

M E M O R A N D U M

FROM THE REGISTRAR'S OFFICE
C150 (WO) 727-4723 EXT. 5253

TO: Deans, all Schools

DATE: March 27, 2003

FROM: Susan Lomas, Manager, Fees, Events and Publications

SUBJECT: **MILLENNIUM SCHOLARSHIPS**

Susan

Please find attached an information booklet regarding the new Millennium Scholarships. You will notice posters on several bulletins notifying the students about these new scholarships. Applications are available online.

The deadline for applying is May 30, 2003.

Algonquin College is able to submit the names of fourteen students. Selection is based on academic achievements, leadership, community service and innovation.

Please share this exciting opportunity with your staff and encourage them to invite students to apply.

If anyone has any questions, please do not hesitate to contact me at 5307.

cc: Keith Youngusband, Dean, School of Academic Access and Languages
Elaine Hollingsworth, Manager, Public Relations/Communications/Alumni & Development
Linda Fielding, Manager, Financial Aid
Pierre de Champlain, Chair, Police and Public Safety Institute

MILLENNIUM EXCELLENCE AWARD PROGRAM NATIONAL IN-COURSE AWARDS 2003

Bulletin of Information

For Your Institution's Scholarship Submission Deadline: visit www.millenniumscholarships.ca/incourse

The Canada Millennium Scholarship Foundation has established the national in-course awards to recognize and foster academic excellence and active citizenship in upper-year post-secondary students. Awards will be made to students who have not been previously recognized with a substantial merit scholarship. These students include those who, after enrollment in a post-secondary program, find their place and begin to demonstrate the qualities of excellence the award is designed to recognize and foster. The Foundation seeks to include students who, prior to being enrolled in a post-secondary program, may not have even considered applying for a merit-based award.

DESCRIPTION OF AWARDS

This year marks the first annual distribution of the national in-course awards. The Foundation will distribute the following awards by September 2003 for use during the 2003-2004 academic year:

- Up to **100** \$5,000 scholarships renewable for one additional year upon maintenance of a B+ GPA and continued demonstration of the leadership, innovation and service to the community for which the student was originally selected.
- Up to **200** \$4,000 scholarships renewable for one additional year upon maintenance of a B+ GPA and continued demonstration of the leadership, innovation and service to the community for which the student was originally selected.
- Up to **900** \$4,000 one-year scholarships.

CONDITIONS OF ELIGIBILITY

An applicant must meet the following criteria to be eligible to apply for a national in-course award

- Canadian citizenship or landed immigrant status
- Enrolment in a recognized undergraduate program leading to a first degree, diploma or certificate at an eligible and approved Canadian post-secondary educational institution
- Full-time (defined as 80 percent of a full course load) enrolment in a program of at least two years' duration (16 months) that is recognized by the provincial/territorial student financial assistance program

- By the end of the 2002-2003 academic year, completion of either the first year of a current program leading to a first diploma or certificate **OR** the second year of a current program leading to a first associate bachelor or bachelor degree (Note: For CEGEP students, only those pursuing a technical diploma are eligible for this scholarship); Quebec students who have completed an academic DEC in CEGEP and are studying at a Quebec university must apply during their first year of university studies
- Cumulative post-secondary school Grade Point Average of at least B+ or the equivalent (i.e. 3.3 on a 4.3 or 4.0 scale, or 77%)
- No previous receipt of a substantial merit scholarship to support post-secondary education, regardless of the source of the scholarship (e.g., school, government, private source, etc.) [students applying after their first year may not have received more than \$2,500 to date in scholarship money based **solely on merit**; students applying after their second year may not have received more than \$3,500 to date in scholarship money based **solely on merit**]

Submission of the completed application materials to the **institution representative** at the Canadian post-secondary educational institution currently attended by the applicant by the deadline.

INSTITUTION REPRESENTATIVES AND NOMINATION PROCESS

The Millennium Excellence Award Program's national in-course awards have been built in partnership with Canada's post-secondary institutions. Institutions have been asked to appoint a representative to serve as a liaison with the Canada Millennium Scholarship Foundation and to coordinate the nomination process. Each eligible and approved institution will be allowed to nominate one candidate for every 800 full-time undergraduate students.

There will be two phases to the scholarship nomination process. During **Phase 1**, students will submit their applications directly to their institution representative. The institution will determine whom to nominate from the submitted applications, and the representative will forward the nomination(s) to the Foundation. For information on your institution's representative and the deadline to submit your application to your institution, please visit the Foundation's Web site, www.millenniumscholarships.ca/incourse.

