

# Local 38 Heritage 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:

- a) students of outstanding academic achievement, or
- b) students entering a vocational post-secondary program for adults with developmental disabilities,

whose parent / stepparent / 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.

### Traditional Eligibility:

The applicant:

- (1) must be a student whose parent(s) / stepparent(s) / guardian(s) is / are a current, retired\*, or deceased member of Calgary Public Teachers, ATA Local 38. (\*Member must have resigned for the purpose of retirement from the CBE)
- (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.

If the applicant's transcript contains grades in a format other than percentages, the applicant shall provide a conversion scale used by the issuing institution. Otherwise, the committee will convert the grades at its discretion.

- (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 requirements for traditional applicants:

- (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.

### **Vocational Eligibility:**

The applicant:

- (1) must be a student whose parent(s) / stepparent(s) / guardian(s) is / are a current, retired\*, or deceased member of Calgary Public Teachers, ATA Local 38. (\*Member must have resigned for the purpose of retirement from the CBE)
- (2) must have completed high school in a public / separate / francophone school. Graduates from independent, charter, or private schools are explicitly NOT eligible.
- (3) must have earned a certificate of high school completion or a certificate of high school achievement.
- (4) must be accepted into a post-secondary program by the time they turn 21.

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

An individual may only receive the Local 38 Heritage Scholarship once.

**Value:** The value of this scholarship is \$1,500.00 each.

**Deadlines:** 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.

In addition to the application deadline, there are two additional deadlines to submit documents to Local 38. Applicants are encouraged to note these deadlines and set sufficient notifications in their calendars as ATA Local 38 will not send out reminders.

1a) Traditional Applicants: 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 no later than 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.

1b) Vocational Applicants: Certificate of High School Completion or Certificate of High School Achievement - deadline October 1 11:59 PM

A copy of the Certificate of High School Completion or Certificate of High School Achievement must be sent to [reception@ata38.ab.ca](mailto:reception@ata38.ab.ca)

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

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.

If applications are not received by the deadline, applicants will be disqualified.

Post-Secondary Letter of Enrolment– deadline September 15 11:59 pm or January 30 11:59 pm for those starting in January.

The Post Secondary Letter of Enrolment may be obtained by the registrar's office or downloaded from your student portal. Once this letter has been obtained, please email it 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 letter. It is the applicant's responsibility to ensure that the ATA Office receives it 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 in October in the year of application. 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.

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