



Enver Creek Secondary

14505-84th Ave. Surrey, B.C. V3S 8X2
T: (604) 543-8149 F: (604) 543-9762

Scholarships & Financial Aid Handbook

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Scholarship Coordinator
Ms. A van Dyk
Career Center

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Scholarship Introduction

Did you know millions of dollars in scholarships go unclaimed? Why is this? Students are sometimes intimidated by the amount of work involved in applying to scholarships or they feel that many scholarships are out of their reach. By using an incremental approach, being organized and developing decent time management (yes, it is possible) you will be able to handle the stress and hopefully reap the benefits of applying for scholarships. Some common fears, misconceptions or comments from students who never applied include:

I am too young.

It is never too early to think about scholarships. Start preparing for grade 12 early. There are competitions and contests that are open to a variety of grades. By starting early, you can get a feel for how the process works. Also, starting early makes the process less stressful in grade 12 and shows your commitment.

I do not have the grades.

Not all scholarships are based on grades. Read the criteria for each scholarship carefully.

I do not have the time.

Do you have an hour a day of free time? You may think you do not have time but instead of going to the mall or watching TV, set aside some time each week to focus on scholarships. Some applications are simple and could be done in less than an hour. If you start early, the process will be quick and easy in grade 12.

I have not done enough.

Think back at what you have done. Sometimes we do things in our daily lives that we may not view as important or something that stands out when in actuality, it could be something a selection committee is looking for. Do you play sports, are you a member of a club, have you volunteered? Sit down and start making notes, you may be surprised.

It isn't worth applying to the smaller scholarships.

Yes, maybe you won't win the big one and you won't get a free ride at post-secondary but every little bit counts. If you can win 5 smaller scholarships you will still have a substantial amount of money to pay for books and possibly even some of your tuition. Every little bit counts.

I am taking a year off.

Many scholarships give you a time frame in which to claim your scholarship. This can range anywhere from a few months to 5 years. Find out what the time limit is for each scholarship.

I am going to study in another country.

Many scholarships allow you to use the money for post-secondary institutions outside of Canada. Find out if the scholarship you would like to apply for can be used outside of Canada. Also, some post-secondary institutes have scholarships specifically for international students. Remember, studying abroad is significantly more expensive than studying in Canada.

So, make sure you have an understanding of the basics about scholarships, find out what the criteria is for each scholarship and believe in yourself. You may be surprised!

Financial Aid and Award Definitions

Student Loan - A student loan is a sum of money that is borrowed and must be paid back with interest.

Student Grant - A sum of money you receive for Post-Secondary that does not need to be paid back. Grants have specific criteria such as disability, financial need, etc.

Award - Any scholarship/fellowship/bursary/medal/prize

Scholarship - A monetary award based on academic merit or excellence in the area to which the award pertains.

Bursary - A monetary award made to students in need of financial assistance who have maintained satisfactory academic records. Evidence of financial need may be required.

Medal - An award based on academic merit or excellence in the area to which the award pertains. An example is the Governor General's Medal for achieving the highest scores on government exams.

Prize - A prize is an award in the form of cash or a tangible object such as a book. It is based on an academic merit or excellence in the area to which the award pertains.

General Eligibility Requirements

In most cases, scholarships will require the following:

- Candidates must be Canadian Citizens or Permanent Residents
- Candidate must be in Grade 12 and must complete graduation requirements.
- Candidates must be going on to post-secondary training
- The winning candidate must provide proof of registration at a post-secondary institution
- In some cases, the winner may have to provide their Social Insurance Number

International students are usually ineligible. There are scholarships that are specifically for International Students.

