



Banff-Ledbury Bursary Application

Entering College or University this coming year?

Apply for the Banff-Ledbury \$1000 Bursary

Deadline last Wednesday of Jun at 4 pm

The Banff-Ledbury Bursary

The Banff-Ledbury Bursary has been created to promote and encourage youth living within the designated catchment area (see map on bottom) to pursue a post-secondary education. The Banff Avenue Community House and its partners are committed to ensuring that community youth have the support and opportunity to pursue an education. Each year two \$1000 entrance bursaries are available to recent high school graduates entering their first year of study at an accredited post-secondary institution. The bursary will be paid directly to the post-secondary institution upon confirmation of registration.

Eligibility

- All students living in catchment area (see map) with financial needs, are encouraged to submit an application. Applicants living within the Banff- Ledbury social housing neighbourhood will be given an additional rating for location; however, this is open to any low income students.
- Applicants must be pursuing post-secondary education leading to a degree, diploma, or apprenticeship at an accredited institute in Canada. For information about the accreditation of post-secondary institutes, please refer to the Canadian Information Centre at:
<http://www.cicic.ca/664/post-sec.aspx?sortcode=2.16.22&s=1>
- All applicants must be recent high-school graduates entering their **first-year** of a **full time** post-secondary program
- Applicants must be a landed immigrant, permanent resident, or a Canadian citizen.



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Application

Application forms can be picked up at the Banff Avenue Community House (see above for address), or printed directly from this website, www.banffcommunityhouse.ca
Please refer to the selection process for specifics to be included in your application.

Please submit the completed **application form** directly to the Banff Avenue Community House by mail or drop off to:

The Banff Avenue Community House

c/o Sylvie Manser, Executive Director
2084 A-B Banff Avenue
Ottawa, ON, K1V 7X9

The application deadline is the last Wednesday of June at 4:00pm.

Successful applicants will be notified by July 31st

The Selection Criteria

Selection criteria include but are not limited to:

- A legible completed application form in English or French
- A typed essay (500-750 words) outlining the following:
 - a) educational goals and career aspirations;
 - b) extra-curricular activities (including involvement in the community)
 - c) personal and economical circumstances
 - d) any information you feel may be relevant to your application.
- Two signed letters of references including their contact information
- High school transcript
- Letter of confirmation of registration in a full time accredited post-secondary institution

Decision Process

- A panel of a minimum of three persons associated with the Banff Avenue Community House will review and rate the applications and award the two bursaries.
- The chosen recipients will be granted the bursary upon confirmation of acceptance.
- A ceremony will be held in August to publicly announce the recipients of the bursaries.

Sponsor(not including individual donations)

Laurentian Chapter





Banff-Ledbury Bursary Application

Map of boundaries for bursary applications





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Contact Information

Applicant's Name:

Surname	Given Name(s)
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Address:

Street No.	Street Name			Apt. No.
City	Province	Country	Postal Code	
Is your residence subsidized? <input type="checkbox"/> Yes <input type="checkbox"/> No Examples; Ottawa Community Housing, Nepean Housing, Co-operative housing, etc)				

Telephone / E-mail:

Home Telephone () -	Cellular Telephone () -
E-mail Address	

Personal Information

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (Day/Month/Year)
Do you attend programming at the Banff Avenue Community House? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, which programs	

Academic Information



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Current School	
Transcript included <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date (Month/Year)
Type of Post-Secondary Institution you are planning to attend <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Trade School <input type="checkbox"/> Other: (specify) _____	
Type of Full time Program you are planning to enter <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Apprenticeship	
Name(s) of Post-Secondary Institutions you have applied to	Major Area of Study
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
Expected Start Date (Month/Year)	

Financial Information

Financial Assistance / Employment Status

Are you applying for or receiving any other financial assistance? (bursaries, student loans, scholarships, RESP etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide detailed information on the next page	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual
Are you planning to work while attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where will you be residing during the school year? <input type="checkbox"/> Home <input type="checkbox"/> On Campus <input type="checkbox"/> Other
How are you planning to contribute or cover the cost of your post-secondary education?	

Financial Information continued



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Please complete this section as accurately as possible.

- i. All income and expenses should be the anticipated total amount for the school year.
September to June
- ii. Under “Other Scholarships or Bursaries” do not include this bursary
- iii. Ensure that student loans are reported as an expense, not as an income.
- iv. Travel expenses are only applicable if you are attending an institution outside of Ottawa.

Once you have completed the “**Income**” and “**Expenses**” section, calculate their totals, then take the total income (**Box A**) and subtract the total expenses (**Box B**) to get the total for **Box C**.
(**Box A – Box B = Box C**)

Income (for this school year)		Expenses (for this school year)	
Personal Savings	\$	Tuition and Fees	\$
Estimate Employment Income (July – July)	\$	Books and Supplies	\$
Family Contribution	\$	Accommodations (Rent, phone, cable, utilities, etc.)	\$
Other Scholarships and Bursaries	\$	Travel costs	\$
RESP	\$	Food	\$
Other (specify)	\$	Medical	\$
		Entertainment	\$
		Child Care	\$
		Student Loans	\$
		Other (specify)	\$
Total Income (Box A)	\$	Total Expenses (Box B)	\$
		Total (Box C) (= Box A – Box B)	\$

Are you considering applying for a student loan

YES

NO

Essay



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Please type an essay (approx. 500 words) and attach it to this completed application form. The essay should:

1. Tell us about yourself, your aspirations and/or goals (personal and future goals, etc.)
2. Tell us why you chose this field of study
3. Describe your experiences with community involvement and/or volunteer work. Include any experiences with the Banff Avenue Community House.
4. Tell us about your personal and economic circumstances. Include any information you feel may be relevant in the assessment of your application.

The essay is an important way in assessing your application, therefore be honest and thorough when composing it.

*** Applications received without an essay will not be considered.**

References

Each applicant is required to provide at least **two signed letters of reference** to complete the application.

- i. Your reference(s) should be someone (other than family or friends) with a professional designation, such as your school principal, teacher, guidance counsellor, current or previous employer (1 per workplace), volunteer supervisor, or personal mentors.
- ii. Letter(s) of reference should include their current contact information and **must be signed and dated by the person(s) giving the reference.**

*** Applications received without at least two signed letters of reference will not be considered.**

Consent

I attest that the information provided is true, accurate and complete. I understand and accept the conditions and requirements related to this application.

Name (Print):

Signature:

Date (Day/Month/Year):

____/____/____

Authorization

If I am awarded a bursary, I authorize the Banff Avenue Community House to publish my name, and photo for publicity purposes.

Name (Print):

Signature:

Date (Day/Month/Year):

____/____/____

Checklist



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Please confirm that you have completed all the necessary steps for this application.

- Read the bursary information document
- Meet the eligibility requirements
- Completed every section of Banff Ledbury Bursary application
- Attached all of the necessary supporting documentation
 - An essay (minimum of 500 words)
 - At least **two signed letters of reference**
 - A photocopy of your most recent official school transcript
- Signed and dated your application

*Please double check to ensure your application is accurate and complete.
Application deadline is the last Wednesday of June by 4pm*

Office use only

Application received by _____ Date received: _____