



Bursary Application Form – November 2016

What is the bursary?

This bursary is a \$500 grant for adults who are working toward a grade 12 certificate or grade 12 equivalency (GED).

Who can qualify?

To qualify, you must be an adult who:

- Has not completed grade 12 or your GED
- Has been out of the school system for at least 3 years
- Is in, or plans to be in an upgrading program in PEI
- Needs financial assistance

How do I apply?

To apply for a bursary you must:

- Complete pages 1 and 2 of this application
- Have your tutor or instructor complete the reference form on page 3 and 4
- Write a 250 word essay on standard size paper (8.5x11)
- Provide 2 reference letters from people who are familiar with your efforts to reach your goal such as, an employer, your minister or a long-time friend. Please do not use reference letters from your family, your tutor or instructor.

When will I hear about my application?

The deadline for applications is December 5, 2016. We will let you know if you have been selected to receive a bursary by December 15, 2016.

Important

- We will not accept applications that are not complete. You must include:
 - Application completed on pages 1 and 2
 - Tutor or Instructor Reference Form completed on pages 3 and 4
 - 2 reference letters
 - 250 word essay
 - Applicant Checklist completed on page 5
- Please do not use staples or write in pencil on any part of your application.
- Applications must be received by mail or email in our office by **December 5, 2016**.

Deadline for bursary applications is December 5, 2016



Bursary Application - Page 1

Personal Information				
Name				
Address				
Phone Number	Home	Cell		
What is the last grade you completed before leaving school?				
When did you complete that grade?				
What is your total family income per year?	Less than \$10,000 <input type="checkbox"/>	\$10,000 - \$20,000 <input type="checkbox"/>	\$20,000 - \$30,000 <input type="checkbox"/>	More than \$30,000 <input type="checkbox"/>
How many people live in your household?	Number of Adults		Number of Children	
Since you left school, have you taken any academic upgrading or literacy training?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, please provide the name of the program you took.				
Did you complete the program?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, what year did you complete the program?				

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What other programs, training or upgrading have you taken?			
Are you attending a Community College, Technical or Trade school, private training or tutoring program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please provide the name of the program you are attending and where it is located.			
If no, have you applied to enter a Community College, Technical or Trade school, private training or tutoring program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please provide the name of the program you have applied to and where it is located.			
Have you been accepted to the program you applied to?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Waiting to find out
If you receive a bursary, how do you expect to use the money? For example: tuition, childcare, books, travel etc.			

<p>Essay</p> <p>Please tell us why you decided to return to school.</p> <ul style="list-style-type: none"> • What challenges have you faced to continue your studies? • What are your personal plans and career goals? • What or who has inspired you to return to school? <p>This essay should be about 250 words long. Please use standard size paper (8.5x11) and print on one side of the paper. Please do not use a pencil or staples.</p>
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Tutor or Instructor Reference Form

This reference form will be used to assist the Bursary Committee to determine the suitability of the applicant. The information you provide will form part of the assessment and may be shared with the applicant. When you have completed this form, please return it to the applicant so that they may include it with their application. If you prefer that this form not be shared with the applicant you can email it directly to us at: info@peiliteracy.ca or send it by mail to: *PO Box 20107, Charlottetown, PE C1A 9E3*

Name of Applicant	
Name of program applicant attends or plans to attend.	

Your name		
Phone number		
In what capacity do you know the applicant?		
Have you worked directly with the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How long have you known the applicant?		
What are your reasons for recommending the applicant?		

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For each of the following traits please place a V in the box that best describes the applicant.

Trait	Exceptional	Good	Average	Below Average	Poor
Takes initiative					
Maturity					
Dependability					
Ability to work with others					
Ability to work independently					
Quality of work					
Attitude toward work					
Planning and Organization					
Accepts Responsibility					
Attendance					
Time Management					
Written communications					
Oral Communications					

Signature

Date



Bursary Application - Page 5

Applicant Checklist

1. Have you completed pages 1 and 2 of this application?
 Yes No

2. Has your instructor or tutor completed pages 3 and 4?
 Yes No

3. Have you completed your 250 word essay?
 Yes No

4. Have you included two reference letters? Please do not use reference letters from your family or your tutor or instructor.
 Yes No

Your signature _____

Date _____

Please send your complete application to us by mail or email by December 5, 2016.

Mailing Address:

PO Box 20107
Charlottetown PEI
C1A 9E3

Email Address:

info@peiliteracy.ca

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