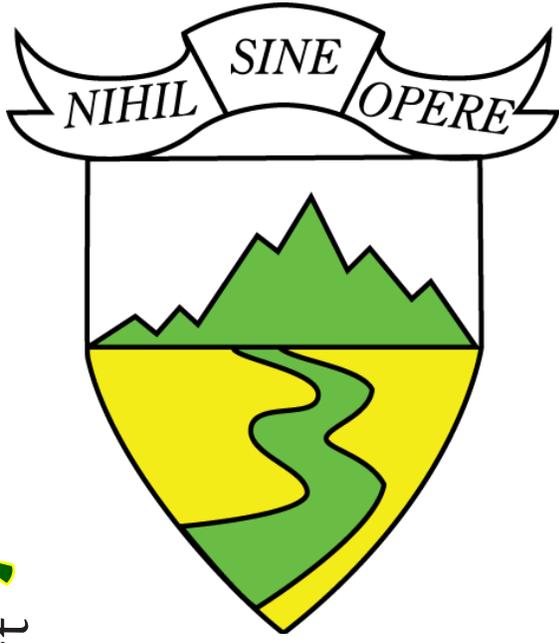


Langley Secondary School

“Nothing Without Effort”



Financing your Post-Secondary Education 2016-2017

A MESSAGE FROM YOUR COUNSELLORS

To the Graduates of LSS:

Your Grade 12 year can be an exciting time. As you look ahead to the opportunities that exist for post-secondary education, you will realize the need for financial planning. This information booklet has been created to help you plan ways to finance your continuing education with the assistance of scholarships and bursaries.

This handbook is a source of general information to help your search for scholarship and bursary opportunities, and to provide you with strategies to prepare effective scholarship applications. Information on student loans and planning a post-secondary budget is also included.

This booklet is not intended to replace direct consultation with your school counsellor. You are encouraged to attend the Scholarship and Post Secondary Seminars offered by Langley's Counselling Department, and to discuss any aspect of scholarship application with your school counsellor.

Good Luck!!

SOURCES OF FINANCIAL ASSISTANCE

Post Secondary Education can be costly. Where is the money going to come from?

The reality of paying for post-secondary education requires careful planning throughout your entire academic career. Sometimes students and their families are fortunate enough to have educational savings available to use for post-secondary expenses. Attending university or college involves financial planning for education expenses and the costs of daily living. There are many opportunities for financial awards for graduating students. Start planning now and try to find the options that best suit your needs.

There are three main sources of financial assistance that students can apply for to help with the expenses of post secondary education.

- **Scholarship** A scholarship is a monetary award based on academic achievement or excellence in an area that pertains to the award.
- **Bursary** A bursary is a non-repayable monetary award based on financial need and reasonable academic standing as determined by the donor.
- **Student Loans** A loan is a repayable monetary award based on financial need.

See Appendix A for the "Planning Your Finances" worksheet to help determine your financial resources.

SEARCHING FOR SCHOLARSHIPS & BURSARIES

Spend some time surveying the financial awards that are available. Opportunities for financial awards are listed in many locations, so candidates should search to find what awards exist.

There are several places where you can find information about financial award opportunities. Be sure to:

- Survey the range of scholarships available.
- Check parental affiliation with unions, private institutions, companies and organizations for scholarship opportunities available to dependents.
- Determine which scholarships are realistically available by consulting the criteria and application deadlines for each scholarship.

UNIVERSITY AND COLLEGE WEBSITES

Check the University and College websites, viewbooks and calendars. Most post-secondary institutions have a Financial Aid section on their web sites. Most universities offer Entrance Scholarships for graduating students based on their Grade 12 marks. Some entrance scholarships require an application, and some are automatically awarded. Check the institution's website "Financial Aid" pages for up-to-date information.

LANGLEY SECONDARY WEBSITE, COUNSELLING

Visit the Scholarship Bulletin Board outside the Counselling Center where you will find printed information about current scholarships, bursaries, financial assistance, student loans, and other financial awards. Check the Grad Zone section of the school website at www.langleysecondary.com and read your emailed Grad Gabs each Friday.

RESEARCH TOOLS ON THE INTERNET

Many Internet sites are devoted to scholarships and bursaries. Check the sites listed in the following table.

Association of Universities & Colleges of Canada	www.aucc.ca
Academics Invest	www.academicinvest.com
BC School Sports	www.bcschoolsports.ca
Canada Student Loan	www.canlearn.ca
Student Aid BC	www.aved.gov.bc.ca/studentaidbc
School Finder	www.schoolfinder.com
Education Planner	www.educationplanner.ca
Scholarships Canada	www.scholarshipscanada.com
Student Awards	www.studentawards.com

PREPARATION FOR SCHOLARSHIP APPLICATIONS

To improve your chances of winning financial awards, scholarship candidates should begin application preparations early in the school year.

COURSE SELECTION

Make sure that the courses you select for your Grade 12 year meet the admission requirements for the college or university

that you want to attend. If you are unsure about where you will go for post-secondary, select courses that will keep your options open. Consider taking courses that make you a well-rounded student and could enhance your eligibility for financial awards.

GRADE POINT AVERAGE

Maintain a high Grade Point Average (GPA). Every percentage point is important when it comes to determining scholarship eligibility. Work hard and get the highest grades possible, because it could mean the difference in successful scholarship applications. Note those scholarships for which candidates are screened according to GPA achieved.

VOLUNTEER & COMMUNITY SERVICE WORK

Look for Community Service and Volunteer opportunities. Ideally, this would start in grades 9 or 10. Continue to look for additional volunteer opportunities throughout your Grade 12 year. Many scholarship applications list volunteer service as criteria for eligibility. Join committees, volunteer your time for school and community activities, and do as many extra service hours as you can realistically afford. This can make you a better candidate when you complete your scholarship applications.

