

## INTERNATIONAL UNION OF BRICKLAYERS AND ALLIED CRAFTWORKERS HARRY C. BATES MERIT SCHOLARSHIPS 2008-2009

### Objective

The purpose of the scholarship plan is to encourage academic excellence and the pursuit of higher education among the children of Canadian members in good standing of Canadian Locals of the International Union of Bricklayers and Allied Craftworkers (BAC).

### Number of Awards

- Up to three (3) entrance scholarships, either at the university level or the college level.

### Value and Duration of the Awards

- One scholarship in the amount of \$1,500 CDN to the **first**-place winner.
- One scholarship in the amount of \$1,200 CDN to the **second**-place winner.
- One scholarship in the amount of \$1,200 CDN to the **third**-place winner.

Tenable for up to four consecutive years or until first degree or diploma is obtained, whichever occurs first.

### Type of Award

- Applicable towards full-time studies and entrance to the **first** year of a **first** undergraduate degree or diploma.

### Eligibility

- Eligible applicants are dependent children of:
  - a Canadian member of a Canadian BAC Local Union in good standing at the time of application.

N.B. If the parent ceases to be a Canadian member, for any reason, the scholarship will continue up to its maximum tenure as long as the award holder remains in good academic standing.

- Eligible applicants must be Canadian BAC Members':
  - natural children;
  - legally adopted children;
  - stepchildren;
  - wards in legal guardianship.
- Students must have:
  - a minimum average of 70% (or equivalent) in the last three semesters of studies.

- Eligible applicants must provide:
  - an official transcript of the last three semesters of studies;
  - two signed reference letters (one from a teacher and one from a person familiar with your extracurricular activities or community involvement);
  - one page (maximum 250 words) describing their extracurricular activities or community involvement.

N.B. Students who have commenced their post-secondary studies in January are eligible for the June competition.

### **Eligible Institutions**

- Canadian educational institutions which have provincial degree/diploma-granting powers, or their affiliates (e.g. university, colleges/CEGEPs - technical diploma).

### **Field of Study / Program Requirements**

- No restrictions on the program of study or discipline.
- Program must be of a minimum two year duration.
- University preparatory programs in any jurisdiction are not eligible (e.g. CEGEPs - pre-university diploma).

### **Selection of Scholarship Winners**

- Selection of candidates is made by a committee of Canadian university and college representatives chosen by the Association of Universities and Colleges of Canada (AUCC) with appropriate regard to geographical representation.
- Selection Committee's decision is irrevocable.

N.B. The International Union of Bricklayers and Allied Craftworkers exercises no influence in the selection of the scholarship recipients in the adjudication process.

### Evaluation criteria:

- Academic performance;
- Extracurricular activities or volunteer/community involvement;
- Quality of reference letters (one from a teacher and one from a person familiar with your extracurricular activities or community involvement).

N.B. In calculating an applicant's average, non-academic courses such as career or personal development related courses will not be considered.

### **Responsibilities of Scholarship Recipients**

- Return the signed *Award Acceptance Form* provided by the AUCC.
- Send a proof of registration from the educational institution you will be attending.
- Use the scholarship in the year it is awarded.

### **Payment**

- AUCC will inform The International Union of Bricklayers and Allied Craftworkers of the scholarship recipient's eligibility for payment.
- Payment will be made by The International Union of Bricklayers and Allied Craftworkers to the student.

- The International Union of Bricklayers and Allied Craftworkers will issue the relevant T4A slip for income tax purposes.

### **Renewal of Awards**

- Scholarship recipients must maintain a full-time course of study as defined by the educational institution.
- Recipients must pass all courses (supplementary or repeated examinations taken in the same academic year, including summer sessions, will be considered).
- Scholarship recipients must send AUCC an official transcript at the end of each academic year.
- Students must complete a *Renewal Report* provided by the AUCC.

N.B. If a student is taking a three-year degree program prior to studies for a first professional degree such as law, medicine, education, etc., the scholarship recipient may qualify for each year of the first degree plus the consecutive year towards the professional degree but only to a maximum of four consecutive academic years or the equivalent.

### **Scholarship Administrator**

The Association of Universities and Colleges of Canada (AUCC) administers the scholarship program on behalf of The International Union of Bricklayers and Allied Craftworkers.

The AUCC is the voice of Canada's universities, representing 92 Canadian public and private not-for-profit universities and university-degree level colleges. Their mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries.