In **Phase 2**, a selection committee set up by the Foundation will independently review all nominations. The committee, as a group, will then rank the files and decide on final award determinations.

SELECTION CRITERIA

The scholarships will be awarded to students who demonstrate exceptional merit without regard to financial need. The emphasis for award selection is on active and significant involvement toward the betterment of the community, leadership and the ability to motivate others, and an interest in innovation. A solid academic performance is also important to ensure the applicant's successful completion of his or her chosen post-secondary program.

APPLICATION INSTRUCTIONS

The Foundation's application materials will be mailed to institution representatives and will be available for download from the Foundation's Web site, www.millenniumscholarships.ca/incourse. Applications must be submitted on the official forms provided by the Foundation to institution representatives, on photocopies of these forms, or on copies from the Foundation's Web site. Forms that are recreated or reformatted will be disqualified.

1 Application (6 pages): Use a typewriter or computer to complete your form. Minimum character size for all responses is 11-point. If you do not have access to a computer, you may neatly print the application in blue or black ink (do not use a pencil or other ink colors). Applications that are illegible will be disqualified.

Answer all questions thoroughly. Answer the questions within the space provided – appendices, extra pages or material such as certificates will not be read.

PAGE 1 – under *Previously Attended Schools*, please include secondary and post-secondary schools attended.

PAGE 2 – under *Merit Scholarships*, list those scholarships that are based on merit or a combination of merit and need. Include all scholarships received for academic, artistic or athletic achievements, regardless of their source (e.g., school, government, private source, etc.). Do not include scholarships awarded solely on the basis of financial need. Preference may be given to students who have received less scholarship money based on a combination of need and merit. If the information you wish to list in the *Employment* section exceeds the allotted space, select those jobs of longest duration or that are most meaningful to you.

PAGE 3 – list each activity only once, selecting the section that best characterizes it. If the information you wish to list exceeds the allotted space, select those activities of longest duration or that are most meaningful to you. Please note that the Foundation may ask you to provide a reference for any of the activities at a later date.

PAGE 6 – be sure to sign and date the required certification and release.

Carefully proofread your application for spelling mistakes. Submit **two copies** (or an original and one photocopy) of the fully completed and signed six-page application to your institution representative. Both copies must be in proper numerical order. The Foundation will not accept applications without the nomination of the institution.

2. Two Letters of Recommendation are required:

- *Letter of Recommendation (Character)* should assess your personal character and be able to attest to your commitment to leadership, community service and innovation.
- *Letter of Recommendation (Academic)* should focus on your academic skills and ability to successfully complete your post-secondary study program, and should be written by an instructor or other staff member at your current post-secondary institution.

Any additional letters will be discarded. Neither letter can be from a relative. You should fully apprise your recommenders about the national in-course awards and your reasons for applying. Allow your recommenders at least two weeks to write their letters. Submit both sealed recommendations with your application by your institution's deadline. Applications submitted without both letters of recommendation (character and academic) will not be considered. Read all instructions on the letter of recommendation forms for details.

3. Post-secondary transcript(s): Submit **two copies** of your **official transcript(s)** with the application. The transcripts should have all the grades for the degree, diploma or certificate you are presently pursuing. If within this time period you transferred institutions, please include those transcripts with your application. Quebec students must include applicable CEGEP transcripts.

APPLICATION SUBMISSION DEADLINE

All application material must be submitted in one 9" x 12" envelope to your institution representative on or before **your institution's deadline**. Do not fold your application. Late applications will not be accepted. Forms submitted by the student directly to the Foundation will be disqualified.

The following constitute a complete application:

- 2 copies of the application form (all six pages, fully completed, legible and signed)
- 2 copies of your official post-secondary school transcript(s)
- 2 letters of recommendation – each in a sealed envelope with the recommender's signature written across the seal. Each sealed envelope should contain **2 copies** of the completed and signed letter of recommendation and **2 copies** of its accompanying form.

AWARD NOTIFICATION

Successful applicants will be notified by the Foundation in September 2003. Information on the status of your application will not be given over the telephone.

QUESTIONS?

