

APPLICATION FORM

**QUEEN ELIZABETH II SILVER JUBILEE
ENDOWMENT FUND FOR STUDY IN A SECOND OFFICIAL LANGUAGE AWARD PROGRAM
ESTABLISHED BY THE GOVERNMENT OF CANADA
2012-2013**

Administered by the Association of Universities and Colleges of Canada (AUCC)

1. APPLICANT INFORMATION			
<input type="radio"/> Mr. <input type="radio"/> Ms.	Last Name:	First Name and Middle Initial:	
Permanent Address:			
Apt.:	N°. and Street:		
City:	Province:	Postal Code:	
Telephone N°.:	E-mail (AUCC will use this information as point of contact):		
Are you a Canadian citizen?		Yes <input type="radio"/>	No <input type="radio"/>
Have you lived in Canada for the past two years as a permanent resident?		Yes <input type="radio"/>	No <input type="radio"/>
Second official language :			
English <input type="radio"/>		French <input type="radio"/>	
2. GUIDELINES			
I have read the award guidelines and understand the eligibility requirements for this award program.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. SCHOLASTIC DATA			
In chronological order, list the educational institutions attended during your last two academic years.			
Educational Institution:	Years attended (From/To):	Language of instruction (E/F):	

4. POSTSECONDARY DATA

Name of educational institution you plan to attend during the 2012-2013 academic year:	Campus and City:
Start Date of Studies: Month _____ Year _____	Degree sought during the 2012-2013 academic year : <input type="checkbox"/> Bachelor's
Proposed Field of Study:	Maximum Length of Postsecondary Program:

5. VOLUNTEER/COMMUNITY INVOLVEMENT AND/OR EXTRACURRICULAR ACTIVITIES

On a separate page, describe your volunteer/community involvement and/or your extracurricular activities over the past five years (**Please limit your answer to a maximum of 250 words**).

6. PLAN OF STUDY

On a separate sheet, describe the plan of study you wish to undertake or pursue (**please limit your answer to one page**). Please clearly state the reasons for wishing to pursue your studies in your second official language. In addition, using the list of courses offered at the proposed educational institution for the current academic year, submit the plan of courses you consider taking for the 2012-2013 academic year.

7. NOMINATION FORM

Please provide the nomination form signed by a university official. You must submit this form with your application (**see page 6**).

8. LETTERS OF REFERENCE

Please provide two signed letters of reference (no more than two); one from a teacher (academic) and one from a person familiar with your extracurricular activities or volunteer/community involvement (**refer to the last page of this application**).

9. TRANSCRIPT

Please provide a complete and official transcript of your university studies (Quebec student to also submit an official transcript of the CEGEP studies).

10. OTHER

State the reason(s) for pursuing your studies in your second official language.

Describe any previous experiences in which you used or learned your second official language.

11. APPLICANT CONSENT

Canadian Heritage has contracted with the Association of Universities and Colleges of Canada (“AUCC”) for the administration of their award program. This administration role includes the application process, the evaluation and selection process, the processing of recipient candidates and the administering of payments for the award on behalf of **Canadian Heritage**. The purpose of this statement is to set out AUCC's commitment to the protection of personal information collected, used or disclosed in performing this function. The AUCC will comply with the requirements of the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use and disclosure of personal information provided by you in the course of your award application.

The AUCC has appointed a Privacy Officer with overall responsibility for AUCC privacy compliance. Should you have any questions, concerns or complaints regarding the privacy of your personal information please contact the Privacy Officer by calling (613) 563-1236 or by writing to: Privacy Officer at 600-350 Albert Street, Ottawa, Ontario K1R 1B1.

Please find below a summary of the AUCC's privacy policies concerning the collection, use and disclosure of the personal information you will be submitting in this application. Please read the information below carefully **as by submitting your application you are consenting to the collection, use and disclosure of your personal information as summarized below**. A full version of the AUCC Privacy Code which outlines the AUCC's complete personal information management practices, policies and procedures is available on line at www.aucc.ca or by requesting a copy from the AUCC Privacy Officer.

