



BURSARY APPLICATION – REGULATIONS AND INFORMATION

SECTION I Student Information

- Print clearly or type all information requested
- You must reside in British Columbia or the Yukon and be a Canadian Citizen

SECTION II College/University Information

- Must Provide the name and address of the College, Trade School, Technical School or University you will be attending;
- The Campus must be in British Columbia or the Yukon (only special circumstances apply such as – applicants living in the Kootenay Zones may apply to Calgary, Alberta institutions as it is closer to your residence);
- Bursaries are awarded to students attending facilities on a full time basis for **two consecutive semesters**;
- Post graduate studies do not apply;
- Bursaries are awarded to successful applicants attending College, Vocational or Trade School;
- Bursaries are awarded to successful applicants attending University or third or fourth year college.

SECTION III Financial Information

- This section is **confidential** and must be completed at the Branch interview;
- The applicant is responsible for setting up an interview with the local Royal Canadian Legion Branch Bursary and Scholarship Chairman closest to where you reside in that particular Zone. Do NOT simply drop off the application and expect someone to contact you; otherwise the application is considered incomplete and will not be considered;
- The financial section is the sole basis for choosing recipients. Priority is given to children, grandchildren and great-grandchildren of **Veterans and Ex-Service Personnel**;
- If gross income exceeds \$30,000.00 – only special circumstances are considered.

SECTION IV Military Service Information

- Veterans, Servicemen, etc. must have been in the Canadian or British Commonwealth Forces;
- Discharge certificate or Military number must be brought to your interview;
- This information (Canadian Forces only) can be obtained from:

Director, National Personnel Records Centre
Public Archives of Canada
Tunney's Pasture
OTTAWA ON C1A 0N3
Phone: (613) 995-5138 Toll Free – 1-866-578-7777
Fax: (613) 947-8456 www.archives.ca

SECTION V Interviewer Comments

Applicant must bring the following to the Branch interview:

- A letter of the aims and objectives (career path) written by the student;
- **NOTE** –Transcripts, photographs, reference letters or any other scholastic achievements are **not necessary** as bursaries are awarded for financial need.

Interviewer – Must complete financial section with applicant

- Be sure proper documentation is presented;
- Be sure applicant is at the right Branch (See Section III Regulation and Information);
- Please provide specifics that will assist the Bursary Committee in their decisions;
- Use a separate page as necessary as to why you feel the applicant requires aid;
- Be sure to sign the application form, along with office held, number and location of Branch and the date of interview;
- Your signature certifies that the applicant was interviewed;
- Ensure that the applicant has signed the form.

PLEASE NOTE:

- Incomplete applications will not be considered – no follow-up will be taken
- Completion of the application gives consent for us to collect the information as per the BC Privacy Act. This information will be used only for determination of bursary eligibility.
- Completed applications and necessary documentation (military papers and objectives letter) **must be submitted** to:



THE ROYAL CANADIAN LEGION PRINCE EDWARD BRANCH #91

APPLICATION SUBMISSION INSTRUCTIONS

Please complete **ALL PARTS** of the application – including signatures. Read the Bursary and Scholarship criteria and include **ALL MANDATORY** (as indicated in application) forms, letters, And photocopies **WITH** your application. Please print clearly and include all relevant phone numbers and addresses including postal codes. All applicants **MUST** be residents of the Westshore community at the time of the application submission. Applications received from outside the Westshore community will **NOT** be considered. Incomplete applications will be eliminated (including those without postal codes). Home-schooled applicants must provide documentation that certifies course completion, grades, and testing. It is the responsibility of the home-schooled student to provide course equivalency documentation that is both straightforward and easy to score. Please note that transcripts or other scholastic achievements are required for our bursary applicants, as this award is based on financial need and military affiliation. However we do also accept applications without no military attachment, and will follow the same guidelines as above. However reference letters, career objectives and community involvement are still required for bursary applications.

Applications **MUST** be submitted **IN PERSON** to the Legion office attention the Poppy Committee at the following address:

761 Station Avenue, Langford, BC V9B 2S1. Office hours Monday –Friday 8-4pm. We ask you **PLEASE DO NOT MAIL** any applications.

Applicants are permitted to submit applications for Sir Percy Scholarships and Branch Bursaries. However, an applicant may only receive one award.

Please note the Deadline for each Application.