GATHERING REFERENCES

Ask teachers, employers, and community members to write you a letter of reference. Obtain as many as possible and pick the best three. Plan this early in the school year. Identify potential references, talk to each person, and ask if they are willing to write a letter for you. Provide each person with a copy of your resume to help them write the letter. If the letter is for a specific scholarship, give the person a copy of the criteria of the award you are applying for. Give lots of time, at least three weeks, for the reference to prepare your letter. More information about reference letters is included in the next section of this booklet.

PREPARE A SCHOLARSHIP RESUME

Most scholarship applications will require that you include a Scholarship Resume. This is different from an Employment Resume, as it focuses more closely on your school accomplishments and community involvement. Start working on a Scholarship Resume early in the year, and add all your new accomplishments to the resume as they occur. Identify the resume areas that need more things included, and start working on adding more activities to your list of accomplishments. Guidelines for Scholarship Resume preparation are included in the next section of this booklet. See Appendix B for the “Scholarship Resume” Worksheet.

ELEMENTS OF THE SCHOLARSHIP APPLICATION

Each application should contain the following:

1. The application form
2. The letter of application
3. The scholarship resume
4. Letters of reference or recommendation
5. Transcripts, Interim Grades, and Post-Secondary Institution (PSI) selections

THE APPLICATION FORM

Some scholarships/bursaries have an application form; others require only a letter of application or resume. Application forms for some scholarships and bursaries are available in the Counselling Centre, and many are available online. Some guidelines for completing applications include:

Present your information clearly and neatly

- Use ink
- Don't leave any blanks or take any shortcuts. If something doesn't apply to you use N/A (not applicable)
- If there is a place for signature, be sure to sign and date it

THE LETTER OF APPLICATION

Write a rough draft and edit this letter until it is perfect. In many cases the initial screening of candidates will be based on the letter of application. This is an important piece of the application. Include all relevant information, paying attention to the details specified on the application form. Keep the tone of the letter businesslike. Be straightforward, concise and unemotional.

The content of your letter should follow a regular business letter format and it could contain:

1. Brief outline of your interests, hobbies and activities
2. Brief summary of positions and offices held by you in school, youth organizations, and the community
3. Short statement of your purposes in seeking to attend college/university (or other post-secondary institution where applicable)
4. Information about achievement awards, scholarships and prizes won by you in any field
5. Details of employment in the last two years, during vacations or after school
6. Statement of financial need.

Where a letter of application is required, attend to the following details:

1. Make certain that the handwriting is neat and legible (if handwriting is asked for)
2. Use 8½ x 11-inch paper, one side only
3. Use regular business letter format
4. Include all relevant information. Pay attention to details specified on the application form.

LETTERS OF REFERENCE OR RECOMMENDATION

Identify some key people who know you well, and ask if they would be willing to write a reference letter for you. Reference letters should support your application, describe your character, or recommend you for a particular award. Letters could be written by teachers, members of the community, family friends, or employers.

Generally, these people can make an honest statement to endorse your application. Do not ask a family member for a letter of recommendation. When requesting a letter of reference, provide a copy of your resume to use for details, and allow plenty of time, two-three weeks on average, to write the letter. It is best to have letters from three different people.

Some applications require reference letters that are submitted in a sealed envelope, and therefore you will not be able to read the letter before it is sent in.

TRANSCRIPTS, INTERIM GRADES, & PSI FORMS

For most scholarship applications, you must include a copy of your marks. When you apply for scholarships before the end of the school year, the application may require that you provide a School Transcript of your most recent marks. Sometimes just Grade 12 marks are required, and sometimes marks from other grades will be requested. Come to the Counselling Centre to request a copy of your transcript of marks. 48 hours notice is required for a transcript request.

SCHOOL TRANSCRIPT AND INTERIM GRADES

Your School Transcript can be prepared for you to show which courses you have completed. Your Diploma Verification Form shows all the grade 10-12 courses you have attempted or are enrolled in currently. Your Permanent Record (P.R.) Card contains the final grades from each year since you started school in B.C. Your report card shows your most recent completed and interim grades. Interim Grades are those received mid-term before a course is completed. These can be prepared in the Counselling Office to provide a copy of your grades.

To obtain a copy of your School Transcript at Langley Secondary:

- Complete a “Request for Transcript of Marks” form available at the reception desk in the Counselling Center. Turn into your counselor. See Appendix C for sample form.
- Allow two days for completion. Pick up at the same reception desk.

MINISTRY OF EDUCATION TRANSCRIPT

This is your final graduation transcript provided by the Ministry of Education in the summer after you graduate. At the end of July the Ministry produces transcripts for any active Grade 12 students who have completed courses during that school year. Revised transcripts are produced on a weekly basis during August and September. Transcripts are mailed to the student

address that has been provided to the Ministry by the student’s school.

POST-SECONDARY INSTITUTION SELECTION FORMS

Students can provide their transcript information to a number of post-secondary institutions by submitting their Post-Secondary Institution Selections online on the Student Secure Web. This form is available online in January located online at www.bced.gov.bc.ca/exams

There is a direct link to this site on the Grad Zone of the Langley Secondary website. Students must log onto their secure account and complete the form if they wish to have their transcript data sent to a PSI. These marks will be used to determine your admission to the university or college, and also to assess your eligibility for Entrance Scholarships. (page 16 of Grad Handbook)

THE SCHOLARSHIP RESUME

The Scholarship Resume is a summary of all your accomplishments during your school years, including activities both in and outside of school. The following steps will help you prepare a Scholarship Resume.

GETTING STARTED – HOW TO APPLY

STEP #1 – Brainstorm relevant data

See Appendix B for the “Scholarship Resume” worksheet. Only include sub-headings in which you have information or experience; otherwise, do not include. Here are some typical categories:

Academic Achievements

Include all awards, Honour Roll standings, grade point average, Math competitions, Science Fair, etc. Mention any placements in special programs, or classes taken outside of regular school.

Athletic Achievements

Include all awards, team membership, organizing of events, helping with events both school and community. Include solo athletic activities such as swimming, running, etc.