Scholarship Types and Descriptions

1. Community Based Scholarships and Bursaries

There are a number of additional scholarships and bursaries available to graduating B.C. students. These scholarships and awards administered by hundreds of organizations and companies across Canada. These awards often fall under one of the following categories:

- Affiliation-based Awards – (Parent's workplace, unions and associations)
- Athletic Scholarships and Bursaries
- Career-based Awards
- Citizenship/Leadership Awards
- Military Scholarships and Awards

You research and apply on your own for the majority of external scholarships. Go to MS TEAMS Cougar Scholarship Group and look through the External Scholarship Database and Financial Aid Search Programs database to research these scholarships.

School Nomination

There are some external Scholarships that require that you be nominated/sponsored by your school to apply. If this is the case, please see the school scholarship coordinator to let them know you want to apply and submit your application to them by the due date they have given.

Here are two external scholarships that **require you to be nominated by your school**:

- Schulich Leaders (STEM) Scholarship
- Cmolik Foundation Scholarship

Application Information for these two scholarships:

The Due Date and Application form can be found in MS TEAMS in the Cougar Scholarship Group.

2. Entrance and/or Post-Secondary Entrance Scholarships

University/College Entrance Scholarships & Awards are issued by Universities and Colleges. They are available to students who are proceeding from Grade 12 directly to studies at a Post-Secondary Institution.

Application Information:

To apply for Post-Secondary Entrance Scholarships, please see the individual Post-Secondary websites for their financial awards information.

3. Ministry of Education Scholarships

These based on excellence in achievement on the prescribed B.C. curriculum. Each of these scholarships has its' own application process. Please make sure you check the Ministry of Education website for more information on each of the scholarships and see the school scholarship coordinator to find out how to apply. The following are the Ministry of Education scholarships that are available this year.

Pathway to Teacher Education Scholarship

There are 20 scholarships for outstanding high school graduates who have demonstrated a commitment and aptitude for a career in teaching. Students receive a \$5000 scholarship voucher to use towards their post-secondary tuition. A student cannot win a Pathway to Teacher Education and a BC Excellence Scholarship.

Application Information:

Students apply and send their application form in themselves.

Go to the Ministry of Education website for the application form.

BC Excellence Scholarship

There are 55 Scholarships. You must be nominated by your school to apply.

Students must demonstrate community service, both inside and outside of school, and have shown aptitude and commitment to their chosen career paths. A student cannot win a Pathway to Teacher Education and a BC Excellence Scholarship.

Students receive a \$5000 scholarship voucher to use towards their post-secondary tuition.

Application Information:

The Due Date and Application form can be found in MS TEAMS in the Cougar Scholarship Group.

BC Achievement Scholarship

Approximately 3000 of the top B.C. graduates with the highest cumulative average based on courses required for graduation (both required and elective) are eligible for this scholarship.

Students receive a \$1250 scholarship voucher to use towards their post-secondary tuition.

The Ministry calculates the cumulative average percentage and determines the winners.

Application Information:

There are no applications for this scholarship. Students are automatically considered.

Youth Work in Trades Scholarship

This is an award for sustained effort as an apprentice, which includes graduating and continuing in the apprenticeship. The \$1,000 scholarship is meant to assist the apprentice with tuition or the purchase of tools, equipment or materials needed to practice the trade. To be eligible, a student must:

- be registered with the ITA as a Youth Apprentice or Youth Trainee prior to graduation
- have graduated with a grade 12 Dogwood Diploma or Adult Dogwood
- have successfully completed WRK11A, WRK11B, WRK12A and WRK12B within three months after graduation
- have maintained a C+ average or better on all Grade 12 courses
- report to ITA a minimum of 900 hours within six months after secondary school graduation.

Application Information:

See the Career Facilitator in the Career Centre to register for the Youth Work in Trades Program.

Ministry of Education Scholarships Continued

District/Authority Scholarship

These awards are provided by the Ministry of Education, **but are selected by School Scholarship Committee**. The number of grade 12 students in the school determines how many District/Authority Scholarships each school is given.

Students receive a \$1250 scholarship voucher to use towards their post-secondary tuition.

