

**QUEEN ELIZABETH II SILVER JUBILEE ENDOWMENT FUND  
FOR STUDY IN A SECOND OFFICIAL LANGUAGE AWARD  
PROGRAM GUIDELINES  
2012-2013**

**1- OBJECTIVE**

To encourage young Canadians who wish to improve their proficiency in their second official language to pursue studies, on a full-time basis, at a university which functions in the other official language and in a milieu in which that language predominates.

**2- NUMBER OF AWARDS**

- Up to three (3) awards at the bachelor degree level.

**3- VALUE AND DURATION OF THE AWARDS**

- \$7,000 CAD tenable for one year.
- Transportation expenses for one return trip (economy) between the recipient's place of residence and the university to be attended.
- A letter of congratulations signed by the Minister of Canadian Heritage.

**4- TYPE OF AWARD**

- Applicable towards full-time studies for applicants currently enrolled in the **second** or **third** year of their first bachelor degree program. Candidates attending an institution in Quebec can be enrolled in the first year of their first bachelor degree program.

**5- REQUIREMENTS FOR ELIGIBILITY**

**a) Applicant**

Eligible applicants must be:

- Canadian citizens or permanent residents of Canada.

**b) Academic**

Eligible applicants must have:

- sufficient ability in their second official language to pursue their studies in that language.

**d) Documents**

Eligible applicants must provide:

- an official transcript of all 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:

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

- one page (maximum 250 words) describing their volunteer/community involvement and/or extracurricular activities;

- two signed reference letters with the references' original signatures (one from a teacher and one from a person familiar with their volunteer/community involvement and/or extracurricular activities);
- the plan of study;
- the nomination form.

#### 6- FIELD OF STUDY / PROGRAM REQUIREMENTS

- All disciplines, except translation.

#### 7- ELIGIBLE INSTITUTIONS

- At any Canadian university which is a member, or affiliated to a member of the Association of Universities and Colleges of Canada (AUCC) and which offers instruction in the student's second official language.

#### 8- CONDITIONS / RESTRICTIONS

- a) Courses must be undertaken on the campus of a Canadian university which is a member, or affiliated to a member of the Association of Universities and Colleges of Canada (AUCC).
- b) Candidates are responsible for gaining admission to the institution they plan to attend.
- c) A recipient may not concurrently hold any other major award in excess of \$6,000.
- d) Each member institution of the AUCC may nominate **only one candidate** and the application must be duly endorsed by that institution.
- d) Each university will set its own internal policies and procedures concerning the selection of its nominee.

#### 9- SELECTION OF AWARD WINNERS

- a) Selection of winners is made by a committee of Canadian university and college representatives chosen by the Association of Universities and Colleges of Canada (AUCC).
- b) Evaluation criteria:
  - Academic performance;
  - Volunteer/community involvement and/or extracurricular activities;
  - Quality of the reference letters;
  - Motivation and adaptability;
  - Quality of the plan of study.
- c) Preference will be given to candidates who wish to study at another educational institution, in a milieu in which their second official language is predominant.
- d) Selection Committee's decision is irrevocable.
- e) Canadian Heritage exercises no influence in the selection of the award recipients in the adjudication process but retains the right to approve the candidates selected.

#### 10- RESPONSIBILITIES OF AWARD RECIPIENTS

- Return the signed *Award Acceptance Form* provided by the AUCC.
- Send proof of registration from the educational institution you will be attending.
- A proof of status, if you are a permanent resident in Canada.
- Use the award in the academic year for which it is awarded.

#### 11- PAYMENT

- AUCC will forward payment of the award to the educational institution on behalf of Canadian Heritage.

- It is the student's responsibility to ensure that payment of tuition fees is made within the defined timeframe set by the educational institution regardless of the timing of the award payment.
- Payment by the institution to the student will be made in accordance with the normal practice of the educational institution.

## 12- AWARD ADMINISTRATOR

The Association of Universities and Colleges of Canada (AUCC) administers the award program on behalf of Canadian Heritage. AUCC's mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries. AUCC is associated with leading firms in nearly every sector of the economy through its provision of scholarship services and management of more than 160 different scholarships programs on behalf of corporations, government agencies and private foundations throughout North America. For additional information, please visit [www.aucc.ca](http://www.aucc.ca).

## 13- APPLICATION PROCEDURES

- Postmarked paper application 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.
- Further information and an application form may be requested directly from the AUCC at the address noted below, from AUCC's website at [www.aucc.ca](http://www.aucc.ca) or from the applicant's university Awards/Financial Aid Office. Please refer to the Queen Elizabeth II Silver Jubilee Endowment Fund for Study in a Second Official Language Award.

Mail to:

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, Ontario K1R 1B1

Telephone: (613) 563-1236

Facsimile: (613) 563-9745

E-mail: [awards@aucc.ca](mailto:awards@aucc.ca)

Internet: [www.aucc.ca](http://www.aucc.ca)

## 14- CONTINUATION

Canadian Heritage retains the right to change and/or end the sponsorship of the award plan without notice.