Visual and Performing Art Achievements

Include all involvement in drama, music, dance, art, etc.

School Involvement

Include membership in all clubs, student council, etc. Include all school volunteer experiences.

Community Involvement

Include membership in community groups, church groups, (i.e. volunteer firefighter, United Way Youth Committee, canvassing for various charitable groups, etc.) Any volunteer work in which you have been involved (e.g.: summer day camps) Include all volunteer work that did not take place at your school site.

Seminars/Conferences Attended

Record anything attended in or out of town (E.g. Career Fair,, Red Cross Training, Food Safe, anything subject-related, etc.).

Skills

This can be broken down into several areas if needed. (E.g. Typing, Languages, Computer skills). Focus on strengths and positive qualities that enhance who you are and give insight to your character. Sample adjective terms to consider: organized, attentive to detail, dependable, excellent memory, outgoing, positive demeanor, strong verbal and written communication skills, able to work effectively as a team member or individually, etc.

Interests

List some areas that are of interest, hobbies or past-times (E.g. Classic cars, gardening, martial arts, horseback riding, rowing).

Work Experience

Include paid or volunteer work experience from summer or continuing jobs.

Career Plans

In a paragraph of 3 to 4 well-constructed sentences (minimum), state your what your intended goals are in relation to post-secondary schooling, (i.e.: where do you plan to apply for/ attend, what program will you enter, what degree(s) will you attain, etc.) If you do not plan to attend university immediately,

discuss any work plans as they relate to your overall educational goals. Consider exchange/travel opportunities and discuss how they will enhance your learning process.

Go back as far as Grade 10. At this point don't worry about the order of the data and don't prejudge relevancy. After each listing, put the dates in brackets, e.g. (2005--06).

STEP #2 – Order the data in each category

Academic Achievements

- Most recent first
- If more than one achievement in a given year, list the most important first
- If some achievements span several years (e.g. Honour Roll Standing 2005-06), put the longest term achievements that are still current first.

Athletic Achievements

- Group by sport or activity
- Within each grouping, begin with the most recent achievement or activity.

Visual and Performing Art Achievements

- Group by category (e.g. Dance, Music, Drama)
- Within each grouping, begin with the most recent achievement or activity.

School Involvement

- Group by activity
- Within each grouping, begin with the most recent involvement.

Community Involvement

- Group by activity
- Within each grouping, begin with the most recent involvement.

Seminars/Conferences Attended

- Begin with the most recent.

Work Experience

- Begin with the most recent.

STEP #3 – Eliminate data that is “padding”

NEVER include anything in your Scholarship Resume that is not authentic or genuine.

Interview questions are generally based on the information in your resume. Make sure that you can discuss intelligently at an interview anything that you have included in your Scholarship Resume.

STEP #4 – Format your resume and print

Use a good quality printer with clear, dark ink. Pay attention to margins on all 4 sides. Consider buying sheets of good quality paper from one of the office supply stores.

GETTING STARTED – FINAL DETAILS

SIGNATURES AND NOMINATIONS

Some scholarship applications require a principal's signature, school nomination or comments.

- Allow at least three days to process.
- In some cases the school is asked to choose only a small number of candidates to represent the school in competitions for awards. A committee of administrator(s) and teacher(s) will carefully evaluate the criteria of the competition and choose the best student representative(s).
- Students are ultimately responsible for the completion and mailing of their applications packages.

PAY ATTENTION TO DEADLINES

Please adhere strictly to the deadlines. Some deadlines say "must be received by (date)" and others say "must be postmarked by (date)."

LETTERS OF APPRECIATION

It is important to show your appreciation to the people who have helped you prepare your scholarship/bursary application(s). A short thank you note is to the teachers who wrote your reference letters, and to the others who have helped you complete your application package is appropriate. If you were fortunate enough to win a scholarship or bursary, it is very important to send a thank you letter to the donor. Not only is it a common courtesy, but also reminds the organization that supplied the funds that students appreciate the financial assistance.

STRATEGIES FOR SCHOLARSHIP APPLICATIONS

1. **PREPARE** your resume ahead of time. Take a draft copy to your school counsellor to keep on file in the Counselling Office. Your counsellor can assist you with resume preparation, and can sometimes nominate you for an award, or guide you on what awards to apply for.
2. **BEGIN EARLY.** The scholarship application process should begin early in the school year. Apply for as many scholarships as possible. Be prepared to spend time and effort; successful scholarship applications are the result of care, good supporting documents, and attention to detail.
3. **SEARCH.** There are many online databases to search for scholarship opportunities. See your school counsellor for help.
4. **BE REALISTIC.** Choose the scholarships and bursaries for which you are realistically eligible. Check that you meet the criteria for the application. Follow the instructions carefully and accurately.
5. **READ THE FINE PRINT.** Pour over the application with a fine-tooth comb, focusing on instructions. Call if you have questions. Most applications come with a phone number. If instructions that are unclear bog you down, pick up the phone and call for advice or ask your counsellor. If an award is restricted, include detailed and

precise information that identifies your eligibility for the award. If the application requires a high school transcript, for example request one immediately.

6. **PHOTOCOPY** the application forms and use them as rough drafts. Prepare spotless final copies.
7. **NEATNESS COUNTS.** Type all application forms, essays, etc. Ask someone else to proofread them. Be sure all parts are "picture perfect," no whiteouts, corrections with a pen, misspellings or crumpled paper. Make sure every part is neat, tidy and legible.
8. **PRACTICE MAKES PERFECT.** If essays or paragraph-long answers to questions are asked for, rework them until they are clear and well written. Be willing to do it over to get it right! Show your application to a teacher or parent or someone who can give constructive criticism.
9. **CHECK APPLICATION DEADLINES.** Determine whether the deadline date is the date the application must be received or whether it is the date the application must be postmarked. Be early, in case of unavoidable delays, and be aware that deadline dates are sometimes subject to change. Sign, seal, and send your application at least two weeks prior to the application deadline date. As a precaution, you might consider sending it by registered or express mail, or by courier.
10. **KEEP A RECORD.** Make copies of everything you send so you'll have a reference at a later date.
11. **CHECK OUT WHAT HAS WORKED FOR OTHERS.** Talk to anyone you know who has won a scholarship. Ask for pointers on ways to improve your application.
12. **EXPLORE ALL POSSIBILITIES.** Keep seeking out scholarship opportunities. Applying for a cash award is time-consuming, but research and hard work does pay off.