School Based Scholarship Committees select winners based on some or all of the following:

- Excellence in the specific area (86% and above in course work, awards, certificates, etc.)
- Have taken courses or participated in activities in the specific area for several years
- Have taken at least two several senior level courses in that area

Here are the categories with some examples of courses/activities:

- **Applied Skills**
Business Education - Marketing, Accounting, Economics, Computer Programing, etc.
Media Arts - Animation, Photography, Yearbook, etc.
Technology Education - Engineering, Electronics, Robotics, etc.
Home Economics - Foods, Cafeteria, Family Studies, etc.
- **Fine Arts**
Visual Arts - Studio Arts, Studio Arts 2D and 3D, etc.
Performing Arts - Theatre, Music, Dance
- **Physical Activity**
School Courses - Active Living, Weight Training, Fitness, etc.
School Sports
- **International Languages**
Language courses with Integrated Resource Packages - French, Spanish, Punjabi, etc.
- **Technical and Trades Training**
District Programs - Carpentry, Automotive Mechanic, Electrician, etc.
School Trades Courses - Woodwork, Metalwork, Welding, etc.
- **Indigenous Languages and Culture**
Demonstrated at school and in the community
- **Community Service**
Community Volunteer activities that include demonstration of local and global issues and cultural awareness (minimum 150 hours over 3 years).
Must provide a community reference letter from an organization where you completed more than 30 hours.

Application Information

To apply for a District/Authority Scholarship, students must complete:

The District Authority Scholarship Application Form.

Have a teacher in the area they are apply for complete a reference form

The Due date and this form can be found in TEAMS in the Cougar Scholarship Group

4. Surrey School District - Partners 36 Scholarships

The Scholarship and Bursary Foundation of Surrey and White Rock is an independent non-profit society established in 1987, whose purpose is to establish and administer a fund for awarding scholarships and bursaries to graduates of Surrey Secondary Schools. The monies used to provide these scholarships come from donations provided by private and corporate members of the community. These scholarships are available to all Surrey students.

Application Information:

- To apply for these scholarships, students must complete the application forms available online at: <http://www.surreyschools.ca>.
- Please be sure you are completing the current years application forms.
- The Due date and a list of available scholarships can be found in MS TEAMS in the Cougar Scholarship Group

5. Enver Creek School Based Scholarships

These are academic and non-academic awards whose funds have been provided by the community or school groups and have specific criteria. See the Enver Creek School Based Scholarships Database for specific criteria. The scholarships are only available to Enver Creek Students.

Selection of Award Winners

- The school's Scholarship Committee makes the selection of winning candidates.
- Factors used in awarding bursaries and scholarships may include:
 - School achievement
 - Teacher references
 - School involvement and service
 - Community involvement and service
 - Financial need
 - Attendance and tardiness
- The committee will choose the winners in May.

- Winners will be announced at the Commencement Ceremonies

How to apply

- Complete one "Enver Creek School Based Scholarships/Bursaries Application" to apply for all school-based scholarships and bursaries.
- Have two teachers complete a reference form
- The Due Date and the application can be found in MS TEAMS in the Cougar Scholarship Group

What do award selection committees look for in students

5 common criteria that Selection Committees typically look for

1. Grade Point average
2. Leadership (ex. volunteering in the school and community)
3. Extracurricular Activities in school and in the community
4. Letters of recommendation
5. Personal essay

Examples of school involvement include:

- Students' Council
- School Clubs
- Assistant coaches or managers of school teams
- Peer tutors
- Referees, scorers, and timers
- Library aides
- Office helpers
- Involvement with teacher pro-d days
- Class tutors and language translators
- Student ambassadors for Grade 7 tours
- Organizing/volunteering at multi-cultural activities
- Special event organizers or assistants

**All school involvement and volunteering is completed at Enver Creek

Examples of community involvement include:

- Volunteering at an Elementary School
- Organizing/volunteering at a youth summer camp
- Organizing/volunteering at a youth activity via a church group
- Coaching, officiating and/or participating in community sports
- Volunteering at a senior citizens center
- Volunteering at a hospital
- Volunteering at a community center
- Volunteering for a community group (eg. YMCA)
- Volunteering at community events