The Higher Education Scholarship (HES) section within AUCC is responsible for administering scholarship programs. HES has been a leading provider of scholarship management services for over 40 years. HES is associated with leading firms in nearly every sector of the economy through its provision of scholarship services and management of more than 175 different scholarships programs on behalf of corporations, government agencies and private foundations throughout North America.

In addition, HES has forged trusted relationships with colleges and universities throughout North America which enable it to provide quality scholarship management services and guidance to both its Canadian and American scholarship applicants and recipients.

### **Application Procedures**

Further information and the application form may be obtained from BAC's International Union Office in Ottawa (1-877- 276-7774) or from the AUCC.

- Postmarked application packages must be sent to the AUCC on or before **JUNE 1, 2008**.

An application package must contain:

- the completed application form;
- an official transcript of the last three semesters of available marks;
- a description of your extracurricular activities or volunteer/community involvement;
- two signed letters of reference;
- the *Parental Consent* form.

N.B. Official transcripts that are issued to students are accepted. Photocopies are not accepted unless bearing the original signature with school stamp or seal.

Applicants who have previously held a Harry C. Bates Merit Scholarship will not be eligible to re-apply.

Further information and the application form may be requested directly from the AUCC at the address noted below. Please refer to The International Union of Bricklayers and Allied Craftworkers Harry C. Bates Merit Scholarship Program.

Mail to:

Higher Education Scholarships

Association of Universities and Colleges of Canada (AUCC)

**Ref: The International Union of Bricklayers and Allied Craftworkers Harry C. Bates Merit Scholarship Program**

600-350 Albert Street

Ottawa, Ontario K1R 1B1

Telephone: (613) 563-1236

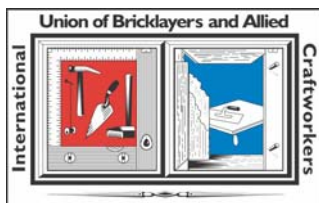
E-mail: [awards@aucc.ca](mailto:awards@aucc.ca)

Facsimile: (613) 563-9745

Internet: [www.aucc.ca](http://www.aucc.ca)

**Continuation**

The union retains the right to change and/or end the sponsorship of the scholarship plan without notice.



## APPLICATION FORM

### INTERNATIONAL UNION OF BRICKLAYERS AND ALLIED CRAFTWORKERS HARRY C. BATES MERIT SCHOLARSHIP

Administered by the Association of Universities and Colleges of Canada (AUCC)

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

#### 1. APPLICANT INFORMATION

<input type="checkbox"/> Mr.	Last Name:	First Name and Middle Initial:	
<input type="checkbox"/> Ms.			
<b>Permanent Address:</b>			
Apt.:	No. and Street:		
City:	Province:	Postal Code:	
Telephone No.:		E-mail (AUCC will use this information as point of contact):	

#### 2. SCHOLASTIC DATA

In chronological order, list the educational institutions attended during your last two academic years.		
Name of School:	From/To:	Grade Completed:

#### 3. LETTERS OF REFERENCE

Please enclose two <b>signed</b> letters of reference, one from a teacher (academic) and one from a person familiar with your extracurricular activities or volunteer/community involvement (refer to the last page of this application).
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#### 4. EXTRACURRICULAR ACTIVITIES

On a separate page, describe your extracurricular activities or volunteer/community involvement over the past five years ( <b>please limit your answer to a maximum of 250 words</b> ).
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#### 5. POST-SECONDARY DATA

Name of educational institution you plan to attend during the 2008-2009 academic year:	
Start Date of Studies: Month _____ Year _____	Degree or Diploma sought during the 2008-2009 academic year: (e.g. BA, BSc): <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> College diploma
Proposed Field of Studies:	Maximum Length of Post-secondary Program:



## 6. APPLICANT CONSENT

The **International Union of Bricklayers and Allied Craftworkers** has contracted with the Association of Universities and Colleges of Canada ("AUCC") for the administration of their scholarship program. This administration role includes the application process, the evaluation and selection process, the processing of recipient candidates and the administering of payments for the scholarship on behalf of the **International Union of Bricklayers and Allied Craftworkers**. The purpose of this statement is to set out AUCC's commitment to the protection of personal information collected, used or disclosed in performing this function. The AUCC will comply with the requirements of the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use and disclosure of personal information provided by you in the course of your scholarship application.

The AUCC has appointed a Privacy Officer with overall responsibility for AUCC 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 600-350 Albert Street, Ottawa, Ontario K1R 1B1.