FINANCIAL AWARDS FOR GRADUATING STUDENTS

PROVINCIAL GOVERNMENT SCHOLARSHIPS

Grade 12 Graduation Program Examinations: These awards are based on your performance in the Provincial Exams that you will be writing in your academic courses.

Eligibility: To be eligible for a provincial scholarship a student must:

1. Write and pass one exam in each of the five (5) provincial exam categories from grades 10 – 12.
2. Achieve at least a "B" (73% or above) final mark (provincial exam and school mark combined) in one of the Language Arts 12 (Communications 12 or English 12).
3. Achieve a final course mark (course and exam combined) for the exam to be counted towards scholarship.
4. Rank among the top 5,000 scholarship students in BC (based on their percentage score).

The twenty top-ranking students in the province will receive \$2500 Examination Scholarship.

Any student achieving 100% in all five (5) Provincial Examinations from grades 10 – 12 (exam mark) will also be awarded an Academic Medal of Excellence.

DOGWOOD DISTRICT/AUTHORITY AWARDS

Dogwood District/Authority Awards (formerly called District Scholarship Awards): awarded to graduates who have excelled in specific fields of study.

Eligibility: The Dogwood District/Authority Awards Program rewards graduating students for excellence in areas of Fine Arts, Applied Skills, Languages or Physical Activity, and is intended to further students' post-secondary education. A Dogwood District/Authority Award consists of a \$500 cheque and a \$500 scholarship voucher.

- To qualify for a Dogwood District/Authority Award, you must:
- Be a Canadian citizen or landed immigrant
- Be enrolled in a BC public school
- Must meet graduation requirements
- Meet the criteria of the local District Scholarship Committee which require a student to demonstrate superior achievement in their chosen field.

Please note:

- Your Provincial Exam marks are not a consideration.
- The District Scholarship Committee makes the selections in each area.
- Winners receive a cheque for \$500 and a tuition voucher of \$500 to be used at a recognized post secondary program or an approved apprenticeship program.
- Awards can be used within 5 years.

LANGLEY SCHOLARSHIPS & BURSARIES

The Langley Scholarship committee administers funds collected from various individuals, firms, organizations and service clubs to be given to Grade 12 students proceeding to post-secondary training. Langley Secondary students compete with other Langley District students for approximately 40 awards. In addition, there are awards given only to Langley Secondary students.

Students will have an opportunity to apply for these in March. Stay tuned!

BC STUDENT ASSISTANCE PROGRAM (BCSAP)

Student loan information is available through the BCSAP website:

<http://www.aved.gov.bc.ca/student/services/student/welcome.htm>

BCSAP was created to help eligible students with the costs of post-secondary studies at colleges, universities, university colleges, institutes and private training institutions. It is a needs-based program, which exists to supplement, not replace, funds available to students through work, savings/assets and family resources/income.

The British Columbia Student Assistance Program is a joint program between the federal and provincial government. The application form for BCSAP is a one-stop process to apply for two kinds of funding, loans and grants. These include:

1. Loans
 - Canada Student Loans
 - British Columbia Student Loans
2. Grants. When you apply to BCSAP, the Student Services Branch will determine your eligibility for assistance from each of these funding programs.

EDUCATION LINE OF CREDIT

Most chartered banks in Canada have a special type of financing available to students, called an Education Line of Credit. This line of credit is designed to help students with post-secondary education costs by lending low interest funds. While attending an accredited Canadian university or college, and for 12 months after graduation (or 6 months if they leave the program without graduating), students pay interest only. An adult co-signer is required. See your bank's financial advisor or visit your banking website for more information.



APPENDIX A – PLANNING YOUR FINANCES

EXPENSES

When planning your finances for university or college, some basic questions need to be answered. How much is it going to cost and where is the money going to come from? Below is a list of items you will need to budget for. A post-secondary school year is usually an eight-month period, normally September through to April.

<p>1. Tuition This is the amount charged by the university. Check the website of the institution that you plan to attend to find this information.</p>	<p>\$ _____</p>
<p>2. Other University/College Fees These fees are sometimes called compulsory fees or student activity fees. Typically they would cover student government, student newspapers, bus fees, basic prescription medical coverage and the use of athletic facilities. Check the website of the school you plan to attend to get the approximate amount.</p>	<p>\$ _____</p>
<p>3. Books & Supplies This will vary according to the program you plan to take. Allow approximately \$1000 for the first year. If you are taking a course, which will require special items such as a camera, computer, drafting equipment, or art supplies, be sure to include the cost here.</p>	<p>\$ _____</p>
<p>4. Rent Campus residence is a preferred type of accommodation for most first year students. A separate application is required to live in residence dormitories. Check the website for costs. Be aware that deposits are often required to hold a room and note deadlines for the deposits. If you decide to live off campus in a shared apartment or room and board situation, contact the off-Campus housing office at the school you will be attending. They will be able to provide lists of available accommodation and rents charged. If you are able to live at home rent free while attending university/college you will be able to save quite a bit of money.</p>	<p>\$ _____</p>
<p>5. Telephone The cost of basic telephone may be included in your residence fee. If you live off-campus, you will be responsible for a monthly rental fee. In either case, you will be charged for long distance calls.</p>	<p>\$ _____</p>
<p>6. Utilities This refers to the costs for electricity, water, and heating fuel. If you live off-campus you may be responsible for these costs. Utilities are included in your residence fee.</p>	<p>\$ _____</p>
<p>7. Food If you live in residence you may be required to buy a meal plan to cover cost of food. Most students like to have some light snacks in their rooms so include an amount for these purchases. If not on a meal plan budget buy reasonable priced groceries.</p>	<p>\$ _____</p>
<p>8. Personal Items Include the amount you will be paying for newspapers, magazines, hair cuts, laundry, cleaning supplies, dry cleaning and hygiene items.</p>	<p>\$ _____</p>
<p>9. Medical & Dental Expenses Many PSI's include medical and dental coverage as part of each students fees. Most students will be covered by their parent's health insurance plans and need not worry about the cost of basic health care. If you are already covered, there might be an opt-out option available. Make sure you have the health insurance numbers with you while attending school. If you are not covered you need to apply for medical insurance which will be an added monthly expense. Dental insurance is not included with your regular medical insurance.</p>	<p>\$ _____</p>