**All community involvement and volunteering is completed outside of Enver Creek

Scholarship Research and Application

Make sure you research the scholarships that are available. Determine which scholarships you can apply for and create your own database. Make notes about the following:

1. Start Early

This process takes a considerable length of time because you need to: acquire the application forms, prepare a good application, gather letters of reference, give time for the office staff, teachers or administrators to prepare transcripts and write letters of reference. Lastly you need time to revise and double check your application.

2. Application form

Scholarship application forms should be requested well in advance of deadlines for submitting completed forms. It is the responsibility of the students to obtain application forms, and complete the necessary documentation. Read and re-read the application instructions to ensure you **fully and correctly** complete the application. You would be surprised how many applications are discarded because they are incomplete. Save original applications for your final copy and use photo - copied forms for working copies. Always keep a photocopy of your completed applications and data.

3. Deadlines

These dates must be strictly adhered to. Some scholarships specify the date as postmarked or received by. Prepare and mail your applications early. In the case of online applications, there is usually a day and a time. Make sure you know what time zone is. If it is a National scholarship, they usually use Eastern standard time. This means if it is due at 5pm Eastern standard time you must hand it in by 2pm pacific time.

4. Documents

Each scholarship/award requires specific documentation. Read, read and reread the application instructions. List what is required, and/or what you need to request at least two weeks in advance of the deadline. i.e. marks, interim or projected marks, principal's recommendation or ranking, letters of reference, essay, writing specific examinations, resume, just to name a few.

5. Exams

Some scholarships require the writing of government exams, and the scholarship component of the government exams. High academic criteria scholarships may require specific exam results, i.e. Euclid Math Exam results, SFU's Dean's Scholarships, etc.

6. High academic

The main criterion for entrance scholarships is a high GPA (grade point average). Research is needed into such particulars as the number and subjects included in calculating the GPA and their grade level. Some scholarships require that candidates be in the top percentile of their graduating class. A good procedure is to discuss your candidacy with your counsellor.

7. Service/Volunteer Experience

Most awards require volunteer service/experience in school, in the community or with specific organizations. Visit the Career Center for volunteer opportunities.

8. Nomination

Some scholarships require that the school or principal nominate a student (normally one) for a specific award. The principal may be unaware of the post-secondary institution's students are applying to, so inform a counsellor and discuss your options with the principal. Scholarships that require nominations usually have early deadlines for applications.

9. Procedures/responsibilities

Read the instructions of each award, and follow them to the letter. Be neat. Be thorough. If uncertain about some details or instructions, a phone call to the contact individual may be required for clarification. Check out who is responsible for compiling and/or mailing of documents and application form. Be prepared. Ask for references or documents at least two weeks prior to the deadline. DO NOT leave requests for information to the last minute; you **may** be out of luck in obtaining the information.

10. Social Insurance Number (SIN)

Make sure you have a Social Insurance Number. Several of the major financial awards require it. Do not include this information unless specifically requested. SIN application forms are available in the Career Center or on-line at: <http://www.servicecanada.gc.ca/eng/sin/apply/how.shtml>

11. Be Organized Create a Scholarship Binder

- Keep a Scholarship Log. Your Scholarship Log could include:
 - Scholarships you want to apply for
 - Scholarships you have applied for
 - Due dates
 - How to apply and/or send it
 - Notification
- Keep photo copies of all original documents - keep originals in page protectors
- Reference Letters
- Certificates
- Activities List - Activity, Position, Duties, Date, hours
- Accomplishment lists - Accomplishment, Description, Date
- Transcripts and/or Report cards
- Personal Essay
- Photos of yourself
- Resume

12. Maintain Quality

Your letters, résumés or essays should look as good as possible, typed or neatly handwritten as indicated. Use quality paper. Competition for large scholarships is fierce!