PURPOSE OF COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Your personal information is being collected on behalf of **Canadian Heritage** for the limited purposes of processing and evaluating award applications, selecting and processing award recipients and administering award payments once awarded. Your personal information will be collected from you and may also be collected from references, secondary and postsecondary educational institutions, government, community or other sources based on the information provided by you in this application. This process will include the release of your personal information to **Canadian Heritage** and Selection Committee members as well as any other third parties where such release is necessary for award evaluation, selection and administration purposes. There will be no other uses or disclosures of your personal information by the AUCC unless required or authorized by law. The personal information being collected in the application is limited to only that information which is necessary for the full consideration of your award application.

PROMOTION PURPOSES FOR RECIPIENTS

Canadian Heritage may from time to time wish to announce award winners, their current educational institution, the university or college where they intend to study and the course of study funded by the award, as well as the amount of the award, or to use or disclose recipient information for promotional purposes. Sponsor shall be responsible for obtaining the consent of recipients for such purposes.

ACCESS TO AND ACCURACY OF YOUR PERSONAL INFORMATION

Upon request to the AUCC Privacy Officer, you will be given access to your personal information held by the AUCC. The AUCC will, on request, correct inaccuracies in your information. Please be advised that inaccuracies must be brought to the attention of the AUCC prior to the selection of an award recipient[s] in order for us to record and bring the correction to the attention of the Selection Committee.

RETENTION OF PERSONAL INFORMATION

The AUCC will securely retain personal information about applicants only for the time necessary to complete the assessment and evaluation, to select a recipient, to administer the award payments, and for a reasonable period thereafter. At the end of this period the AUCC will destroy, erase or render anonymous, any of your personal information in their possession. The AUCC will retain a permanent listing of the names and internal identification numbers of the recipients of the award program in any given year.

CONSENT

You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit your award eligibility and our ability to administer the award payments. **By completing and signing [submitting] this application you are consenting to the collection, use and disclosure of your personal information for the above stated purposes.**

DATE:

SIGNATURE OF APPLICANT:

12. AUTHORIZATION FOR THE DISTRIBUTION OF PERSONAL INFORMATION

In compliance with Privacy Law, personal information about your application will not be released except where such release has been specifically authorized by you. Third parties (parents, guardians, etc.) may contact AUCC on your behalf, in person, by phone, or by email, to receive information about your application only if you have authorized this in advance.

In the spaces below, provide the names of up to two parties to whom AUCC may release your personal information. Please also provide a password for their use when contacting AUCC. Information about your file will be given only to those individuals who have been named below and who can provide this password. It is your responsibility to ensure the parties named below are aware of the password you have provided AUCC.

Note: this password will not work with your online account. Your AUCC ID and online account password to verify the status of your application will be mailed to you at a later date.

Parties who may have access to your file:

Name:	Password:
Name:	
Date:	Signature of Applicant:

13. DECLARATION

I certify that all information provided in this application form and attached documents is true and accurate to the best of my knowledge. I understand that acceptance of this application or receipt of any scholarship/award issued to me may be revoked without notice if any information in this application is subsequently found to be false.

Name of applicant (printed) :	Date :
Signature of Applicant:	

14. CANDIDATE'S CHECKLIST

- O The **official** transcript of your university studies (Quebec student to also submit an official transcript of the CEGEP studies):

NB: A transcript is considered **official** only if it meets the following criteria:

- 1- It is presented on the official paper of the institution.
- 2- It bears the appropriate signature and/or seal of the institution.
- 3- It is received in a sealed envelope of the institution or Department of Education.

- O A description of your extracurricular activities or volunteer/community involvement.
- O The plan of study.
- O The nomination form signed by a university official.
- O Two letters of reference with the references' original signatures.
- O Postmarked application package must be sent to the AUCC on or before **December 15, 2011**.

