

**APPLICATION FORM**  
**FESSENDEN-TROTT SCHOLARSHIPS**  
**2017-2018**

Administered by Universities Canada

**1. APPLICANT INFORMATION**

Name \_\_\_\_\_  Mr.  Ms.  
Last First Middle

Permanent Address \_\_\_\_\_  
Street Apt.

\_\_\_\_\_ City Province Postal Code

Telephone \_\_\_\_\_ Email\* \_\_\_\_\_

\* Mandatory: Universities Canada will use your email as point of contact. Please add [awards@univcan.ca](mailto:awards@univcan.ca) to your safe senders in your junk email options.

Will you be a Canadian citizen or permanent resident by June 15, 2017?  Yes  No

**2. GUIDELINES**

I have read the scholarship guidelines and understand the eligibility requirements for this scholarship program.

Yes  No

**3. PAST RECIPIENT OF THIS SCHOLARSHIP**

Have you ever been a recipient of this scholarship?  Yes  No

If so, please indicate the dates:

**4. SCHOLASTIC DATA**

In chronological order, list the educational institutions attended during your last two academic years.

Name of School From (dd-mm-yyyy) To (dd-mm-yyyy) Grade Completed

Name of School From (dd-mm-yyyy) To (dd-mm-yyyy) Grade Completed

**5. POSTSECONDARY DATA**

Name of educational institution you plan to attend during the 2017-2018 academic year:

Campus:

City:

Start Date of Studies: \_\_\_\_\_  
(dd-mm-yyyy)

Degree sought during the 2017-2018 academic year:

Bachelor

Proposed Field of Study:

Maximum Length of Postsecondary Program:

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Applicant Name (please print): \_\_\_\_\_

**6. VOLUNTEER/COMMUNITY INVOLVEMENT AND/OR EXTRACURRICULAR ACTIVITIES**

Please use the following form to demonstrate volunteer/community involvement and/or extracurricular activities. Additional copies of this page can be attached if more than three activities are to be considered. **No other versions will be accepted.**

**Activity Details**

<b>Organization</b>	_____				
<b>Dates</b>		<b>Total Hours for Period</b>	_____		
	From(dd-mm-yyyy)	To (dd-mm-yyyy)			
<b>Role</b>	<input type="checkbox"/> Leader	<b>Payment Received</b>	<input type="checkbox"/> Yes	<b>Part of Mandatory Service Requirement</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Organizer Leader		<input type="checkbox"/> No		<input type="checkbox"/> No
	<input type="checkbox"/> Participant				

**DETAILS OF ROLE, ACTIVITIES AND ACCOMPLISHMENTS**

**Activity Details**

<b>Organization</b>	_____				
<b>Dates</b>		<b>Total Hours for Period</b>	_____		
	From(dd-mm-yyyy)	To (dd-mm-yyyy)			
<b>Role</b>	<input type="checkbox"/> Leader	<b>Payment Received</b>	<input type="checkbox"/> Yes	<b>Part of Mandatory Service Requirement</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Organizer Leader		<input type="checkbox"/> No		<input type="checkbox"/> No
	<input type="checkbox"/> Participant				

**DETAILS OF ROLE, ACTIVITIES AND ACCOMPLISHMENTS**

**Activity Details**

<b>Organization</b>	_____				
<b>Dates</b>		<b>Total Hours for Period</b>	_____		
	From(dd-mm-yyyy)	To (dd-mm-yyyy)			
<b>Role</b>	<input type="checkbox"/> Leader	<b>Payment Received</b>	<input type="checkbox"/> Yes	<b>Part of Mandatory Service Requirement</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Organizer Leader		<input type="checkbox"/> No		<input type="checkbox"/> No
	<input type="checkbox"/> Participant				

**DETAILS OF ROLE, ACTIVITIES AND ACCOMPLISHMENTS**

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**7. APPLICANT CONSENT**

The Fessenden-Trott Scholarship Committee has contracted with Universities Canada for the administration of their scholarship program. This administration role includes the application process, the evaluation and selection process, the processing of recipients' files and the administering of payments for the scholarship on behalf of The Fessenden-Trott Scholarship Committee. The purpose of this statement is to set out Universities Canada's commitment to the protection of personal information collected, used, disclosed or retained in performing this function. Universities Canada will comply with the requirements of the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information provided by you in the course of your scholarship application.

Universities Canada has appointed a Privacy Officer with overall responsibility for Universities Canada privacy compliance. Should you have any questions, concerns or complaints regarding the privacy of your personal information please contact the Privacy Officer by calling (613) 563-1236 or by writing to: Privacy Officer at 1710-350 Albert Street, Ottawa, ON K1R 1B1.

Please find below a summary of Universities Canada's privacy policies concerning the collection, use, disclosure and retention of the personal information you will be submitting in this application. Please read the information below carefully **as by submitting your application you are consenting to the collection, use, disclosure and retention of your personal information as summarized below.** A full version of Universities Canada's Privacy Code which outlines Universities Canada's complete personal information management practices, policies and procedures is available online at [www.univcan.ca](http://www.univcan.ca) or by requesting a copy from Universities Canada's Privacy Officer.