Visit the Foundation's Web site or call toll free
1-877-786-3999 or (514) 985-0026 with your program questions.
If you do not know whether your institution is participating,
please check our Web site for a list of participating institutions, mailing addresses and deadlines.

www.millenniumscholarships.ca/incourse



CANADA MILLENNIUM SCHOLARSHIP FOUNDATION
FONDATION CANADIENNE DES BOURSES D'ÉTUDES DU MILLÉNAIRE

MILLENNIUM EXCELLENCE AWARD PROGRAM NATIONAL IN-COURSE AWARDS 2003 Application Form

PERSONAL INFORMATION

NAME: FIRST: _____ MIDDLE: _____ LAST (use capitals): _____

HOME ADDRESS: _____ APT. _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

EMAIL (If you are a recipient, notification will be sent to this email in September 2003): _____

HOME TELEPHONE: (_____) _____ OTHER TELEPHONE: (_____) _____

SOCIAL INSURANCE NUMBER: _____ DATE OF BIRTH: (_____ DD MM YY)

PLACE OF BIRTH: _____ CITY: _____ PROVINCE: _____ COUNTRY: _____

GENDER: FEMALE MALE PREFERRED LANGUAGE OF CORRESPONDENCE: ENGLISH FRENCH

I AM A CANADIAN CITIZEN OR PERMANENT RESIDENT IN ACCORDANCE WITH THE IMMIGRATION LAW: (check if applicable)

HOW DID YOU LEARN ABOUT THIS SCHOLARSHIP? INSTITUTION REPRESENTATIVE TEACHER(S) / INSTRUCTOR(S) FRIEND(S)

ADVERTISEMENT / POSTER OTHER (please specify) _____

CURRENT POST-SECONDARY INSTITUTION AND EDUCATIONAL INFORMATION

List information for the post-secondary institution you currently attend. Submit the most recent transcript from this institution.

POST-SECONDARY PROGRAM FOR THE CURRENT ACADEMIC YEAR:

FIRST ASSOCIATE DEGREE FIRST BACHELOR DEGREE FIRST DIPLOMA FIRST CERTIFICATE

INSTITUTION NAME: _____

INSTITUTION LOCATION: _____

I AM CURRENTLY IN MY (check one): FIRST YEAR SECOND YEAR OF A _____-YEAR PROGRAM

DEGREE/DIPLOMA/CERTIFICATE SOUGHT: _____

PROGRAM/FIELD OF STUDY: _____

IF YOU PLAN TO ATTEND A DIFFERENT POST-SECONDARY INSTITUTION NEXT YEAR, SPECIFY IT BELOW:

INSTITUTION NAME: _____

INSTITUTION LOCATION: _____

REASON FOR TRANSFER: _____

PREVIOUSLY ATTENDED SCHOOLS

List all post-secondary and secondary schools you attended prior to your current institution, beginning with the most recent.

SCHOOL NAME	LOCATION	FROM (MM/YY)	TO (MM/YY)	GRADUATION DATE

APPLICANT'S FULL NAME:
POST-SECONDARY INSTITUTION:

MERIT SCHOLARSHIPS/PRIZES

List all scholarships you have received for your post-secondary education, based on merit alone or merit and need, beginning with the largest award amount. Include all scholarship money received for academic, artistic or athletic achievements, for extra-curricular involvement, etc., regardless of the source (e.g., school, government, private source, etc.). Do not include money awarded solely on the basis of financial need. Merit awards with need components should be marked with an asterisk.

SOURCE/NAME	PURPOSE OF AWARD	YEAR(S) HELD	ANNUAL AMOUNT	TOTAL AMOUNT

EMPLOYMENT/CO-OPERATIVE EDUCATION

List all jobs/co-op placements you have held since January 1, 2001, beginning with the most recent.

EMPLOYER	JOB/TYPE OF WORK	FROM (MM/YY)	TO (MM/YY)	HOURS PER WEEK

POST-SECONDARY/CAREER PLANS

List career interest(s): 1st _____ 2nd _____ 3rd _____

Describe your post-secondary program. Explain the reason(s) for your program of study and career choice(s), and describe your long-term goals.

APPLICANT'S FULL NAME:	
POST-SECONDARY INSTITUTION:	

ACTIVITIES

List activities in order of their importance to you. All information must fit in the space provided. No extra information will be read.

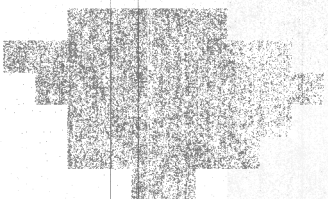
Post-Secondary Institution Activities: List activities in which you have participated at your post-secondary school, such as student government, school newspaper or yearbook, clubs, athletic or artistic activities, school-sponsored competitions or conferences.

POST-SECONDARY SCHOOL ACTIVITY	YOUR ROLE/POSITION(S) HELD	FROM (MM/YY)	TO (MM/YY)

Community Service (since January 1, 2001): List service activities in which you have participated as a volunteer in the community at large.