IMPORTANT: You are responsible for ensuring that the post office postmarks your envelope by the due date.

Please send it to the:

Higher Education Scholarships
Association of Universities and Colleges of Canada (AUCC)
REF: Queen Elizabeth II Silver Jubilee Endowment Fund for Study in a Second Official Language Award
600-350 Albert Street
OTTAWA, ON K1R 1B1
Tel.: (613) 563-1236
Fax: (613) 563-9745
E-mail: awards@aucc.ca

15. IMPORTANT DATES

December 15, 2011	Deadline date to send your application form to the AUCC.
December / January	You will receive an acknowledgment of your application
February 2012	Meeting of the Selection Committee.
February / March 2012	All applicants will receive notice in writing of the results of their application. Results will not be communicated by telephone or e-mail.
April 10, 2012	Deadline date for winners to accept their award.

NOMINATION FORM

QUEEN ELIZABETH II SILVER JUBILEE ENDOWMENT FUND FOR STUDY IN A SECOND OFFICIAL LANGUAGE AWARD

I wish to nominate _____
(Name of applicant - please print)

from _____
(Name of university – please print)

a student in first year (Quebec only) second year third year

for the Queen Elizabeth II Silver Jubilee Endowment Fund for Study in a Second Official Language Award Program. I certify that the candidate meets the requirements as outlined under “Requirements for Eligibility - Academic” in the award program guidelines.

(Date) (Signature of nominating official)

(Name, Title, telephone, fax number and email address of nominating official (PLEASE PRINT))

The following persons are acceptable as nominating officials:

Executive Head / President
Dean of Faculty
Head of Department

Please provide the name and complete mailing address of the person at the university who will act as a second contact for correspondence concerning this application.

Name: _____

Address and Telephone number _____

Email: _____

Please note that each institution may nominate **ONE CANDIDATE** and that the application must be duly endorsed by the nominator and the Director of the Awards/Financial Aid Office.

(Date) (Signature of Director of the Awards/Financial Aid Office)

(Name, Title, telephone, fax number and email address of nominating official (PLEASE PRINT))

N.B. - Nomination form may be given directly to the applicant or sent to the AUCC **NO LATER THAN DECEMBER 15, 2011** to the:

Higher Education Scholarships
Association of Universities and Colleges of Canada (AUCC)
600 - 350 Albert Street
Ottawa, Ontario K1R 1B1

LETTER OF REFERENCE - GUIDELINES

You have been asked to write a letter of reference on behalf of a student applying for the Queen Elizabeth II Silver Jubilee Endowment Fund for Study in a Second Official Language Award Program. The applicant has been asked to submit two letters of reference written by individuals in support of their academic achievement and volunteer/community service and/or extracurricular activities (i.e. professor, volunteer supervisor). The reference cannot be related to the applicant. To assist you in the preparation of this letter, please refer to the instructions and information below.

Academic reference letters

If you are providing an academic reference, please state the length of time and the capacity in which you know the applicant. Your letter of reference should also concentrate on the potential the applicant has to excel in postsecondary studies.

Volunteer/community service and/or extracurricular activities reference letters

If you are providing a volunteer/community service and/or extracurricular activities reference letter, please state the length of time and the capacity in which you know the applicant. Describe their role, their activities and their accomplishments and how their service has impacted the organization or community. In addition, please indicate if the applicant demonstrated exceptional leadership, extraordinary effort and ability to overcome adversity.

The letter should be given directly to the applicant so that it may be included with their application. **Please ensure that the letter is typewritten on letterhead, signed and includes your contact information.** The student would appreciate a prompt response as the deadline for application is **December 15, 2011.**

Thank you very much for taking the time to support a Queen Elizabeth II Silver Jubilee Endowment Fund for Study in a Second Official Language candidate and contributing to a fair selection process.