.)?  
:

Financial Information for one academic year:

22. Estimated Costs for the following:

Tuition, Books & Incidental Fees	Transportation Housing/Living Costs	Total Costs

23. How will you be paying for your education?

Self / Savings %	Loans %	Spouse/Family %

24. Where will you be living during the academic term? (Parents, Own Home, Rental, Residence, Other)  
:

## Employment Information:

25. List your employment history:

Employer	Job	Average Number of Hours per week	Duration (number of years and/or months)	Salary (hourly rate)
<i>Insert rows if necessary</i>				

26. Describe your plans for work while pursuing this degree.

:

## Community Involvement and Interests:

27. List your recent involvement in community efforts, such as participation as a volunteer (for charities, non-profits, clubs, etc.). Mention any roles/positions you held.

:

28. List any hobbies, sports, and/or activities you enjoy.

:

29. List any merits or recognition "awards" you've received from schools and/or organizations (Name, \$, Date)

:

## Personal Essay/Statement:

30. Please include an essay with the application. In your own words, explain to us why you should receive a bursary from the QCWC. Explain your potential to succeed, your motivations to pursue academics, and your community involvement. Feel free to incorporate your background, hobbies, skills, interests and participation in school, community, college, church, sports, etc. to help us get a detailed picture of you as an individual. (3 typed pages maximum). Note: At least 1/3 of the body of your essay should allude to community involvement.

The Bursary Committee scores on the following categories: Financial Need, Academic Aptness, Sense of Vision, Civic Involvement, Clarity of Message in Essay. Recommendations will also serve as an influence in our scoring rubric.

*Quebec City Women's Club*

*from books to bursaries for over 75 years*

[quebeccitywomensclub@gmail.com](mailto:quebeccitywomensclub@gmail.com)



[facebook.com/quebeccitywomensclub](https://facebook.com/quebeccitywomensclub)

## How did you learn about our bursary?

31. Please describe

:

Oath:

32. I confirm that all of the information provided is correct

:  Yes  No

33. Date

:

34. Signature

:

***Please refer to the checklist on Page 2 to ensure all required elements are included with a complete application form. Incomplete applications will not be considered.***

All of the above must be submitted in paper format, either in person to the Citadel Foundation office, or mailed and postmarked by March 31.

Email any questions to: [kpoulin@foundations-office.org](mailto:kpoulin@foundations-office.org)

Mailing address: Quebec City Women's Club Bursary  
c/o Citadel Foundation  
1270, chemin Sainte-Foy, suite 2000  
Quebec (Quebec) G1S 2M4

**?** Have feedback about our new application form? We want to hear from you! Send your comments and suggestions to [kpoulin@foundations-office.org](mailto:kpoulin@foundations-office.org). All feedback will be collected and cleared of authors' names, and delivered to the Bursary Committee as one name-free document, after award selections have been made. We value both your feedback and your candor, which is why your comments will remain anonymous. Thank you for helping us continuously improve our processes.



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