



**APPLICANT'S**

**GUIDE AND FORM**

**STUDENT BURSARY PROGRAM**

**OFFICIAL APPLICATION**

## APPLICANT'S GUIDE

### OBJECTIVE :

Caisse Financial Group supports students enrolled in post-secondary education that have demonstrated leadership and community involvement.

### ELIGIBILITY

**Applicants must meet all of the following eligibility criteria:**

1. Must be in their final year of secondary education at the time of completing an application.
2. Must be enrolled in an eligible post-secondary program immediately following the completion of their secondary education.

Eligible post-secondary programs are described as follows:

- a. A full time program (3 complete courses or 18 credits) at an accredited post-secondary educational establishment.
  - b. A specialized program or training (minimum 8 complete and consecutive months) with a diploma or certificate upon program completion.
3. Demonstrates co-operative values and community involvement.

Co-operative values and community involvement may be demonstrated by way of showing leadership, mobilization, active participation or volunteerism in the applicant's school and community.

4. A strong to excellent academic average.

**Children of Caisse Financial Group employees and Board members are not eligible.**

## BURSARY SELECTION AND REMTTANCE

- The selection of bursary recipients will be conducted by school committees whom are mandated to ensure due process in accordance to Caisse bursary program criteria.
- School committees will review judiciously and objectively all submitted bursary applications received from their students according to established Caisse eligibility and selection criteria.
- School committees will submit their recommendations together with copies of the applications to Caisse Financial Group's administrative office no later than June 10<sup>th</sup> for review and approval. The Caisse's final decision is irrevocable.
- Preference will be given to applicants that are members (or their parent(s)) of Caisse Financial Group.
- A letter of approval will be sent to the school confirming the name of the recipient of the Caisse bursary.
- A certificate will be presented to the recipient at the school's graduation ceremonies.
- The bursary will be awarded in one payment in January upon receipt of the recipient's proof of enrollment and payment of tuition, which should be forwarded to the attention of the Administration and Marketing Coordinator at Caisse Financial Group's administrative offices.

In accordance with the Privacy Act, all personal information included in the bursary application will remain confidential and be used solely by Caisse Financial Group, unless notified otherwise.

## BURSARY APPLICATION PROCEDURES

1. The applicant for the student bursary must complete the following:
  - Fill in all sections of the application form and sign Section F: Contract
    - Any other form will be automatically refused.
    - All sections are compulsory; incomplete forms may be rejected.
  - Include a copy of the most recent school transcripts.
  - Submit signed application and school transcripts to your school's administrative office **NO LATER THAN JUNE 1<sup>ST</sup>.**
    - Faxed or electronically filed documents will not be accepted.
    - Forms received after June 1<sup>st</sup> will not be presented to the selection committee.

The selection committee and / or Caisse Financial Group may request additional information.

**S T U D E N T B U R S A R Y  
A P P L I C A T I O N F O R M**

This section is reserved for administration  
 Date received: \_\_\_\_\_  
 Application N°: \_\_\_\_\_

**Section A: PERSONAL INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

P. O. Box \_\_\_\_\_ Street \_\_\_\_\_

City or Village \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Home \_\_\_\_\_ Cellular \_\_\_\_\_

E-mail \_\_\_\_\_

Are you (or a parent) a member of Caisse Financial Group?  yes  no

Is your parent employed or a Board member of Caisse Financial Group?  yes  no

**Section B: DESCRIPTION OF POST-SECONDARY EDUCATION**

Name of institution \_\_\_\_\_

Faculty / Studies / Program \_\_\_\_\_

Program duration \_\_\_\_\_

Start date : \_\_\_\_\_ End date : \_\_\_\_\_

Academic year for which application is made (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> etc.) \_\_\_\_\_

Cumulative average (if applicable) \_\_\_\_\_

Other scholarship(s) (partial or full) \_\_\_\_\_

Tuition (estimated or actual) \_\_\_\_\_

Diploma or Program Certificate \_\_\_\_\_

**Section C: SECONDARY EDUCATION**

Name of school \_\_\_\_\_

Academic average	Grade	9:	10:	11:	12:
University year (if applicable)	Year	1:	2:	3:	4:

## **Section D: CO-OPERATIVE VALUES AND COMMUNITY INVOLVEMENT**

Please provide specific information (dates and duration) demonstrating your leadership, mobilization, active participation or volunteerism in your school and your community.

## **Section E: OTHER INFORMATION**

Provide other details you may find pertinent to your student bursary application.

## Section F: CONTRACT

I hereby confirm the declarations made in this application to be to the best of my knowledge complete and true. I understand that Caisse Financial Group may request that I reimburse the received financial aid in whole or in part if:

- a) any information provided in the student bursary application is not truthful and precise;
- b) I abandon or withdraw from the studies or program for which the financial aid was approved;
- c) I change my studies or program without prior approval from Caisse Financial Group.

Subject to my student bursary approval:

- I commit to provide Caisse Financial Group with all necessary documents for payment of my bursary:
  - receipts, proof of enrollment and payment of tuition thereof;
- I authorize Caisse Financial Group to publish my name, educational program and amount of the approved student bursary;
- I grant license and all rights to any photos and texts to Caisse Financial Group to utilize for its marketing and related promotional use in one or other Canadian provinces, territories or at a national level. I accept that any photos and texts remitted may be associated with other photos, texts and graphics and they may be cut, reframed or modified. I recognize that I have no right to the photos or texts and all rights to the photos or texts belong to Caisse Financial Group. I recognize and agree that I have no right to remuneration and I agree to not make any further request for any reason whatsoever to Caisse Financial Group.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Have you...

- completed each section of the application?
- signed and dated the application?
- included your school transcripts?

**Return this form and all supporting documents  
to your school's administrative office  
no later than June 1<sup>st</sup>**