10. Clothing With all your new expenses, you probably will not have much money for clothes. If you know you will have to replace some essential items, include the estimated cost in your budget.	\$ _____
11. Local Transportation If you are living in residence, you will not be paying for transportation to classes. If you are commuting, investigate the possibilities of reduced fares since some transit systems offer discounts to college/university students. If you plan to use a car during the school year, estimate the cost of fuel, insurance, maintenance and parking.	\$ _____
12. Transportation Home You will want to leave campus from time to time to visit family and friends. Some students travel home a couple of times per month. Others, due to distance or commitments to school, travel home only a few times a year. Estimate the frequency of your visits. Compare the costs of car-pooling, bus fare and train fare. In some cases it may be necessary to travel by plane. Investigate reduced fares for students.	\$ _____
13. Entertainment This is an important consideration, so be sure to consider what you can realistically afford to spend. On most campuses you will find free and very inexpensive events.	\$ _____
14. Other How much will you want to spend on gifts, hobbies and other costs specific to you? Before adding the amounts together to arrive at total costs, review the amounts you have entered. Are they realistic? Are there any amounts that can be reduced?	\$ _____
TOTAL ESTIMATED COSTS FOR THE FIRST YEAR	\$ _____

MONETARY RESOURCES FOR FIRST YEAR

There are several sources to be considered. You will need to make an estimate of how much money you will have when your post-secondary education starts, and where this money will come from. You will need enough money to survive from September to April, a typical year at a post-secondary institution.

1. Summer Job Savings Some summer jobs pay sufficiently well to provide enough funds to last the school year. You will have to budget carefully to make your earnings last until the end of the school year. Estimate the amount you expect to save during the summer from your job.	\$ _____
2. Other Savings This includes money saved from part-time jobs held during high school, past gifts of money, etc. Spread these savings over three or four years and enter the amount you plan to use during your first year.	\$ _____
3. Contributions from Parents If you have not already done so, you should now be discussing with your parents how much you need to go to school, and how much your parents are able to contribute.	\$ _____
4. Awards Awards are bursaries and scholarships given to qualifying students. You may not know if you will be receiving an award until shortly before you start post-secondary training.	\$ _____
5. Part-time Work while at College/University Most first year students do not have part-time jobs, however, some find that a job is necessary. If a full-time student must work, it is recommended that fifteen hours be the maximum number of hours worked in a week. If you are certain that you are working, enter your estimated net earnings here.	\$ _____
TOTAL ESTIMATED RESOURCES FOR YOUR FIRST YEAR	\$ _____

MAKING IT ALL BALANCE

Enter your total costs here \$ _____

Enter your total resources here \$ _____

Review your costs. Have you been realistic? Can any amounts be reduced? Review your resources. Have you considered all possible sources of income? Talk with your parents. Are they aware of the amount of money you need? If your resources are equal or greater than your costs, you are in a good financial position. If your resources are less than your costs, you will need to seek other sources of funds.

APPENDIX B – SCHOLARSHIP RESUME WORKSHEET

Use this worksheet to brainstorm relevant data in each of the following categories, then prepare your resume. See Appendix for a sample format.

Name:
Address:
Phone:
Email:

Academic Achievements

Include all awards, Honour Roll standings, grade point average, Math competitions, Science Fair, etc. Mention any placements in special programs, or classes taken outside of regular school schedule (i.e.: AVID, Advanced Placement, Summer Institutes etc.)

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-
-

Athletic Achievements

Include all awards, team membership, organizing of events, helping with events both school and community. Include solo athletic activities such as swimming, running, etc.

-
-
-

Visual and Performing Arts Achievements

Include all involvement in drama, music, dance, art, etc.

-
-
-

School Involvement

Include membership in all clubs, student council, etc. Include all school volunteer experience.

-
-
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Community Involvement

Include membership in community groups, church groups, (i.e. volunteer firefighter, United Way Youth Committee, canvassing for various charitable groups, etc.) Any volunteer work in which you have been involved (i.e.: summer day camps) Include all volunteer work that did not take place at your school site.

-
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Seminars/Conferences Attended

Record anything attended in or out of town (Red Cross Training, Food Safe, ICBC conferences, anything subject-related, etc.).

-
-
-

Skills

This can be broken down into several areas if needed. (E.g. typing, languages, computer skills) Record in paragraph or list form. Focus on strengths and positive qualities that enhance who you are and give insight to your character. Sample adjective terms to consider: organized, attentive to detail, dependable, excellent memory, outgoing, positive demeanor, strong verbal and written communication skills, able to work effectively as a team member or individually, etc.

-
-
-

Interests

List some areas that are of interest, hobbies or past-times (E.g. Classic cars, gardening, martial arts, horseback riding, rowing).

-
-
-

Work Experience

Include Paid or Volunteer Work Experience from summer or continuing jobs.

-
-
-

Career Plans

In a paragraph of 3 to 4 well-constructed sentences, state your what your intended goals are in relation to post-secondary schooling, (i.e.: where do you plan to apply for/attend, what program will you enter, what degree(s) will you attain, etc.) If you do not plan to attend university immediately, discuss any work plans as they relate to your overall educational goals. Consider exchange/travel opportunities and discuss how they will enhance your learning process.

