2017 Co-operative Housing Association of Eastern Ontario (CHASEO) Diversity Scholarship Application

Deadline: Thursday March 31, 2017 at 4:00 p.m.

311-225 Metcalfe Street, Ottawa, ON K2P 1P9
E-mail: lpepper@chaseo.coop
Website: www.chaseo.coop
Phone: (613) 230-2201 ext 242

CHASEO recognizes that the strength of our membership is reflected in the many cultures and identities represented within our co-ops. CHASEO encourages applications from these diverse communities.

Our Goal

The purpose of the CHASEO Diversity Scholarship is to recognize people living in co-ops who are actively promoting diversity through work within their community. We want to help them with their post-secondary education by providing them with award money, credit counseling and employment services.

The Scholarship

You could be eligible for a scholarship if you are going to attend a publicly funded Canadian college, university or approved apprenticeship-training program. We offer scholarships for students who are just graduating from high school, or are enrolled in a post-secondary program or are returning to school after a break to complete an undergraduate program.

Here is how the scholarship is distributed, if you are entering your first year:

	First year	Second year	Third year	Fourth year
Four year program	$2,000	$1,000	$1,000	$1,000
Three year program	$2,000	$1,000	$1,000	N/A
Two year program	$2,000	$1,000	N/A	N/A

If you are already attending college or university:

The scholarship is pro-rated for your undergraduate program. For example, someone part way through a program would be funded for the remaining years of that program.

Students will have to show us:

- they are already registered full time
- a transcript, showing passing marks for the program
- accounts with the college or university are up to date

Starting in second year, several colleges and universities provide additional money to CHASEO Diversity Scholarship winners. These scholarships average $3,000 per student. (**Please note**: Some conditions apply. Recipients' average must meet standard requirements.)

Eligibility

Applicants Must:

- Live in a CHASEO member co-op.
- Plan to attend a recognized, publicly funded, Canadian, post-secondary education institution - community college, university or approved apprenticeship-training program on a full-time basis in the 2017/2017 academic year.
- Have used their knowledge and understanding of diversity to make a positive contribution to their school and/or local community.
- Have demonstrated a financial need.

Before completing this application, please contact Co-operative Housing Association of Eastern Ontario (CHASEO) to make sure you are eligible.
613-230-2201 ext. 242
lpepper@chaseo.coop

Important information

- Fill out the application clearly.
- Your essay should be in Word format.
- Gather all required documents from their sources ahead of time.

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Part A: Contact Information

First Name	
Last Name	
Date of Birth	Year Month Day
Phone Number	
Email Address	
Name of the CHASEO member co-op you live in. *Please note: The co-op must be a member of the Co-operative Housing Association of Eastern Ontario (CHASEO)*	
Home Street Address	
City	
Postal Code	

Secondary Contact Information

First Name	
Last Name	
Relationship	
Phone Number	
Email Address	
Home Street Address	
City	
Postal Code	

Education / Work

In September 2017, what year of college, university, or an apprenticeship program will you be enrolled in?	
Post-secondary institution you plan to attend	
If you are already in a college or a university program, please provide your student number.	
What program are you enrolled in or plan to enroll in?	
What is the name of the high school you are graduating or have graduated from?	
In which year will you graduate or did you graduate?	

Part B: Volunteer Activities

We will ask you to provide some information on three volunteer activities you have participated in that promote diversity.

Volunteer Activity #1

Name of the Organization	
What was your role there?	
Start Date	
End Date	
Hours per week	
Please describe this volunteer activity and your responsibilities:	

Volunteer Activity #2

Name of the Organization	
What was your role there?	
Start Date	
End Date	
Hours per week	
Please describe this volunteer activity and your responsibilities:	

Volunteer Activity #3

Name of the Organization	
What was your role there?	
Start Date	
End Date	
Hours per week	
Please describe this volunteer activity and your responsibilities:	

Part C: Essay

Please write below a short essay (500 words) on the following subject:
"How has your community involvement promoted diversity?"

Part D: Financial Situation

Please fill in the chart below with approximate amounts. Include all of your expenses and income sources for the upcoming academic year, not including the diversity scholarship. Please remember, you are calculating for the ***entire year*** *and not just the school year. Misrepresentation of your financial situation will result in your application being disqualified.*

Expenses:

Housing	$
Travel (car, public transit)	$
Tuition and fees	$
Books and supplies	$
Personal expenses (personal care items, etc.)	$
Other (please specify)	$
Total Expenses	$

Income:

Personal Savings	$
Student loans or grants	$
Awards and bursaries	$
Family contribution	$
Employment income	$
Other (please specify)	$
Total Income	$

Part E: References

Please provide two written reference letters. The letters should be no longer than two pages in length and single-spaced.

If you are graduating from high school, one letter must be from a teacher, guidance counselor or administrator from your school and on school letterhead.
If you are part way through your college or university program, one letter should be on letterhead from one of your instructors or professors.
If you are returning to school after an interruption, your letters could be from your co-op coordinator, or an employer.

Both letters should illustrate your character, community contributions and the likelihood of your future academic success.

Part F: Transcript

Please attach your transcript as a scanned document.

Part F: Consent and Declaration

I certify that the above information is accurate and complete. I understand that any false or incomplete information may cancel my application.

I, _____ agree that:

1. Scholarship decisions may only be made by the Co-operative Housing Association of Eastern Ontario (CHASEO) and that these decisions are final.
2. Scholarship funds will only be granted to me if I am enrolled full-time, in a publicly funded Canadian college or university or approved apprenticeship-training program for the upcoming academic year.
3. If I am successful, my name and photograph will be published.
4. I will participate in CHASEO functions, if attendance is requested.

_____	_____
Applicant's name (please print)	**Applicant's signature**
_____	_____
Parent/guardian's signature (If under 18 years old)	**Date**

Keep In Mind…

Applications must be received at our office by **Thursday, March 31, 2017 at 4:00 p.m..**

1. You may email your application to us, mail it, or drop it off in person, as long as we have your completed application and all supporting documents by the deadline.

2. You may be asked to come in for an interview a few weeks after the deadline.

3. Upon proof of enrollment, we will forward the scholarship funds to the successful recipient.

4. Please double check the tuition payment deadline dates for the school you plan to attend.

☒ Checklist:

	I have checked to make sure I have filled out the application form completely.
	I have signed and dated the application.
	I have enclosed an up-to-date academic **transcript**.
	I have provided **2 reference letters**, one from my school on letterhead.

Your application must be received at our office by <u>March 31, 2017, 4:00 p.m.</u>

We will not process any incomplete or late applications.

Submit your application by mail or in person:

Co-operative Housing Association of Eastern Ontario (CHASEO)
311-225 Metcalfe Street
Ottawa, ON
K2P 1P9

Or by email:

lpepper@chaseo.coop

CHASEO
DIVERSITY
SCHOLARSHIP

The Diversity Scholarship program is a joint project of Co-operative Housing Association of Eastern Ontario (CHASEO) and the Co-operative Housing Federation of Toronto Charitable Fund.