

# Quebec City Women's Club

## **Mature Woman's** Bursary Guidelines & Application Form 2019

### Guidelines and Eligibility

- Applicant must be a female 25 years of age or over.
- Applicant must be a citizen, permanent resident or legal refugee of Canada.
- Applicant must be from or living in the Greater Quebec City region and holding a local residential address.
- Applicant must be registered to enter, or currently enrolled in, a full-time accredited technical school depending on program choice, or an undergraduate, graduate or post-graduate university degree program. One-year certificate or diploma programs at a university level may also be considered. Accredited correspondence schools may also be considered, but applicant must submit a confirmation of graduation by December of the year of application, to receive the award.
- If a candidate is selected for the final round, she will be required to answer a question by writing a short essay in English prior to a same day interview in English with the selection committee.
- Completed application must clearly demonstrate financial need and past academic performance.
- Applicant must supply two recommendations from supervisors with whom they have worked.
- Applicant will also be judged in terms of potential to succeed, motivation and community involvement.

### Details regarding submitting your application

- Completed applications must be received by the Citadel Foundation no later than midnight March 1, 2019.
- Applications, either incomplete or late, will not be reviewed by the Bursary Committee.
- Please refer to the checklist to ensure application is complete.
- For 2019, applicants must submit ONE (1) email to [kpoulin@jhparkers.net](mailto:kpoulin@jhparkers.net) at the Citadel Foundation. This email must contain all the required documents in Adobe Acrobat PDF format. Applicants may submit the PDF documents as separate attachments in the email **or** as one zip file **or** as a compendium of all required documents summarized in one PDF document. The following must be included in the email in order to be considered: application form; personal essay; a minimum of two letters of reference; proof of acceptance; unofficial transcripts and Curriculum vitae. Personal signature is required. Print off completed document to sign and then scan.
- Each email is confidential.
- The subject line of each email will read "QCWC Bursary- MW-NAMEOFAPPLICANT" (*your name*).

## 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>• 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, 750 words maximum</li> <li>• describes how you view your potential to succeed</li> <li>• explains your motivation to continue studying</li> </ul>	<ul style="list-style-type: none"> <li>• Essays exceeding 3 pages or 750 words</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 one third 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"/>	2 Letters of Support	<ul style="list-style-type: none"> <li>• A minimum of two current letters of support, signed and dated</li> <li>• Written by people known professionally or personally through school, employment, or your involvement in your community as a volunteer.</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 transcripts from most recent school year</li> </ul>	Note: Original official transcripts may be required if approved
<input type="checkbox"/>	Acceptance ( <i>if received</i> ) / 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>• Either one must be 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 Curriculum vitae</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 for which you are registered on November 15, 2019. (**Please Note** that this screen shot must be dated **after** the institution's Course Add/Drop Date without penalty). 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 Form 2019**  
*(Please print clearly or type)*

1. Contact Information

First Name:	Last Name:

Phone Number:	
Email Address:	
Permanent Address:	
#	
Street name	
City	
Province	
Postal Code	
Current Mailing Address <i>(if different from above)</i>	

2. Personal Details

Place of Birth:	
Date of Birth (Year/Month/Day):	
Citizenship:	
Length of time in the Greater Quebec City region:	
First language learned and still understood:	
Other Languages Spoken: Written:	
Civil Status (single, living with partner, married, widowed, separated, divorced):	

### 3. Information on dependents:

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)

*Insert further information if necessary, on a separate sheet*

### 4. Educational Information

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

	Name of School	Degree	Date of Completion
1			
2			
3			

*Insert further information if necessary, on a separate sheet*

### 5. Financial Background

5.1	Are you financially independent from your parents? (i.e. maintain a separate residence year-round and receive minimal financial support.) (Yes, No)	
5.2	Total Personal Income (from your most current T4(\$))	<u>Gross:</u> _____ <u>Net:</u> _____
5.3	<i>(if you have a partner/ spouse)</i> Total Household Income (Gross and Net, based on T4s of those living with you providing support to the household)	
5.4	Are you eligible for a Canadian or Provincial Student Loan? (Yes or No)	
5.5	If yes, have you applied for a Student Loan? (Yes or No)	
	If no, please give the reason:	
5.6	Total educational debt from Canadian and provincial loans (less loan remission) to date? (\$)	

5.7 List all other financial assistance for which you have applied for this program of study:

Source	\$	How long

5.8 List any financial assistance that you have already received for this program of study:

Source	\$	How long

5.9 List any other sources that will help pay for your expenses (parents, employment, etc.):

Source	\$	How long

5.10 Are there other challenges requiring additional financing that you face that the selection committee should be aware of (i.e., single parent, medical condition/extenuating family circumstances requiring additional finances etc.)?

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## 6. Financial Information for one academic year (12 months):

6.1 Estimated costs for the following (Canadian dollars):

Tuition, Books & Incidental Fees	\$
Travel/Transportation	\$
Food and Housing	\$
Communications (Internet, cellular etc )	\$
Other (Specify)(e.g. Uncovered medical costs, Special needs etc)	\$
Total Costs	\$

6.2 How will you be paying for your education?

Category	%
Self / Savings	
Loans	
Spouse/Family	
Scholarships/Bursaries acquired	
RESPs/RRSPs	
Employment (Summer or School year)	
Other (Specify)	
Total	100%

6.3 Where will you be living during the academic term? (Parents, own home, rental, residence, other)

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## 7.0 Employment Information:

7.1 List your employment history:

	1	2
Employer		
Job		
Average #of h/ week		
Duration (# of years &/or months)		
Start Date		
End Date		
Salary (hourly rate)		

*Insert further employment if necessary, on a separate sheet*

7.2 Describe your plans for work while pursuing this degree:

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## 8.0 Community Involvement and Interests:

8.1 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:

Name of Organization	Role/Position Held

*Insert further information if necessary, on a separate sheet*

8.2 List any hobbies, sports, and/or activities you enjoy:

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8.3 List any merits/recognition of achievements that you have received from schools and/or organizations:

Name	Date

*Insert further information if necessary, on a separate sheet*

## 9.0 Personal Essay/Statement:

Please include an essay under 750 words 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.
- The essay cannot be more than three typed pages.

The Bursary Committee scores on the following categories:

Financial Need	35%
Academic Aptness	25%
Sense of Vision	10%
Civic Involvement	15%
Clarity of Message in Essay.	10%
Letters of Recommendation	5%

## 10.0 How did you learn about our bursary?

Please describe:

## 11.0 Oath:

I certify that the information given in this form is correct, complete and fully discloses my eligibility for the Mature Woman's Bursary:

Date:

Signature:

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***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 by midnight March 1, 2019.

***All information submitted will be treated as confidential.***

Email this form and all documents in ONE email to Kathleen Poulin :

[kpoulin@jhparkers.net](mailto:kpoulin@jhparkers.net)

Questions may be addressed to Ms. Poulin as well.

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@jhparkers.net](mailto:kpoulin@jhparkers.net) 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. Be sure to write in the subject line of your email: **Feedback-QCWC Mature Woman's Bursary**

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.

*Quebec City Women's Club*  
*From Books to Bursaries for Over 75 years*