SERVICE ACTIVITY/ORGANIZATION <small>(Avoid abbreviating organization names)</small>	YOUR ROLE/POSITION(S) HELD	FROM (MM/YY)	TO (MM/YY)

Other Activities (since January 1, 2001): List other activities in which you have participated that are not school or service related, such as community-based athletic or artistic activities, clubs, competitions or conventions.

ACTIVITY/ORGANIZATION <small>(Avoid abbreviating organization names)</small>	YOUR ROLE/POSITION(S) HELD	FROM (MM/YY)	TO (MM/YY)
			

APPLICANT'S FULL NAME:	
POST-SECONDARY INSTITUTION:	

SHORT ESSAY RESPONSES

Answer the questions within the space provided for each question. No extra information will be read. Please limit your answers to events and experiences that have taken place since January 2001.

1. Describe your transition into post-secondary studies. What major things have you learned about yourself? How have you applied what you have learned?

2. Describe one specific example when you had the opportunity to lead a group of your peers to the accomplishment of a common goal. How were you able to motivate others? What did you learn from the successes and failures of doing so?

APPLICANT'S FULL NAME:
POST-SECONDARY INSTITUTION:

3. Describe an experience from your list of volunteer activities in which you made a difference. Explain what was accomplished, your role, and what you learned and might do differently.

4. Describe one of the most important initiatives you undertook which addressed an unmet need at school or in the community at large. What steps did you take? What were the results of your actions?

APPLICANT'S FULL NAME:	
POST-SECONDARY INSTITUTION:	

LETTERS OF RECOMMENDATION

List information about the two people who will write your letters of recommendation

LETTER 1 (CHARACTER): RECOMMENDER'S NAME _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

IN WHAT CAPACITY? _____

LETTER 2 (ACADEMIC): RECOMMENDER'S NAME: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

IN WHAT CAPACITY? _____

REQUIRED CERTIFICATION AND RELEASE

APPLICANT CERTIFICATION AND RELEASE OF INFORMATION

I certify that I am enrolled full-time (defined as 80 per cent of a full course load) in an eligible and approved post-secondary school program of at least two years' duration.

I certify that, by the end of the 2002-2003 academic year, I will either have completed the first year of my current program leading to a first diploma or certificate **OR** the second year of my current program leading to a first associate bachelor or bachelor degree **OR** the first year of my current program leading to a first associate bachelor or bachelor degree, providing I am studying at a Quebec university and have received a DEC from a Quebec CEGEP.

I certify that the information provided in this application and in the accompanying documentation is true, accurate and complete. I authorize the provision of any information held or to be held by post-secondary institutions, community organizations and others, relating to my application, including but not limited to personal evaluations and transcripts, to the Canada Millennium Scholarship Foundation (the "Foundation"). I understand and accept that: (1) such information, as well as the personal information contained in this application, will be used by the selection committees of my post-secondary institution and the Foundation for the purposes of selection, for statistical analysis, and to facilitate ongoing administrative correspondence with applicants, necessary to further the objectives of the Millennium Excellence Award Program and to improve the selection process; (2) the Foundation will not release application evaluations or the results of the evaluation process, except to inform me if my application has been accepted for an award; and (3) for all questions regarding my personal information held on file by the Foundation, including updates thereof, I may contact the Foundation at the address on the Foundation's Web site. Finally, if my application is selected for an award, I authorize the publication of my name and post-secondary institution on the Foundation's Web site.

SIGNATURE OF APPLICANT: _____

DATE: _____

APPLICATION CHECKLIST

You are responsible for submitting the following materials to your institution representative by the deadline in a 9" X 12" envelope:

- 2 copies of the application form (all six pages, fully completed, legible and signed)
- 2 copies of your official post-secondary school transcript(s)
- 2 letters of recommendation (character and academic) – each in a sealed envelope with the recommender's signature written across the seal. Each sealed envelope should contain **2 copies** of the completed and signed letter of recommendation and **2 copies** of its accompanying form.

Please check the Foundation's Web site for a list of participating institutions, each institution representative's mailing information and the institution's deadline for receipt of your completed application. If you do not have Web access, call 1-877-786-3999 or (514) 985-0026 for this information.

www.millenniumschorships.ca/incourse



CANADA MILLENNIUM SCHOLARSHIP FOUNDATION
FONDATION CANADIENNE DES BOURSES D'ÉTUDES DU MILLÉNAIRE

MILLENNIUM EXCELLENCE AWARD PROGRAM NATIONAL IN-COURSE AWARDS 2003

Letter of Recommendation (Character) Form

APPLICANT'S FULL NAME:	
POST-SECONDARY INSTITUTION:	

INSTRUCTIONS TO APPLICANT

You must provide two confidential letters of recommendation:

- *Letter of Recommendation (Character)* should assess your personal character and contribution to the community.
- *Letter of Recommendation (Academic)* should focus on your academic skills and ability to successfully complete your post-secondary study program.

