

# *Quebec City Women's Club*

## Financial Support Provided by the Quebec City Women's Club

The Quebec City Women's Club is a group of women who understand that to be educated is not only a form of development, but also the means to bring leadership and creativity to one's domain in contemporary society. The club provides financial support to outstanding women from the greater Quebec City region, who are comfortable in English, to pursue their education.

Awards and bursaries have been the principal activity of the group for over seventy years. Until 2018, financing for the funds that were distributed was a local annual book fair organized by the women of the club. To ensure distribution for future years, these funds are managed under the auspices of the Citadel Foundation in collaboration with the Bursary Committee.

The club currently finances awards at St. Lawrence College and the Eastern Quebec Learning Centre. It also provides bursaries to deserving applicants who are continuing their education at university, in undergraduate or graduate programs. In 2022, the club is offering up to \$4,000 in bursaries. Bursary Committee members understand that it takes hard work and dedication to continue one's education. We see the Quebec City Women's Club bursary as a way to acknowledge this important journey in a woman's life.

## Bursary Guidelines & Application Form 2022

### Guidelines and Eligibility

- Applicant must be a female, 18 years of age or over.
- Applicant must be a citizen, permanent resident or legal refugee of Canada.
- Applicant must be originally from the **Greater Quebec City region** or have resided locally for at least 3 years.
- Applicant must be currently enrolled in a full-time accredited undergraduate or graduate university degree program. However, because of the pandemic, part-time students may be considered in 2022.
- Applicants who are selected for the final round will answer a short written essay question in English after meeting with the selection committee in a same day interview conducted in English.
- Completed application must demonstrate financial need and past academic performance. Applicants are evaluated in terms of their potential to succeed, motivation, extracurricular activities and financial need.
- Applicant must supply two recommendations from immediate supervisors.
- All documentation provided by applicants is to be in English, except for letters of recommendation or academic proofs, where translation is not essential, but appreciated.

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## Details regarding submission of your application

- Completed applications must be received by the Citadel Foundation no later than **midnight on Tuesday, September 20, 2022.**
- Email this form and all documents in **ONE email** to Kathleen Poulin at the Citadel Foundation: [kpoulin@jhparkers.net](mailto:kpoulin@jhparkers.net) Questions may be addressed to Ms. Poulin as well. The Bursary Committee will provide answers as quickly as possible.
- The subject line of the email should read “2022-QCWC Bursary-NAMEOFAPPLICANT” (*your name*).
- Please refer to the checklist to ensure application is complete.
- For 2022, 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. In order to be considered the email must include: 1) application form; 2) personal essay; 3) a minimum of two letters of reference; 4) proof of full time status; 5) unofficial transcripts and 6) Curriculum vitae. Personal signature is required. Print off completed document to sign and then scan.
- Each email will be kept confidential. The details are required by the committee to determine financial need, educational merit, civic involvement, sense of vision, and level of English. This confidential information, including contact information, is sent from the office of the Citadel Foundation to the Bursary Committee. The documentation (electronic or paper) collected from candidates will be deleted on **December 31, 2022 or after the distribution of funds, if for some reason there is a delay.** The sharing of this information is limited to the Bursary Committee members and members of the Citadel Foundation which handle the processing.
- The committee recognizes that not all students are able to participate in volunteer activities because of a high academic load, sports and cultural involvement and work (financial) obligations. Please ensure that we have a clear picture of your activities identified in the application form and/or your essay.
- Applications that are incomplete, late, or have not followed this process, will not be reviewed by the Bursary Committee.

### If selected to receive a bursary you should:

- Be prepared, if requested by the committee, to provide official transcripts in order to receive the bursary
- Provide a screen shot of the courses in which you are registered on **November 16, 2022, to confirm fulltime status.** The payment process will begin after this date.
- Be prepared to provide your Social Insurance Number to the Citadel Foundation’s designated contact person (not the Quebec City Women’s Club), in order to process payment.