**PURPOSE OF COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION**

Your personal information is being collected on behalf of The Fessenden-Trott Scholarship Committee for the purposes of processing and evaluating scholarship applications, selecting and processing scholarship recipients and administering scholarship payments once awarded. Your personal information will be collected from you and may also be collected from references, secondary and postsecondary educational institutions, government, community or other sources based on the information provided by you in this application. This process will include the release of any or all of your personal information to The Fessenden-Trott Scholarship Committee and Selection Committee members as well as any other third parties where such release is necessary for verification, scholarship evaluation, selection, administration purposes as well as internal Universities Canada system administration purposes. Your personal information may be used in the future for the purposes of contacting you and by Universities Canada in evaluating outcomes associated with the scholarship program. There will be no other uses or disclosures of your personal information by Universities Canada unless required or authorized by law or unless you are contacted and your permission is requested. The personal information being collected in the application is limited to only that information which is necessary for the full consideration of your scholarship application and the purposes noted herein.

**PROMOTION PURPOSES FOR RECIPIENTS**

The Fessenden-Trott Scholarship Committee may from time to time wish to announce scholarship winners, their current educational institution, the university or college where they intend to study and the course of study funded by the scholarship, as well as the amount of the scholarship, or to use or disclose recipient information for promotional purposes. The Fessenden-Trott Scholarship Committee shall be responsible for obtaining the consent of recipients for such purposes.

**ACCESS TO AND ACCURACY OF YOUR PERSONAL INFORMATION**

Upon request to Universities Canada Privacy Officer, you will be given access to your personal information held by Universities Canada. Universities Canada will, on request, correct inaccuracies in your information. Please be advised that inaccuracies must be brought to the attention of Universities Canada prior to the selection of a scholarship recipient[s] in order for us to record and bring the correction to the attention of the Selection Committee.

**RETENTION OF PERSONAL INFORMATION**

Universities Canada and The Fessenden-Trott Scholarship Committee will securely retain personal information about applicants for the purposes of verifying applications, completing the assessment and evaluation, selecting a recipient, administering scholarship payments, and addressing any concerns regarding scholarship awards. Furthermore, Universities Canada and The Fessenden-Trott Scholarship Committee will retain certain personal information collected throughout the application process for the purposes of contacting you in the future, for assessing the efficacy of the scholarship and for undertaking aggregate analysis with regards to Universities Canada programs. This personal information may be kept indefinitely. Universities Canada will retain a permanent listing of the names and internal identification numbers of the recipients of the scholarship program in any given year. Universities Canada requires that The Fessenden-Trott Scholarship Committee comply with Universities Canada's Privacy Policy as outlined herein or follows a policy with comparable privacy standards.

**CONSENT**

You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit your scholarship eligibility and our ability to administer the scholarship payments. **By completing and signing [submitting] this application you are consenting to the collection, use, disclosure and retention of your personal information for the above stated purposes.**

Date:

Signature of Applicant:

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**8. AUTHORIZATION FOR THE DISTRIBUTION OF PERSONAL INFORMATION**

In compliance with Privacy Law, personal information about your application will not be released except where such release has been specifically authorized by you herein. Third parties (parents, guardians, etc.) may contact Universities Canada on your behalf, in person, by phone, or by email, to receive information about your application only if you have authorized this in advance.

In the spaces below, provide the names of up to two parties to whom Universities Canada may release your personal information. Please also provide a password for their use when contacting Universities Canada. Information about your file will be given only to those individuals who have been named below and who can provide this password. It is your responsibility to ensure the parties named below are aware of the password you have provided Universities Canada.

**Note:** This password will not work with your online account. Your Account Number and online account password to verify the status of your application will be mailed to you at a later date.

**Parties who may have access to your information:**

**Name** \_\_\_\_\_ **Name** \_\_\_\_\_  
Last First Last First

**Password** \_\_\_\_\_

**Date:**

**Signature of Applicant:**

**9. DECLARATION**

I certify that all information provided in this application form and attached documents are true and accurate to the best of my knowledge. I understand that acceptance of this application or receipt of any scholarship/award issued to me may be revoked without notice if any information in this application is subsequently found to be false.

**Name Printed:**

**Date:**

**Signature of Applicant:**

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**10. CANDIDATE'S CHECKLIST**

Please provide the following supporting documentation with the application form:

- An **official** transcript of the first year of marks (2 semesters);

**NB:** A transcript is considered acceptable only if it meets the following criteria:  
1- It is presented on the official paper of the institution.  
2- It bears the appropriate signature and/or seal of the institution.  
Photocopies or electronic transcripts will not be accepted.

- Two signed letters of reference with the references' original signatures. The reference letters must come from two separate individuals, and include the references' contact information, as per the program guidelines;
- A 250-word essay describing your volunteer/community involvement and/or extracurricular activities over the past five years;
- The Universities Canada form listing your volunteer/community involvement and/or extracurricular activities (page 2);
- The signed Nomination Form (page 6);
- An email address for the applicant on the first page of this application.