Any additional letters will be discarded. Neither letter can be from a relative. You should fully apprise your recommenders about the national in-course awards and your reasons for applying. Allow your recommenders at least two weeks to write their letters. Submit both sealed recommendations with your application by your institution's deadline.

This form is for the character recommendation. Select someone to write this letter who knows you well and has observed your public role and is familiar with your various activities.

INSTRUCTIONS TO RECOMMENDER

The student named above is applying for a national in-course award. In addition to academic achievement, students are selected primarily on the basis of verifiable and significant service to the community, demonstrated capacity for leadership and ability to motivate others, and demonstrated interest in innovation. The Canada Millennium Scholarship Foundation is requesting your candid, written evaluation of these qualifications and any other insight into the applicant's personal character that you can provide with particular emphasis on how the candidate meets the selection criteria of this award.

Since you know the applicant, the selection committee is depending upon your thoughtful observations. The applicant will benefit most from a specific and illustrative evaluation rather than a general assessment. Your recommendation should discuss the applicant's strengths and provide insight into any areas for growth.

Please complete the information below and return two copies of this form and two copies of your signed letter of recommendation to the student in a sealed envelope with your signature written across the seal. The student should inform you of the deadline. The Canada Millennium Scholarship Foundation appreciates and thanks you for your assistance. For further information about this scholarship, visit our Web site at www.millenniumscholarships.ca/incourse.

SIGNATURE OF RECOMMENDER: _____

RECOMMENDER'S NAME (Please type or print): _____

TITLE: _____

AFFILIATION: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

DAYTIME TELEPHONE: _____ EMAIL: _____ EVENING TELEPHONE: _____

(For reference check purposes, the Foundation may need to call after business hours)

HOW LONG HAVE YOU KNOWN THE APPLICANT? _____ IN WHAT CAPACITY? _____



CANADA MILLENNIUM SCHOLARSHIP FOUNDATION
FONDATION CANADIENNE DES BOURSES D'ÉTUDES DU MILLÉNAIRE

MILLENNIUM EXCELLENCE AWARD PROGRAM NATIONAL IN-COURSE AWARDS 2003

Letter of Recommendation (Academic) Form

APPLICANT'S FULL NAME:	
POST-SECONDARY INSTITUTION:	

INSTRUCTIONS TO APPLICANT

You must provide two confidential letters of recommendation:

- *Letter of Recommendation (Character)* should assess your personal character and contribution to the community.
- *Letter of Recommendation (Academic)* should focus on your academic skills and ability to successfully complete your post-secondary study program.

Any additional letters will be discarded. Neither letter can be from a relative. You should fully apprise your recommenders about the millennium in-course awards and your reasons for applying. Allow your recommenders at least two weeks to write their letters. Submit both sealed recommendations with your application by your institution's deadline.

This form is for the academic recommendation. Select an instructor or other staff member at your post-secondary institution to write this letter who knows you well and has first-hand knowledge of your abilities and potential for successful completion of your academic program.

INSTRUCTIONS TO RECOMMENDER

The student named above is applying for a national in-course award. Student selection criteria include academic achievement, community service, leadership and innovation. The Canada Millennium Scholarship Foundation is requesting your candid, written evaluation relative to the applicant's academic skills, intellectual curiosity, and potential for successful completion of his or her post-secondary program. You are welcome to share information regarding other qualifications and traits, as you feel appropriate.

Since you know the applicant, the selection committee is depending upon your thoughtful observations. The applicant will benefit most from a specific and illustrative evaluation rather than a general assessment. Your recommendation should discuss the applicant's strengths and provide insight into any areas for growth.

Please complete the information below and return two copies of this form and two copies of your signed letter of recommendation to the student in a sealed envelope with your signature written across the seal. The student should inform you of the deadline. The Canada Millennium Scholarship Foundation appreciates and thanks you for your assistance. For further information about this scholarship, visit our Web site at www.millenniumscholarships.ca/incourse.

SIGNATURE OF RECOMMENDER: _____

RECOMMENDER'S NAME (Please type or print): _____

TITLE: _____

AFFILIATION: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

DAYTIME TELEPHONE: _____ EMAIL: _____ EVENING TELEPHONE: _____

(For reference check purposes, the Foundation may need to call after business hours)

HOW LONG HAVE YOU KNOWN THE APPLICANT? _____ IN WHAT CAPACITY? _____