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-
-

APPENDIX C – REQUEST FOR TRANSCRIPT OF GRADES FORM

Date of Request: _____

Name: _____

Student Number: _____

Number of Copies Required: _____

Date Required: _____

APPENDIX D – TIPS FOR SCHOLARSHIP SUCCESS

- Who gives out all this money? Universities, Colleges, banks, private foundations, unions, employers, companies, embassies, provincial and federal governments.
- A scholarship is an award of money given on the basis of merit. Merit means that something is done well such as academics, sports or community service.
- Bursaries are a sum of money given out on the basis of financial need.
- Virtually anyone who can meet the minimum requirements for university or college can be considered for a scholarship. However, if you want to improve your chances, you should consider three things: your extracurricular activities, your community service, and your perseverance and responsibility.
- There are no guarantees in life. Have a look at the scholarship application form. If you can honestly fill in more than half of the entry space with good personal information, then you should consider sending off an application for this award.
- Being an “academic whiz” or “star athlete” is not necessary. Winning scholarships is about the quality of a student’s extracurricular involvement, not about the sheer quantity of activities.
- A person who flits from one activity to another for short periods of time doesn’t carry as much weight as someone who makes a long-term commitment to a good cause.
- The greater the value of the scholarship, the more work that is involved in applying for it (and hopefully winning it).
- The high-value scholarships are looking for three things: excellent marks, community service and extracurricular activities. They may not use those terms exactly, but that is generally what is required to win.
- If you are serious about applying for scholarships, make sure that you leave yourself lots of time to fill out all the applications. They take “forever”.
- Fill out applications in order of which ones are due first.
- Applications may include: essays, short-answer questions, extracurricular activity lists, grade transcripts, letters of recommendation, interviews, list of awards, test/exam results.
- As much as possible, and without fabrication, you should try to eliminate repetition and avoid blank spaces on your application forms.
- Many essay questions will fall into these categories: your field of specialization and academic plans, current events and social issues, personal achievements, background and influences, future plans and goals, financial need and random topics
- Steps for writing an essay: pre-write/brainstorm, choose a thesis, write a draft, revise and polish.
- Personal essay: be original, be personal and specific, be proud of your achievements, know your audience, submit an essay that is neat and readable and make sure your essay is well written.
- Don’t be shy about telling about yourself. This is your chance to shine.
- Recycle essays if at all possible. Don’t feel the need to write a completely new essay if one you have already written will do. Even if you can’t reuse an entire essay, you may be able to use parts or ideas from different essays.
- Have someone (scholarship counsellor, teacher) proofread your scholarship application before you send it in.
- Some scholarships will require an interview as well as an application. These will be phone or in person interviews so make sure you are prepared for them.
- Some scholarships may require you to travel to the interview location. Sometimes you will have to pay your own expenses to get there. If you cannot afford to cover these travel costs, save yourself some time and don’t apply for those scholarships.
- Ask teachers, family friends, employers, etc. for letters of recommendation long before your scholarship application needs to be sent off. Also it is helpful to include a “letter of reference request form” when asking for a reference letter. (Available in school office)
- Apply for a S.I.N. (Social Insurance Number), if you don’t already have one. One may be required to accept certain scholarships.
- Community service is work done for the community for no payment and extracurricular activities are done in and around the school for no academic credit. You should try not to put the same thing in both categories when filling out forms.
- Choose activities that interest you. If at all possible, it would be very useful to do volunteer work in a field that you are considering for a career.

- Parents can also help by compiling some background information for essays you will have to write. They can search the Internet, local library, etc. for any information pertinent to your essay topic.
- Also, parents can proofread your essays and offer some feedback that may help to improve the quality of your essay.
- Parents can help search for scholarships you can apply for. Also, they can send away for applications for you and mark down deadlines for when they are due.
- Tips have been compiled from a wide variety of sources: self-help books such as, “Coles Notes Guide to Scholarships and Bursaries”; Ben Kaplan’s “How To Go To College Almost For Free” Catherine and Ron Dugan’s “College Smarts”, and numerous scholarship websites in both Canada and the U.S.A.
- A very helpful general information website is <https://www.ScholarshipCoach.com>

APPENDIX E – LSS REFERENCE LETTER FORM

NAME:

GRADE:

Please read through this package and fill in the applicable areas and attach information on what you are applying for.

**PLEASE RETURN THE COMPLETED FORM TO THE LSS STAFF MEMBER PROVIDING THE REFERENCE
A MINIMUM OF 3 WEEKS PRIOR TO THE DEADLINE FOR THE REFERENCE LETTER**

A. What are your career plans/vocational goals?

B. Which post-secondary institution(s) do you plan to attend after high school? Please list them in your order of preference.

C. School Participation:

Have you been a member of any athletic teams here at LSS? If yes, which ones?

Have you been involved in any other extracurricular activities over the past two years?

List any school awards, honours, and prizes you have won in the last 2 years:

Grade 11: _____

Grade 12: _____

D. Community Involvement

Details of employment in the over the past year:

List your main interests, hobbies, and leisure activities.

Summarize the positions you have held in school and/or in the community

List any community awards, honours, prizes that you have earned in Grade 11 and/or Grade 12

Grade 11:

Grade 12:

APPENDIX F – SCHOLARSHIP RESUME GENERAL OUTLINE

Brainstorm relevant data in each of the following categories. Do not include activities/awards from your elementary school years unless to show longevity of involvement.

Academic Achievements

- Include all grades or percentages, awards, Honour/Effort roll standings, grade point average, etc.
- Record any competitions entered, science fairs, etc.
- Mention any academic awards won, and any classes taken outside of school hours (i.e.: Camosun College, French Summer Language Bursary Program)

Athletic Achievements

- Include all awards, team memberships, organizing of or helping with events (both in school and the community)
- Include solo athletic activities such as running, swimming, equestrian, etc.

