

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, the principal source of 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 sustainably 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 2020, the club is offering one \$2,000 bursary. 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 2020

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 from the Greater Quebec City region or have been residing at a local residential address for the last 3 years.
- Applicant must be registered to enter, or currently enrolled in, a full-time accredited undergraduate or graduate university degree program.
- Applicants who are selected for the final round will answer a short written essay question in English just before they meet with the selection committee in a same day interview conducted in English.
- Completed application must clearly demonstrate financial need and past academic performance.
- Applicants are evaluated in terms of their potential to succeed, motivation, community involvement 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, where translation is not essential, but appreciated.

Quebec City Women's Club

Details regarding submission of your application

- Completed applications must be received by the Citadel Foundation no later than midnight on Tuesday, September 22, 2020.
- Please refer to the checklist to ensure application is complete.
- For 2020, applicants must submit ONE (1) email to kpoulin@jhpartners.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 acceptance; 5) unofficial transcripts and 6) Curriculum vitae. Personal signature is required. Print off completed document to sign and then scan.
- Each email is confidential. The details are required by the committee to determine financial need, educational merit, civic involvement, sense of vision, and level of English. 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 either the application form and/or your essay.
- The subject line of the email should read “2020-QCWC Bursary-NAMEOFAPPLICANT” (*your name*).
- 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 to provide official transcripts in order to receive the bursary
- Be able to provide a screen shot of the courses for which you are registered on November 15, 2020. (**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.
- Be prepared to provide your SIN, in order to process payment.



Quebec City Women's Club

From Books to Bursaries for Over 75 years

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"> • Fully completed form • Signed and dated • Information is true 	<ul style="list-style-type: none"> • Incomplete Form • Not signed or dated • Inaccurate or false information • Information provided in French Exception: names of institutions.
<input type="checkbox"/>	Essay	<ul style="list-style-type: none"> • 1 to 3 pages typed, 750 words maximum • describes how you view your potential to succeed • explains your motivation to continue studying 	<ul style="list-style-type: none"> • Essays exceeding 3 pages or 750 words • Essays used in past applications • Essays not addressing potential, motivation, and community involvement
<input type="checkbox"/>	Community Involvement	<ul style="list-style-type: none"> • At least one third of your essay describes your community involvement 	<ul style="list-style-type: none"> • Essays that do not contain at least 1/3 of the body pertaining to community involvement
<input type="checkbox"/>	2 Letters of Support	<ul style="list-style-type: none"> • Minimum of two current letters of support, signed and dated • Written by people known professionally or personally through school, employment, or your involvement in your community as a volunteer. 	<ul style="list-style-type: none"> • Only one letter of support • Letters written by family members (unless there is a professional connection)
<input type="checkbox"/>	Latest unofficial Transcripts	<ul style="list-style-type: none"> • Unofficial transcripts from most recent school year 	Note: Original official transcripts may be required if approved
<input type="checkbox"/>	Acceptance (if received) / Enrolment at a university institution	<ul style="list-style-type: none"> • Acceptance letter into institution • If a returning student, letter of enrolment • Either one must be dated this current year 	<ul style="list-style-type: none"> • Out-dated letters • Letters from anywhere, other than the institution
<input type="checkbox"/>	Resumé	<ul style="list-style-type: none"> • Up to date Curriculum vitae 	<ul style="list-style-type: none"> • Outdated or incomplete

Quebec City Women's Club
Bursary Application Form 2020
(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 to where you have applied, are currently attending or degrees completed:

	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(\$))	<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 all other financial assistance for which you have applied for this program of study:

Source	\$	Duration (How long)

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

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)	\$
Total Costs	\$

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>)	
Total	100%

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

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

8. Employment Information:

8.1 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

8.2 Describe your plans for work while pursuing this degree:

--

9. Community 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:

--

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 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.

Quebec City Women's Club

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%

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 2020 Quebec City Women's Club Bursary:

Date:

Signature:

Please refer to the checklist 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 September 22, 2020.

All information submitted will be treated as confidential.

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

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 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-2020 QCWCBursary**

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