13. Writing Personal Essays or Letters

If specific information is required, pay careful attention that all details are covered. Organizations set specific criteria and the committee screening the applications will be looking for that information. The committee will be looking for content, but they will also be influenced by style.

Keep the tone of the letter or essay formal. If it is a letter, use a standard business letter format. If you do not know how to write a business letter find out and do it right. If it is an essay, use the writing process:

Generating ideas

If they do not provide you with specific items to write about, brainstorm and make of list of things that include a commitment of time or achievements. If you have done something noteworthy, include it. Most financial awards will have many worthy candidates. The better job you do of selling yourself, the better chance you will have of receiving an award. Things to consider:

- how specific subjects have influenced you
- a brief outline of your interests, hobbies and activities
- a brief summary of positions you held in school, youth organizations or the community
- a short statement of your purpose in seeking to attend that post-secondary institution
- information concerning awards, scholarships and prizes won by you in any field
- details of employment in the last two years
- details of any volunteer work you have done

Drafting

Write out your accomplishments in a coherent composition. Do not assume that the committee will read between the lines. Your essay must stand out from the others! Make it interesting, reflective of you. In your comments, strive to strike a balance which does not create an impression of arrogance, but which also does not seem overly modest. Strike this balance in such a way that you convey your unique abilities and aspirations in an honest, sincere voice. Although this may seem obvious, never exaggerate or make up information. Remember:

- Be specific
- Sell yourself
- Follow guidelines
- Always be honest

Revising

Have your work read by several people who care about you and know how to write.

Editing

When you have finished revising for content, examine the mechanics. Errors will decrease your chance of being successful. Have your work edited by someone who knows about writing and the English language like an English Teacher. Check the following:

- Sentence structure
- Vocabulary
- Punctuation
- Spelling

Publishing

Type the document, unless otherwise stated. If you are handwriting the final copy, make certain it is neat and legible. Use 8 1/2 X 11" white paper, one side only.

14. Obtaining Recommendations or Letters of Reference

When choosing your reference, make sure they are current and have known you for at least 6 months. Be sure to ask an individual if they will be your reference. It is common courtesy to provide as much information as possible and to request, as early as possible, any documentation or reference letters you may require. **Allow at least two weeks for your referee** to write you a recommendation or reference letter for you. Any less and they will be rushed and their letter may not be as good.

Provide the individual writing you the letter or being a reference, with information about the scholarship for which you are applying (the name of the award and a copy of the award criteria) and a completed **"Student Profile Sheet"**. The "Student Profile Sheet", which is included in this handbook, will give some information about you to the person acting as your reference. Knowing the criteria for the award and information about you will assist the person writing a letter of recommendation or speaking to a selection committee member about you. Many applications are discarded as the reference letter did not speak to the requirements of the scholarship.

Try to get a mix of supporting letters: a teacher, an employer and/or someone from the community. Make certain that the references you choose will speak positively about you. It is difficult to write a letter for someone about whom you have reservations. The tone will likely be evident in the letter or their comments. Ask the person if they have any reservations about writing a letter of recommendation or support on your behalf. If they need help with the content or structure of a letter or recommendation give them a copy of **"How to write a letter of recommendation"** which is included in this handbook.

Student Profile Sheet

Thank you for being a reference for a scholarship. Here is some information to help you write a letter or discuss my qualifications with the scholarship selection committee

Name: _____

Scholarship I am applying for: _____

"The information regarding the scholarship I am applying for is attached to this form".