Visual and Performing Art Achievements:

- Record all involvement in drama, music, band, choir, art, etc.
- Include all competitions entered and awards won

School Involvement:

- List all school volunteer experience (give some explanation)
- Include membership in any school-based clubs or committees

Community Involvement:

- Include membership in community groups, church groups, etc. (volunteer firefighter, United Way Youth Committee, canvassing for various charitable groups, etc.)
- Any volunteer work in which you have been involved (summer day camps)

Seminars/Conferences Attended:

- Record anything attended in or out of town (Red Cross Training, Food Safe, ICBC conferences)

Skills/Personal Attributes/Interests:

- This category can be broken down into separate areas if need be
- Include computer skills, languages spoken, positive attributes

Work Experience:

- Paid work experience from summer or continuing jobs

Career Plans:

- Discuss your intended career goals
- Provide enough detail to show your plan

** For all categories, list chronologically, beginning with most recent and proceeding back in time

** Be aware of your margins and spacing: make it pleasing to the eye. Also, group the appropriate areas together from most important significant to least significant.

** Note: Omit any of the above categories in which you have little or no experience

What areas can you enhance in the next 6 – 8 months?

YOUR NAME Address, email, phone
Photo (optional)

Education:

2008-2012 Langley Secondary School

2005-2008 _____ Middle School

2000-2005 _____ Elementary School (not completely necessary)

Academic Achievements:

- List of courses taken in Grades 10-12, inclusion of marks is optional

Awards and Honours:

- List of any awards or recognitions
- Provide a brief description of the award

Achievements in the Visual and Performing Arts:

- Point form list, with some significant details such as date, role, etc.

Athletic Achievements:

- List as above (if applicable)

School Involvement:

- List any clubs, teams, events in which you participated, plus the time frame/dates involved

School/Community Involvement:

- List together or under separate sub-headings, depending on amount of listings
- List what have you been involved in around the school, community, etc. (include dates/time frames)

Seminars/Workshops/Conferences:

- List anything appropriate i.e.: Computer courses, SuperHost, Holocaust Symposium, Leadership, ICBC Road Sense, Tourism / Technology / Entrepreneur / Community Group seminars or conferences, etc.
- Include dates of participation (month/year, Grade 10, Spring 2009, etc.)

Interests:

Record in a short paragraph or list individual interests in categories (i.e. athletics, arts, hobbies, past times)

- Reading
- Quilting
- Tai Kwan Do
- Orienteering
- Skiing
- Horseback riding
- Rowing

Skills/Personal Attributes:

- Record in paragraph or list form
- Focus on strengths and positive qualities that enhance who you are and give insight to your character
- Sample qualities to consider: “organized, attentive to detail, dependable, excellent memory, outgoing, positive demeanor, strong verbal and written communication skills, able to work effectively as a team member or individually”, etc.

Work Experience:

- List paid jobs and any duties that you think would enhance your resume
- List volunteer job experience as well, if not previously mentioned

Career Plans:

- In a paragraph of 3 to 4 well-constructed sentences, state your what your intended goals are in relation to post-secondary schooling, (where do you plan to apply for/attend, what program will you enter, what degree(s) will you attain, etc.)
- If you do not plan to attend university immediately, discuss any work plans as they relate to your overall educational goals
- Consider exchange/travel opportunities and discuss how they will enhance your learning process

References:

- List at least three names (Grade 11 or 12 academic subject teachers or people who can attest to your academic/athletic/school or community service)
- Ask permission from each person prior to using them as a reference
- Follow the layout format below.

Name (use Mr./Mrs./Ms)Title/Place of Employment Address, City, Province Postal Code, Phone Number

Example

Mr. Biology Teacher- Langley Secondary School 21405 - 56 Avenue, Langley B.C. (ph) 604-534-4171 (fax) 604-534-9518

APPENDIX G – SAMPLE QUESTIONS FROM SCHOLARSHIP APPLICATIONS

(excerpts taken from Coles Notes: Your Guide to Scholarships and Bursaries)

Many scholarship applications call for a personal essay or essay-type answers to a set of questions. This is your opportunity to show-case the special skills and background you have that make you deserving of a scholarship. Your answers have to balance what you have done in high school and the community with the criteria of the scholarship. For instance, volunteering at a seniors' centre would be a good response for a scholarship requiring community service, but not as important if applying for an athletic scholarship. The better your answers fit, the more likely you are to win.

Remember the basics

- Fit your answer to the scholarship criteria.
- Use active verbs.
- Provide details of what you actually did.
- Always check your spelling and punctuation.
- Use black ink.
- Do not use liquid paper.

Here are a few questions often found on scholarship applications.

- List six tasks you have performed that, taken together, describe your character.
- Describe your volunteer community service.
- Describe your volunteer activities at your high school, college and/or university.
- Which of your volunteer activities have you found to be of most worth to you and others, and why?
- What influence has your volunteer community service had over your choice of career?
- List the major community activities in which you have taken part in the past three years and your role in these activities. Select one of these and discuss why you became involved, how your community benefited and what you gained from the experience.
- Describe your volunteer community activities. (Note that the material requested here is reiteration of the material requested elsewhere, but asked in a slightly different format.)
- List the extracurricular activities you were involved in during the past three years. Select one of these and discuss why you became involved and what experience you gained.
- Describe your participation in student activities, highlighting the variety and type of activities, including offices held.
- Describe any awards and recognition that you have received, mentioning both academic and other awards.
- Athletic background: List your best personal accomplishments (maximum of five) within the last five years in team or individual sports, identifying the competition or event, your involvement and results. (Indicate dates.)
- What benefits do you consider that you have derived from your participation in organized amateur athletics or your personal fitness program?
- What particular personal obstacles have you been required to overcome while in pursuit of your academic, extracurricular, amateur sport, fitness, health and voluntary community service endeavours?
- Outline any special circumstances that may have affected your involvement in activities or that might have a bearing on your eligibility for this scholarship.