Sir Percy Lake Memorial Scholarship:
June 25th of every calendar year.

Branch Bursaries:
June 30th of every calendar year

NB: IF YOUR APPLICATION IS RECEIVED AFTER THE DEADLINE IT WILL NOT BE CONSIDERED.



BURSARY APPLICATION

Attention applicants: Before filling out this application form, please make sure you have received, read carefully and followed the "Regulations and Information" Sheet, which should be attached to this application form. Please contact us if you did not receive the above-mentioned sheet.

SECTION I Student Information

FULL NAME: _____

HOME ADDRESS: _____

PHONE NO. (_____) _____ **Email:** _____

YOUR **MAILING** ADDRESS IF NOT LIVING AT HOME WHILE AT SCHOOL:

STUDENT I.D. # _____

DATE OF BIRTH: _____
Date Month Year

SECTION II College/University Information – Must be completed

NAME OF SCHOOL: _____

CAMPUS: _____

ADDRESS: _____

PHONE: _____

WHAT YEAR WILL YOU BE IN? 1st _____ 2nd _____ 3rd _____ 4th _____

WAS A PREVIOUS BURSARY APPLIED FOR? YES _____ NO _____

WHAT YEAR(S) DID YOU APPLY? _____

WHAT YEAR (S) WERE YOU SUCCESSFUL? _____

SECTION III Financial Information – Will be completed and reviewed at interview

FAMILY TAXABLE INCOME: \$ _____

MOTHER'S OCCUPATION: _____

FATHER'S OCCUPATION: _____

PLEASE SHOW COPY OF REVENUE CANADA TAX ASSESSMENT FOR PREVIOUS YEAR.
(This information is required to confirm family taxable income)

WERE YOU SUCCESSFUL IN APPLYING FOR A STUDENT LOAN/GRANT?

YES ___ NO ___ IF YES WHAT AMOUNT? \$ _____

SECTION IV Military Service Information

FULL NAME OF MILITARY MEMBER: _____

IS THIS OR WAS THIS PERSON YOUR PARENT ___ OR GRANDPARENT ___

SERVICE #: _____

ENLISTMENT DATE: _____

DICHARGE DATE: _____

WWI _____

WWII _____

KOREA _____

REGULAR _____

Other _____

(Check above as applicable note in other)

IS VETERANS ASSISTANCE OR DISABILITY PENSION INVOLVED? YES ___ NO ___

IF YES, STATE NATURE OF DISABILITY AND AMOUNT RECEIVED _____

SECTION V Interviewer Comments (Please write on back of this page.)

INTERVIEW CONDUCTED BY: _____

OFFICE HELD AT BRANCH: _____

BRANCH NUMBER: _____ CITY/TOWN: _____

DATE OF INTERVIEW _____

SIGNATURE OF INTERVIEWER: _____

SIGNATURE OF APPLICANT THAT ALL INFORMATION IS CORRECT

RETURN THIS FORM TO THE SPONSORING BRANCH



Interviews will be conducted between September 15th – October 30th of the calendar year. Those selected for an interview will be contacted by phone or email two weeks prior to an interview. At this time you will be asked to select an interview time so please plan accordingly, as this will be the only opportunity to interview. Please keep these instructions for your records and only bring the application and required documents with you to the interview.

The Westshore Poppy Fund Committee (Legion-Branch) provides Bursaries for applicants that have a connection of a family member that has been in the military, Royal Canadian Mounted Police. Prince Edward Branch #91 provides Bursaries through either their Gaming Funds or Branch General Revenue. The Sir Percy Lake Memorial Scholarship is donated by the South Mid Vancouver Island Zone.

Recipients **must attend** a General Meeting upon request to receive their certificates and Bursaries . It is also requested that the recipients of these awards submit a thank you note stating which award they received. Please send your message of appreciation to:

Bursary/Scholarship Chair
Prince Edward Branch #91
761 Station Ave.
Langford, BC V9B 2S1

Questions and concerns are to be directed to the Royal Canadian Legion Prince Edward Branch # 91 office by phone at: (250) 478-1828, by fax (250) 478-1870, or by email: secretary@rcl91.ca . A representative of the Bursary committee will contact you as soon as possible.

Thank you for your interest in the Royal Canadian Legion Prince Edward Branch, Westshore Poppy Fund Committee & Scholarship program.