Post-Secondary and Career Plans

I will be applying to: _____

Name of Program: _____

Career goal _____

Work Experience - (Jobs you have had)

Job Title	Employer	Year(s)	Responsibilities

Academic History - (List of my senior courses and grades, including those in which I am currently enrolled)

Grade 11	%	Grade 11	%	Grade 12	%	Grade 12	%
English				English			
Social Studies							
Math							

Special Recognition Awards - (Service, athletic, honor roll, top student, etc. in the last three years)

Award	Description	Year(s) Recognized

School Volunteer Service - (clubs, committees, etc. in the last three years)

Group/Activity	Position held	Description of activity	Date(s)/hour(s) of involvement

Community Volunteer Service - (organizations, clubs, etc. in the last three years)

Organization	Position held	Description of activity	Date(s)/hour(s) of involvement

Extra-Curricular Activities, Hobbies, Interests and/or Recreational Activities

Activity	Description, roles you held, etc.	Year(s) of involvement

The words that might describe me while I took part in the activities listed on this form:

- | | | | |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Motivated | <input type="checkbox"/> Academic | <input type="checkbox"/> Cheerful | <input type="checkbox"/> Leader |
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Takes initiative | <input type="checkbox"/> Risk-taker | <input type="checkbox"/> Calm |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Team player | <input type="checkbox"/> Skilled | <input type="checkbox"/> Conscientious |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Sincere | <input type="checkbox"/> Punctual | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Dedicated | <input type="checkbox"/> Hardworking | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Sociable | <input type="checkbox"/> Good Communicator | <input type="checkbox"/> Problem Solver | <input type="checkbox"/> Organized |

Other words to describe me are: _____

How to Write a Letter of Recommendation

Where to start:

Letters of recommendation can be difficult to write and there are no standard rules or guidelines to follow. It is normal to be concerned about how much to write and how much the student may expect.

Knowing the student well:

Before recommending a student, especially commenting on character, it is important that you know them well. If this is not possible, it is better to tell the student you are unable to write a letter of recommendation at this time.

What to write:

Consider meeting with the student and ask them to bring their student profile sheet. Find out what the student applying for? What do they want included in the letter? Ask them to give you suggestions on what they would like included. If you feel that you cannot make certain comments, tell the student that you are not comfortable saying that in your letter.

Stick to the facts and do not exaggerate:

While it is expected that you want to praise the student, you do not want to exaggerate or embellish the student's character or accomplishments. A letter of recommendation that is untrue may actually be a deterrent to the student's application.

Avoiding a lengthy account

The purpose of a letter of recommendation is to briefly highlight the qualities of the student. Your recommendation letter is only one part of the application, so you need to make it a clear, concise document without too many details.

Letter format

The simplest style to use is called a block letter. Include your contact information and sign the letter. See below

Your street address

Town, Province

Postal Code

Phone # Email

Address

Date

Re: Reference for ...

Dear ...

Main body of the letter usually 3 - 4 short paragraphs

Sincerely,

Your Signature

Type your full name

Scholarship Application Checklist

Develop a scholarship frame of mind

- Understand the 5 common criteria
- Sign up for Scholarship Search Websites
 - studentawards.com and/or Scholarshipscanada.com
- Ask the scholarship coordinator for help

Create a Scholarship Binder/Portfolio

- Keep all your information in one place so it is easy to find

Acquire Letters of Recommendation that will help you win

- Build a recommendation letter request package
- Retrieve digital copies
- Collect at least 3 referees
- Make sure the letters speak to the criteria

Make sure you have a good GPA

- Study
- Be organized
- Hand assignments in on time
- Seek extra help

When applying for scholarships

- Read and re-read the application instructions
- Make sure you meet the eligibility requirements and qualify for the scholarship
- Find out if you need transcripts and provide enough notice to the school office
- If you need a reference, give people at least two weeks notice and give them your profile sheet and information about the scholarship
- Answer all parts of the questions
- Have someone proof-read your work
- Make sure all documents are included (transcripts, references, essays, resume, letters of nomination, etc.)
- Make sure you have a business appropriate email address as many organizations have gone to online applications and communication.
- Make a photocopy of the completed application for yourself.
- Send the Application according to the instructions on the application
 - Email application - Make sure you have included any attachments
 - Mail application in time for the deadline, make sure you have sufficient postage