



Scholarship Instructions 2024-2025

Overview

Please review the scholarship documents from the **PSCA TEAMS** page and the **GSS 'Career Centre' website** before completing the application package. There are three separate ways to apply for scholarships/bursaries:

1. [Local/School based](#)
2. [District through MSFORMS](#)
3. [External through separate forms](#)

If you have questions, please refer to this instruction and FAQ sheet first! If you still have questions, you can email Mrs. Milde (cmilde@sd43.bc.ca) or Mr. Henry (khenry@sd43.bc.ca). On the Local/School scholarships, all documents must be submitted with your application or it will be considered incomplete. If you are applying for only one scholarship, all the documents are required: see below.

1. Group 1: Local/School Based **Deadline: April 2nd, 2025**

Documents to include in your application:

- ☐ **This** application form – In case you are applying for more than ONE scholarship/award, you only need to complete one (1) application package.
- ☐ One reference letter from a member of the community (not a teacher or family member) – your reference must be someone who can verify at least ONE of the activities stated in your personal essay.
- ☐ **Gleneagle Teacher as reference (name)**
- ☐ One **Personal Essay** (300-500 words) about you and your personal goals.
 - a) Describe your character, leadership ability or goals - **what makes you SHINE!!** whatever makes you unique and a good candidate for the scholarship(s) you have applied for as indicated in the Application.
 - b) Consider the scholarships' criteria that you wish to be considered for. Your essay should help support your application for those scholarships.
 - c) Connect your school/community experiences to your future studies/career goals.
- ☐ **District / Authority Award Application Form** – ONLY If you are applying to this award.
- ☐ **Financial Need Form** (if applicable) It is required in order to be considered for Bursaries/scholarships with financial need criteria. Assessment will be made based on your parent/guardian's income and other details provided on the Financial Need Form.
- ☐ **Additional materials** pertinent to individual scholarship criteria, (e.g. CTA form, SD4 Application Form #1, etc) an essay (e.g. Maxine and Gordon Wilson Resiliency Award & Bursary), additional reference letters, etc.

Read the scholarship criteria carefully. Only applications will be considered if you meet ALL the criteria. **If you are missing just one, you will not qualify.** If the scholarship requires anything in addition to the GSS Application Form, you are required to include the additional supplemental form.

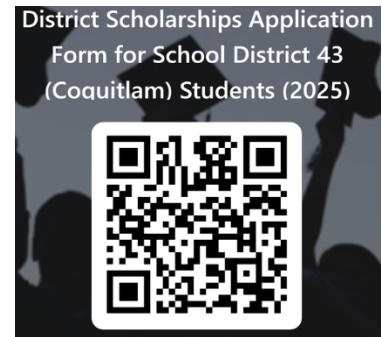
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|----|--------------------------|-------------|--|--------------------------------------|
| 14 | Rotary Club of Coquitlam | 1 @ \$1,250 | <ul style="list-style-type: none">• Graduating student who must demonstrate financial need, volunteer service to school,• Coquitlam resident, good citizenship, and satisfactory academic progress to pursue education at a post-secondary institution | Gleneagle Form + Financial need form |
|----|--------------------------|-------------|--|--------------------------------------|

You MUST download, complete and submit two forms to [Gleneagle Scholarships](#) electronically and by paper to Mrs. Milde by **April 2nd**.

2. Group 2: District through MSFORMS

Submitted through an MSFORMS available [CLICK HERE](#) or go to the QR code on the right.

You can view the Scholarship form to see a list of all the scholarships available and fill out the form only once for any scholarships you wish to apply for.



District Awards deadline is **APRIL 15th, 2025**

3. Group 3: External through separate forms

Submitted to the sponsor using various forms, deadlines and criteria. It is clearly indicated on the GSS list what documentation is required. Please go to the website and double check the requirements.

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|--|-------------------------|--|---|
| Coquitlam Foundation Bursaries & Scholarships Deadline: March 31, 2025 | Multiple @ \$500-\$4500 | <ul style="list-style-type: none">Primarily for graduating students with financial needScholarships and bursaries are for either a specific post-secondary institute, a particular area of study, for having accomplished or been involved in a sport or some other reasonFor a full list of bursaries: Bursaries | Bursaries Application form |
|--|-------------------------|--|---|

CHECKLIST for the process.....

