

## WHAT TO DO

### 1. Read application thoroughly:

What are the criteria for applying?  
When is the deadline?

Do you need:

- to write an essay?
- letters of reference (how many)?
- a school report, transcript, current marks?

### 2. Get references in place EARLY:

Ask for reference letters well in advance of the application deadline, 2 weeks is usually fine. When thinking of who to ask consider, WHO...

- knows you as more than a student
- will represent your strengths in the best light
- gives references and information about your achievements, accomplishments, interests and activities
- remember that anyone can write a reference, but you need to ask someone who will give you the BEST reference possible.

### 3. School reports & transcripts:

Many scholarships require a school report to be completed by a school official. These are critical to the application, so get these completed early (again 2 weeks is good).

If you need a transcript, see Mrs. Reynolds in Student Services.

### 4. Activity/Achievement summary:

Many applications ask for a list of activities and achievements in leadership roles, volunteer work, athletics, student government, etc.

## WHAT TO DO (cont'd)

Include your name, address, phone number, list of volunteer activities with brief descriptions, list of awards and achievements as well as any extra curricular activities, leadership and/or organizational committees, activities with a brief description of each, any hobbies and interests plus your educational and occupational goals.

**\*\*THIS IS YOUR BRAG SHEET\*\***

It's possibly the most important bit of information that will separate you from the other candidates. This is a great resource for people writing references for you. Remember the more they know about you, the better their letter is going to be.

## SEARCHING THE WEB

Search the web using the key word: Scholarships.

Here are a few web sites to get you started:

[www.alis.gov.ab.ca](http://www.alis.gov.ab.ca)  
[www.studentawards.com](http://www.studentawards.com)  
[www.scholarshipscanada.com](http://www.scholarshipscanada.com)  
[www.ucalgary.ca/awards/](http://www.ucalgary.ca/awards/)  
[www.canlearn.ca](http://www.canlearn.ca)  
[www.wendysclassicachiever.ca](http://www.wendysclassicachiever.ca)  
[www.earthday.ca/scholarship/about.php](http://www.earthday.ca/scholarship/about.php)  
[www.cmsf.ca](http://www.cmsf.ca)  
[www.elpublishers.com](http://www.elpublishers.com)

You can also check the institute's calendar for their web site address.

## TYPES OF SCHOLARSHIPS

### 1. Institution-based scholarships:

Every post-secondary institution will offer scholarships for 1<sup>st</sup> year students. Check the institution's web page and/or calendar for a list of these scholarships.

### 2. Membership scholarships:

Many organizations that you and/or your parent belongs to, have scholarships available to its members and families. This could include employers, clubs, cultural organizations, religious affiliations or teams.

### 3. School-based scholarships:

These scholarships are provided by the individual school to its students. The school selects recipients at their discretion. Check the institution's calendar or web site for a list of the school's available scholarships, and their details.

### 4. Corporate scholarships:

These large scholarships are usually nationally or provincially selected. Information on this type of scholarship can be found on the career bulletin boards in the main hallway and in Student Services.

### 5. Government scholarships:

The most important scholarship for most students in Alberta is the Alexander Rutherford Scholarship. It requires an 80% average in 5 subjects and is given for grades 10, 11 and 12. If you qualify, all you need to do is apply in the spring of your grade 12 year.

Go to: [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca)  
for more information.

## AWARD TYPES & TERMS

The following descriptions will be helpful in determining your eligibility:

### **Academic achievement:**

Usually refers to your overall final average or your final mark in a particular group of subjects.

### **Citizenship qualities:**

Usually takes into consideration your extra-curricular activities (e.g. clubs, teams, organizations) and your overall contribution to the school (initiative, co-operation, etc.).

### **Financial need:**

Takes into consideration your family's ability to contribute financially to further education.

### **Scholarships:**

A cash award given to a student primarily on the basis of academic standing. Leadership and citizenship are often considered.

### **Bursaries:**

A cash award given to a student who has attained a certain level of achievement and is in need of financial assistance to continue their education.

### **Prizes:**

A small award, given in recognition of some specific superior accomplishment. Prizes may be in the form of such things as books, plaques, subscriptions, or cash.

### **Loans & grants:**

Advanced on the understanding that the money will be repaid upon completion of one's studies. The Federal and Provincial gov'ts both provide student loan plans. Students receiving a student loan also qualify for a bursary.

## RESEARCHING SCHOLARSHIPS

### **Westmount Charter School:**

Updates of scholarship information are posted on the career bulletin boards in the main hallway and in Student Services. If you can't find what you are looking for, ask your Guidance Counsellor.

### **Post-Secondary institutions:**

Every university, college and technical institute in Canada has a calendar and a web site. Check out their web site and/or their calendar for information on how to apply for scholarships and the deadlines. You can find post-secondary institution calendars in the Career Resource Centre in Student Services.

## WORDS OF WISDOM

The better your reference letters, school reports, activity and achievement summaries, the better your chances of success.

Your application is usually the ONLY way a committee knows you.....so it is your ambassador. The better it looks, the better you look!

Scholarship and bursary applications take time to do properly, so plan it out and give yourself lots of time to do the best job of it that you can.

It is better to choose a few scholarships wisely and do a very good job on the applications, then to choose lots of scholarships and only do an average job.



## WESTMOUNT CHARTER SCHOOL

## AWARDS AND SCHOLARSHIPS

**2019 - 2020**