**PLEASE NOTE:** If any of the above requirements are not met, your application will be considered incomplete and your application will not be evaluated.

**IMPORTANT:** Postmarked application and all supporting documents must be sent to Universities Canada on or before **JUNE 15, 2017**. You are responsible for ensuring that the post office postmarks your envelope by the due date. It is recommended that you send your application by registered mail or courier, to ensure the package can be tracked. Your application will be acknowledged in a letter once it has been received and processed by Universities Canada.

Please mail your documents to:	Contact Us:
Scholarship Partners Canada Universities Canada Ref: <b>FESSENDEN-TROTT SCHOLARSHIPS</b> 1710-350 Albert Street Ottawa ON K1R 1B1	Tel.: (613) 563-1236 Toll free: 1-844-567-1237 Fax: (613) 563-9745 E-mail: <a href="mailto:awards@univcan.ca">awards@univcan.ca</a>

**11. IMPORTANT DATES**

<b>June 15, 2017</b>	Deadline date to send the application package to Universities Canada.
<b>June 2017</b>	You will receive an acknowledgement of your application. Be sure to check your Online Account to ensure all documentation has been received <u>and</u> accepted.
<b>Mid-July 2017</b>	Meeting of the Selection Committee.
<b>August 2017</b>	All candidates will receive notice in writing (or by email) of the results of their application. <b>Results will not be communicated by telephone.</b>
<b>September 15, 2017</b>	Deadline date for winners to accept their scholarship.

# NOMINATION FORM

## FESSENDEN-TROTT SCHOLARSHIPS

### 2017-2018

I wish to nominate \_\_\_\_\_  
(Name of applicant – please print)

A first year student at \_\_\_\_\_  
(Name of university – please print)

**Declaration of Eligibility**

The following persons are acceptable as nominating officials: Executive Head / President, Dean of Faculty, Head of Department.

For the Fessenden-Trott Scholarship, I certify that the candidate meets the eligibility requirements **as outlined in the scholarship program guidelines**.  Yes  No

**Nominating Official – PLEASE PRINT**

Name \_\_\_\_\_  Mr.  Ms.  Dr.  
Last First Middle

Job Title \_\_\_\_\_

Address \_\_\_\_\_  
Street City Province Postal Code

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date: \_\_\_\_\_ Signature of nominating official: \_\_\_\_\_

**Please provide the following information of the person at the university who will act as a second contact for correspondence concerning this application – PLEASE PRINT**

Name \_\_\_\_\_  Mr.  Ms.  Dr.  
Last First Middle

Address \_\_\_\_\_  
Street City Province Postal Code

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Please note that each eligible institution may nominate ONE CANDIDATE and that the application must be dully endorsed by the nominating official above and the Direct of the Awards/Financial Aid Office.**

Name \_\_\_\_\_  Mr.  Ms.  Dr.  
Last First Middle

Permanent Address \_\_\_\_\_  
Street City Province Postal Code

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Director of the Awards/Financial Aid Officer \_\_\_\_\_

**N.B.** - Nomination form, application form, and all supporting documents (official transcript of marks and letters of reference) from all departments listed above and/or campus within the same institution must be sent postmarked to Universities Canada **NO LATER THAN JUNE 15, 2017. Mail to:** Scholarship Partners Canada, Universities Canada, 1710- 350 Albert Street, Ottawa, ON K1R 1B1.

**LETTER OF REFERENCE - GUIDELINES**  
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**IMPORTANT:**                    **A COPY OF THESE GUIDELINES IS TO BE GIVEN TO THE PERSON WHO WILL WRITE YOUR LETTER OF REFERENCE.**

You have been asked to write a letter of reference on behalf of a student applying for the Fessenden-Trott Scholarship. The applicant has been asked to submit two letters of reference written by individuals in support of their academic achievement and volunteer/community service and/or extracurricular activities (i.e. professor, volunteer supervisor). The reference cannot be related to the applicant. To assist you in the preparation of this letter, please refer to the instructions and information below. If possible, please describe your relationship to the applicant.

These scholarships are awarded for postsecondary studies, in any chosen field, at Universities Canada member institutions. The scholarships are awarded on the basis of academic achievement and volunteer/community service and/or extracurricular activities.

Academic reference letters

If you are providing an academic reference, please state the length of time and the capacity in which you know the applicant. Your letter of reference should also concentrate on the potential the applicant has to excel in postsecondary studies.

Volunteer/community service and/or extracurricular activities reference letters

If you are providing a volunteer/community service and/or extracurricular activities reference letter, please state the length of time and the capacity in which you know the applicant. Describe their role, their activities and their accomplishments and how their service has impacted the organization or community. In addition, please indicate if the applicant demonstrated exceptional leadership, extraordinary effort and ability to overcome adversity.

The letter should be given directly to the applicant so that it may be included with their application.

**Please ensure that the letter is typewritten on letterhead, is signed and includes your contact information.** The applicant would appreciate a prompt response as the deadline for application is **June 15, 2017.**

Thank you very much for taking the time to support a Fessenden-Trott Scholarship candidate and contributing to a fair selection process.