Please find below a summary of the AUCC's privacy policies concerning the collection, use and disclosure 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 and disclosure of your personal information as summarized below**. A full version of the AUCC Privacy Code which outlines the AUCC's complete personal information management practices, policies and procedures is available on line at [[www.aucc.ca](http://www.aucc.ca)] or by requesting a copy from the AUCC Privacy Officer.

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

Your personal information is being collected on behalf of the **International Union of Bricklayers and Allied Craftworkers** for the limited 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 your personal information to the **International Union of Bricklayers and Allied Craftworkers** and Selection Committee members as well as any other third parties where such release is necessary for scholarship evaluation, selection and administration purposes. There will be no other uses or disclosures of your personal information by the AUCC unless required or authorized by law. 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.

### **PROMOTION PURPOSES FOR RECIPIENTS**

Scholarship sponsor 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. Sponsor shall be responsible for obtaining the consent of recipients for such purposes.

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

Upon request to the AUCC Privacy Officer, you will be given access to your personal information held by the AUCC. The AUCC will, on request, correct inaccuracies in your information. Please be advised that inaccuracies must be brought to the attention of the AUCC 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**

The AUCC will securely retain personal information about applicants only for the time necessary to complete the assessment and evaluation, to select a recipient, to administer the scholarship payments, and for a reasonable period thereafter. At the end of this period the AUCC will destroy, erase or render anonymous, any of your personal information in their possession. The AUCC will retain a permanent listing of the names and internal identification numbers of the recipients of the scholarship program in any given year.

### **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 and disclosure of your personal information for the above stated purposes.**

**Date:**

**Signature of Applicant:**

## 7. 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. If you want any third parties (parents, guardians, etc.) to have access to your file or access to information regarding the status of your application, you must authorize this in advance. Please provide the names of up to two parties to whom you would like to grant this access in the spaces below. Please also designate a confirming password. File access will be granted only to those individuals who have been specifically named below and who can provide the designated password. It is your responsibility to ensure that the parties named below are aware of the designated password.

### Parties who may have access to your file:

Name:	Password:
Name:	
Date:	Signature of Applicant:

## 8. CANDIDATE'S CHECKLIST

- Please send an official transcript of the last three semesters of available marks (or a photocopy bearing the original signature with school stamp or seal).
- Please enclose two letters of reference with the references' original signatures.
- Please enclose a description of your extracurricular activities or volunteer/community involvement.
- Your application package must arrive at the AUCC postmarked **JUNE 1, 2008** or earlier.

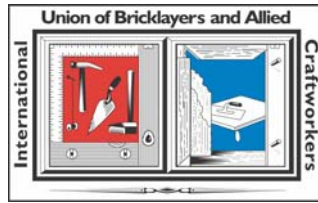
Please send it to the:

Higher Education Scholarships  
 Association of Universities and Colleges of Canada (AUCC)  
 600-350 Albert Street  
 OTTAWA, ON K1R 1B1  
 Tel.: (613) 563-1236  
 Fax: (613) 563-9745  
 E-mail: awards@aucc.ca

## 9. IMPORTANT DATES

July:	You will receive an acknowledgement of your application.
July 21-22:	The Selection Committee meets.
Mid-August:	All candidates will receive notice in writing of the results. <b>Please note that no results will be given by telephone or by e-mail.</b>
September 12:	Deadline for winners to accept their scholarship.





## LETTER OF REFERENCE - GUIDELINES

You have been asked to write a letter of reference on behalf of a student applying for the Harry C. Bates Merit Scholarship (International Union of Bricklayers and Allied Craftworkers). The applicant has been asked to submit two letters of reference written by individuals in support of community service and academic achievement (i.e. past employer, volunteer supervisor or professor not related to the applicant). To assist you in the preparation of this letter, please refer to the instructions and information below.

These scholarships are awarded to the dependents of International Union of Bricklayers and Allied Craftworkers employees for post-secondary studies, in any chosen field, at recognized educational institutions. The scholarships are awarded on the basis of community service and academic achievement.

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 post-secondary studies.

If you are providing a community service 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, signed and includes your contact information. The student would appreciate a prompt response as the deadline for application is **June 1, 2008**.

Thank you very much for taking the time to support a Harry C. Bates Merit Scholarship (International Union of Bricklayers and Allied Craftworkers) candidate and contributing to a fair selection process.