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*From Books to Bursaries for Over 75 years*

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### **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> <li>• Proof of living in the <b>Quebec City region</b> for a three-year period.</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete Form</li> <li>• Not signed or dated</li> <li>• Inaccurate or false information</li> <li>• No proof having lived in the Quebec City Region for three years.</li> <li>• Information provided in French Exception: institutional names and reference letters.</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 your 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 and/or extracurricular activities.</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 or extracurricular activities.</li> </ul>
<input type="checkbox"/>	2 Letters of Support	<ul style="list-style-type: none"> <li>• Minimum of two current letters of support, signed and dated</li> <li>• Written by people known professionally or personally through school, employment, or extracurricular activities, including a community organisation for which you volunteered.</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 selected.
<input type="checkbox"/>	Proof of full time enrolment at a university institution	<ul style="list-style-type: none"> <li>• Acceptance letter into institution or current unofficial transcripts.</li> <li>• If a returning student, letter of enrolment</li> <li>• Either one must be dated this current year</li> </ul>	<ul style="list-style-type: none"> <li>• Out-dated letters</li> <li>• Letters from anywhere, other than the institution</li> </ul>
<input type="checkbox"/>	Resumé	<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>

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**Bursary Application Form 2022**  
*(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 Pursuits

List colleges and universities where you have applied, are currently attending or have completed degrees.

	Name of School	Proposed Field of Study	Duration of Program	Date of completion	<input checked="" type="checkbox"/> If you've already received an acceptance letter
1					
2					
3					

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

### 5. Information on parents/ financial guardians:

5.1	Are you financially independent from your parents? (i.e. maintain a separate residence year-round and receive minimal financial support.) (Yes, No)	
	If Yes, how long have you been financially independent from your parents/ financial guardians?	
	If no, complete table following.	

Parent / Guardian	Date of Birth	Living with You? (Yes/No)	Occupation	Category of Net Income*

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

**Category of Net Income\*:**

- 1 Below \$30,000
- 2 Between \$30,000 and \$50,000
- 3 Between \$50,000 and \$75,000
- 4 Between \$75,000 and \$100,000
- 5 Over \$100,000

## 6. Financial Background:

6.1	Total Personal Income (from your most current T4 (2022) (\$)	<u>Gross:</u> _____ <u>Net:</u> _____
6.2	<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)	
6.3	Are you eligible for a Canadian or Provincial Student Loan? (Yes or No)	
6.4	If yes, have you applied for a Student Loan? (Yes or No)	
	If no, please give the reason:	
6.5	Total educational debt from Canadian and provincial loans (less loan remission) to date? (\$)	

6.6 List any financial assistance, including awards, that you have already received for this program of study (Source, \$, duration):

Source	\$	Duration (How long)

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

Source	\$	Duration (How long)

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

Source	\$	How long

6.9 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.)?

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

7.1 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.)	\$
<b>Total Costs</b>	\$

7.2 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 ( <i>Specify</i> )	
<b>Total</b>	100%

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

7.4 In order to understand financial need, where were you living this past summer (2022) ? (Parents' place, own home, rental, travel, other)

8. Employment Information:

8.1 List your employment history:

	1 <sup>st</sup> job	2 <sup>nd</sup> job
Employer		
Job title (description)		
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*



8.2 Describe your plans for work while pursuing this degree:

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**9. Extracurricular Involvement and Interests:**

9.1 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*

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

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9.3 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*

**10.0 Personal Essay/Statement:**

Please include an essay under 750 words with the application. In your own words:

- Explain why you should receive a bursary from the QCWC.
- Explain your potential to succeed, your motivations to pursue academics, and your extracurricular activities. 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.

*Quebec City Women's Club*

The Bursary Committee scores on the following categories:

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

### 11.0 How did you learn about our bursary?

Please describe:

### 12.0 Oath:

I certify that the information given in this form is correct, complete and fully discloses my eligibility for the 2022 Quebec City Women's Club Bursary.

I consent to share the information in this application with the members of the bursary selection committee and the office of the Citadel Foundation, who handles the processing.

Date:

Signature:

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

All of the above must be submitted by midnight September 20, 2022.

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

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-2022 QCWC 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.

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