



SAMPLE APPLICATION PACKAGE

District/Authority Scholarship

(Reference for Administrators only)

Information for Administrators

School districts and independent school authorities may adapt this sample application to suit their locally developed criteria and awarding processes for the District/Authority scholarship.

When designing an application package, districts/authorities are encouraged to consider local needs and priorities and/or draw on shared experiences with others. Please ensure final application packages are aligned with the [District/Authority Scholarship Guidelines for Administrators](#).

About the Scholarship

The District/Authority scholarship is awarded to 5,500 high school graduates who have demonstrated excellence in their chosen area.

The Ministry of Education and Child Care sets core eligibility requirements and general guidelines; local scholarship committees determine awarding criteria and select their conditional recipients.

Confirmed recipients receive a \$1,250 scholarship voucher. They can use this voucher to be reimbursed by the Ministry of Education and Child Care for tuition paid at a post-secondary institution that is [designated by the Province of B.C.](#) (i.e., approved for Canada Student Loans) or a program provider that is [approved by the Industry Training Authority](#).

Students have five years to [redeem](#) their District/Authority scholarship vouchers; an expiry date is printed on each voucher and extensions are not possible.

Key Dates

- Spring: conditional recipients notified by their district/authority
- September: conditional recipients checked against eligibility requirements
- November: paper scholarship vouchers mailed to confirmed recipients

Eligibility requirements

Students selected as conditional recipients of the District/Authority scholarship must satisfy the following requirements **by August 31 of their graduating year** to be confirmed as a recipient and receive their scholarship voucher.

- meet core eligibility requirements
 - Must be a Canadian citizen or permanent resident (landed immigrant) and have that on record with the school at which you registered for Grade 12
 - Be a B.C. resident
 - Be or have been in the school year for which the scholarship is awarded:
 - Enrolled in a British Columbia public school (including online learning schools), or
 - Enrolled in a Group 1, 2, or 4 British Columbia Independent School, or
 - Enrolled in a Continuing Education Centre, or
 - Registered as a homeschooler with an eligible school in British Columbia
 - Complete all graduation requirements, and be on record as having graduated, by August 31 of the scholarship awards year
 - Scholarship awards years operate from September 1 to August 31
- fulfill the graduation requirements of either the [B.C. Certificate of Graduation](#) (Dogwood Diploma) or the [B.C. Adult Graduation Diploma](#) (Adult Dogwood); and,
- meet criteria determined by the student’s local scholarship committee, including demonstration of outstanding achievement in one of the areas listed below.

Area of Interest	Examples
Applied Design, Skills, and Technologies	Business, Home Economics, Media Arts, Technology, Tourism
Community Service (Volunteer Activity)	Includes awareness of local, global, and cultural issues
Fine Arts	Dance, Drama, Music, Visual Arts
Indigenous Languages and Culture	Demonstrated at school or in the community
Languages	External Assessments or Languages Curriculum, including AP and IB courses
Physical Activity (and Health)	Athletics, Dance, Gymnastics
Technical and Trades Training	Coding, Culinary Arts, Mechanics, Robotics, Woodwork

How to apply

Submit a complete application to [contact person, contact information, method of submission] by [deadline]

- Section 1—Personal Information
- Section 2—Post-Secondary Plans
- Section 3—Selected Area of Interest
- Section 4—Course Work and Extracurricular Activities Related to Area of Interest
- Section 5—Evidence of Achievement
- Section 6—References

1) Personal Information

Full Name (as it would appear on your high school transcript)

Preferred Name (if applicable) _____

Date of Birth (month/day/year) _____

Personal Education Number (PEN) _____

Address _____ Postal Code _____

Telephone _____ Email _____

High school that you will graduate from _____

I am a Canadian Citizen* I am a permanent resident (landed immigrant)*

**Related note: Under the Income Tax Act, the Ministry of Education and Child Care must issue scholarship recipients a T4A for the taxation year in which the scholarship cheque is issued. When redeeming a scholarship, recipients will need to provide a Social Insurance Number (SIN) for this purpose. Temporary SINs, beginning with '9', cannot be accepted.*

2) Post-Secondary Plans

For which post-secondary program(s) do you plan to apply?

What are your long-term career plans?

3) Area of Interest

Please check the one area you are applying under

- Applied Design, Skills, and Technologies
- Community Service (Volunteer Activity)
- Fine Arts
- Indigenous Languages and Culture

- Languages
- Physical Activity (and Health)
- Technical and Trades Training

4) Course work and extracurricular activities related to your area of interest

Grade 11 and 12 Courses	Teacher/Sponsor

Extracurricular Activities	Teacher/Sponsor

5) Evidence of Achievement

Students must provide evidence of outstanding achievement in their chosen area. Please attach a one-page statement that describes your achievements. Depending on your chosen area, you may also be required to provide further information or participate in further activities, such as a portfolio, project, research paper, performance, presentation, demonstration, or interview. Please contact [\[contact person and information\]](#) for instruction.

6) References

Please list two teachers and/or community members who can attest to your achievements in your chosen area and who will provide a written reference on your behalf, using the reference form attached [\[see sample form below\]](#).

Name _____ Position _____ Relationship to you _____

Name _____ Position _____ Relationship to you _____

Applicant signature _____

Date signed _____

SAMPLE

SAMPLE REFERENCE FORM

Thank you for providing a reference for the student named below who is applying for a [District/Authority scholarship](#) in the indicated area. Please complete the form and return it (and any additional relevant information you choose to include) to the student inside a sealed envelope with your signature across the envelope flap.

Student Name: _____

Area of Interest: _____

- 1) How long and in what capacity have you known the applicant?

- 2) How would you comment on the applicant's general attributes, such as attitude, communication, creativity, critical thinking, interpersonal skills, initiative, and leadership?

- 3) Please provide examples of and comment on the applicant's strengths in their chosen area.

- 4) What other comments do you wish to make in support of this applicant?

Name _____ Position _____

Relationship to applicant _____

Signature _____ Date _____