Remember:

The first scholarship you apply for is the hardest--gathering all the information on your academic and extracurricular activities, finding references, etc. Each one you apply for after that will be easier because you have most of the information and strategies in place.

Start early--that way you have plenty of time for essays, etc.

Do not be intimidated if you do not have a 90+ average. Extracurricular activities, such as athletics, volunteer work and part-time jobs, are as important as your academic achievements when applying for scholarships. There are also scholarships offered to students from specific geographical areas, students who are members of a specific organization (i.e. 4-H), agency (i.e. credit union), ethnic group (i.e. aboriginal), or education-equity group (i.e. Aboriginal people, persons with disabilities, visible minorities and women).

Scholarship contest results should never be treated as an assessment of how good or talented you may be. These contests are highly subjective and often unpredictable, and results should never be taken personally, or as a measure of self-worth.

APPENDIX H – SCHOLARSHIP APPLICATION CHECK LIST

- Read the application thoroughly to make sure you have enough time to acquire any requested documents.
- Make a photocopy of the application and complete it before you fill out the real one.
- Be concise but answer all of the questions as completely as possible.
- Run the practice copy by someone to get feedback on content, grammar and spelling.
- Spell check, spell check, spell check! Many people won't even look at it if you don't!
- Run the final version by someone to do a final check on spelling, grammar and little things that are easy to miss.
- Remember to attach all requested documents.
- Consider including a concise but informative cover letter highlighting your latest achievements, which makes you an excellent candidate for the scholarship, especially if no additional documents are requested. This may help your application stand out.
- Photocopy all of your completed forms and references for your own records.
- Take note of the date by which you should receive notification of your scholarship standing.
- Sign, seal and send your application at least two weeks before the application deadline date. As a precaution, you might consider sending it by registered or express mail.

APPENDIX I – LANGLEY DISTRICT SCHOLARSHIPS

- \$500 x 2 **Aldergrove Minor Hockey League Scholarship** member for four or five years of Aldergrove Minor hockey league
- \$300 **Alice Brown Elementary Parent Advisory Council** student must have attended Alice Brown Elementary
- \$250 x 2 **Associated Minor Football League of Langley** former member of a junior bantam or bantam or midget team in the minor football league of Langley for two years or to a football cheerleader
- \$250 **Beta Sigma Phi Scholarship** winner must be son, daughter, or grandchild of Beta Sigma Phi member, Langley area
- \$475 **Big Brothers/Big Sisters Scholarship** former little brother or little sister in the Langley agency, enrolled in post secondary training
- \$500 x 2 **Bus Drivers and Clerical Workers CUPE Local 1260** son or daughter or relative of CUPE 1260 member, or eligible candidate
- \$1000 **Century 21 Community Award** post-secondary, leadership skills
- \$700 x 2 **Cloverdale Paint Bursary** post-secondary, community service
- \$500 **Coghlan Elementary Parents Group Scholarship** graduate of Aldergrove Community Secondary, DW Poppy or other school, who has spent at least grade 7 at Coghlan Elementary or technical or academic training, but winner must not have won any other awards
- \$300 x 2 **CUPE Local 1851 Memorial Scholarship** University or vocational, preference to CUPE member or relative
- \$450 **Denny Ross Memorial Scholarship** needy, disadvantaged
- \$350 **The Dr. & Mrs. J.G. Jervis Memorial Scholarship Trust** post secondary, trades
- \$500 **E.V. Logistics Scholarship** post-secondary, community service
- \$500 **Fraternal Order of Eagles** preference to a civic minded student, in school or community service
- \$200 **Harris & Company Law Scholarship** excellence in Law 12, post-secondary enrolment
- \$500 **Homelife Benchmark Realty (Langley)** post-secondary
- \$250 **The John Neil McLeod Scholarship** preference to a student entering the field of nursing
- \$500 x 2 **Langley Chamber of Commerce** post-secondary training, specializing in business, must be one boy and one girl
- \$300 **Langley Civic Scholarship** for citizenship; candidates are nominated in June, one per school, final choice based on grade point and qualifications. Student must have made a major contribution/service to the school and have community service
- \$300 **Langley District Home Economics Teachers Scholarship** post-secondary, must have taken two or more home economics courses
- \$500 x 2 **Langley District International Scholarship** (sponsored by the International Students' program) winner to be a visible minority, enrolled in education, international studies, languages, science
- \$1000 **Langley Memorial Hospital's Auxiliaries Council** — nurses training
- \$1000 **Langley Memorial Hospital's Medical Staff Scholarship** — preference for student entering the health care field
- \$500 x 2 **Langley Principals/Vice Principals Association Award** post-secondary training
- \$200 **Langley Provincial NDP Constituency Award** post-secondary, must reside in Langley Provincial Constituency (W-196, N-Freeway, S-border, E-216), can be any school
- \$500 **Langley Retired Teachers' Scholarship** to a Langley graduate entering a teaching career
- \$200 **Langley Teachers' Association Alice Greenwood Memorial Teacher Training Bursary** College of Education, teacher training
- \$250 **Langley Teachers' Association Blanche Finlaison Memorial Bursary** preference for Library Science
- \$300 **Langley Teachers' Association Memorial Scholarship** vocational training, career program, art school
- \$200 **Langley Teachers' Association Roy Atkinson Memorial Fine Arts Bursary** to study Music or Fine Arts
- \$350 **Rae Fetherstonhaugh Music Award** post-secondary music, audition through the Music Department
- \$500 **Richard Bulpitt DPAC Memorial Award** post-secondary, essay required
- \$100 x 2 **Robert Shewan Memorial Scholarship** community minded student
- \$500 x 2 **Rotary Exceptional Scholarships** for a handicapped person enrolled in post-secondary training, or a person planning a career in special education or any field related to the handicapped, C+ standing may be waived for handicapped student Sponsored by Rotary Central (lunch) group.
- \$500 **Simonds Elementary Memorial Scholarship** parent group sponsored memorial, winner must have been a student at Simonds Elementary for at least two years in the intermediate grades

NOTES:

