

# Local 38 Scholarship Award

## Guidelines and Selection Criteria



**Purpose:** The purpose of these awards is to provide financial assistance to students to further their education at an accredited post-secondary institution.

The scholarship is to recognize students of outstanding merit, whose parent/ step parent / guardian is a current, retired or deceased member of Calgary Public Teachers, ATA Local 38.

The Scholarship Committee shall consider special needs and circumstances as part of its selection process

**Eligibility:** The applicant:

- (1) must be a student whose parent(s) / step parent(s) / guardian(s) is / are a current, retired or deceased member of Calgary Public Teachers, ATA Local 38.
- (2) must be a Grade 12 graduate of a public / separate / francophone school in the year of application or in the year immediately preceding the year of application. Graduates from independent, charter, or private schools are explicitly NOT eligible.
- (3) must have attained a minimum overall average of 80% in any five of their five-credit grade 12 courses or a combination of 25 credits at the grade 12 or advanced level, or a minimum of 75% for students with an Alberta Education identified learning need.
- (4) must be registered in the first-year of a program at a post-secondary institution as a full-time student (full time as defined by the institution) by September 15 of the school year of application or January 30<sup>th</sup> for those entering post-secondary in the Winter Semester.

### Additional application requirements:

- (1) The applicant must submit a cover letter written by themselves. The letter should:
  - highlight their qualities, character, and/or reasons why they are deserving of the scholarship,
  - contain no identifying information such as names or places of employment, and
  - formatted with paragraphs, proofread, be between 100 and 300 words, and fit on a single page.
- (2) Letters of reference are not required and should not be included.

- (3) Should there be any special needs or circumstances of which the selection committee should be aware, please include a separate statement.

All information received by the Scholarship Committee will be treated confidentially.

An individual may only receive this Scholarship once.

**Value:** The value of this scholarship is \$1,000.00 each.

**Deadline: Application – deadline May 31 11:59 pm**

Applications must be submitted online to Calgary Public Teachers, ATA Local 38 no later than **11:59 pm May 31** of the year of application.

Applications received after the deadline will not be considered.

**Transcript or Marks – deadline August 31**

Official Transcripts can be ordered through MyPass. You must order them from Alberta Education directly and have them sent to the ATA Local 38 office. Please make sure you allow at least two weeks for the OFFICIAL transcripts to reach us by the deadline of August 31. We recommend ordering your transcripts August 1 to ensure we receive them on time.

Applicants who attend high school outside of Alberta must request transcripts from their provincial department of education.

Transcripts not received by the deadline will result in the applicant's disqualification.

**Post-Secondary Enrollment Certificate Form – deadline September 15 11:59 pm or January 20 11:59 pm for those starting in January.**

The Post-Secondary Enrolment Certificate can be downloaded from the Local 38's website.

Please have the Registrar's Office of the Post-Secondary Institution you are attending fill in this form expeditiously. Post-Secondary verification letters will also be accepted.

Once the form has been filled out please email the document in PDF format to [reception@ata38.ab.ca](mailto:reception@ata38.ab.ca).

Due to classes beginning at different times in September there may be a delay with the Registrar's office completing the form. It is the applicant's responsibility to ensure that the ATA Office receives the form on time.

If you have any problems with the application process, please contact the ATA Local 38 office at (403) 262-6616 or email [reception@ata38.ab.ca](mailto:reception@ata38.ab.ca).

**Payment:** Please be aware that successful applicants will receive payment from the Local 38 Office once the Council of School Representatives (CSR) has provided final approval at their meeting in October. Additional successful applicants will be added in January for those starting Post-Secondary in January. Successful applicants will be asked for their banking information so that an electronic funds transfer can be made.

**Appeals:** The Calgary Public Teachers, ATA Local 38 Table Officers will address appeals on an individual basis. The applicant must email a formal letter of appeal to the Local 38 President at [president@ata38.ab.ca](mailto:president@ata38.ab.ca) no later than October 31.

Ratified by CSR 1988 April 13.  
Ratified with Amendments by CSR 1988 November 09.  
Ratified with Amendments by CSR 1989 April 12.  
Ratified with Amendments by CSR 1989 December 06.  
Ratified with Amendments by CSR 1996 January 17.  
Ratified with Amendments by CSR 1996 October 09.  
Ratified with Amendments by CSR 1996 November 13.  
Ratified with Amendments by CSR 2014 October 1  
Ratified with Amendments by CSR 2015 December 9  
Ratified with Amendments by CSR 2018 January 17  
Ratified with Amendments by CSR 2019 January 16  
Ratified with Amendments by CSR 2022 February 2

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