- ☐ Scholarship Application form is completed. If something is not applicable, please use NA for the box.
- ☐ Indicate which scholarship number you are applying for on the front page and list it on the last page.
- ☐ Complete a supplemental form where applicable ie., financial aid form.
- ☐ Ask your teacher to complete the **STAFF REFERENCE FORM** for you on your behalf. It is your responsibility to ensure the teacher submits it by the posted deadline.
- ☐ Ask a member of the community to write a reference letter for you. This does NOT include family members/friends/neighbors. Must be verifiable information.
- ☐ Write a personal essay with your name at the top of the page. One page only (11font), no more than 300-500 words. Describe your character, leadership ability, goals – whatever makes you unique and a good candidate for the scholarship(s) you have applied for. Do not list and repeat your accomplishments but use the essay to tell us what is important to you and why. What makes you shine. Make a connection between what you have done and what your educational and career goals are. Relate your content to the scholarships criteria – adversity, leadership, community service.
- ☐ Submit the completed scholarship application to [Gleneagle Scholarships](#). Please send application package as one PDF document where possible, *with your name in the subject line*.
- ☐ Continue to apply for the External scholarships where applicable.

Frequently Asked Questions

Q. Am I eligible to apply for these scholarships?

A. To be eligible, you must be a Gr 12 Gleneagle Secondary student, a Canadian resident or a Permanent resident and planning to go to a Post-Secondary Institution, recognized by the Ministry of Education. You must also fulfill ALL of the criteria specified by each scholarship/bursary that you apply for.

Q. Do I need references?

A. Yes. You will need two. You will need one from a GSS staff member to complete the STAFF REFERENCE FORM and one community reference letter from someone who can attest to your attributes, work ethic, leadership skills, etc., for the school and district scholarships.

Q. Do I need a reference for the District Authority Award (DAA)?

A. Yes. You will only need to obtain a **signature** from your school nominator on the form. NO EXTRA reference letters or forms are necessary.

Q. Who do I submit the scholarship package to?

A. You submit all parts of your application to [Gleneagle Scholarships](#) for all school-based scholarships (Group 1). For the SD43 District Offered scholarships (Group 2), you will need to complete their MS FORMS via [THIS LINK](#) . Group 3 is submitted as required on the scholarship information.

Q. When is the deadline?

- ❖ (Group 1) The deadline for GSS school based scholarships is **April 2nd**.
- ❖ (Group 2) The deadline for SD43 district scholarships is **April 15th**
- ❖ (Group 3) External scholarships varies depending on the sponsor.

Q. Do I just use the GSS application form for all scholarships?

A. Please see the 'Application Form' column to see which form(s) you need to include for submission. For all Local school-based scholarships, you will need to use the GSS Application form. Some scholarships may require you to provide additional supplemental forms. For District offered scholarships, you will need to complete their online MS form. For external scholarships, they will have completely separate forms.

FAQ's cont.....

Q. Where can I find all the forms?

A. You can find all the forms on the GSS Career Centre TEAMS page (code sf1fhj9) or the Career Centre in the Gleneagle School Website. Mrs. Milde will also have paper copies available (office next to room 225)

Q. When will I hear if I have won any scholarships?

A. If you have won a scholarship, you will receive a letter as part of your commencement package detailing which scholarship(s) you have won and how to claim the award. If you win a scholarship, **please remember to send a THANK YOU LETTER to the donor.**

Q. Who will see the information submitted in the scholarship package?

A. The GSS scholarship committee will primarily be the only ones with access to the information submitted to us. However, in cases where the scholarship is decided by the members from the school district or an outside organization, your information will be shared with the applicable individuals.

Q. Do I submit the forms separately when submitting by email, or merged into one file?

A. We will accept your forms in whichever way you choose to submit it. However, it is preferred to separate the forms in the email as it makes it easier to organize later.

Q. I am going to have trouble submitting some documents on time. What do I do?

A. If you feel like some parts of your application is going to be late, please communicate this **IN ADVANCE** with Mrs. Milde. After the deadline it will not be accepted.

Q. How do I know that my application has been received?

A. Mrs. Milde will notify you that your application has been received by email within a couple of days. If you have not received an email, please contact Mrs. Milde. Office on second floor next to room 225.