

Pacific Leaders

Scholarship for Children of Public Servants



Where ideas work

Application Guidelines

The B.C. government is offering up to 60 scholarships of \$2,500 each to children of B.C. public servants who are studying full time at a designated post-secondary institution in B.C.

These guidelines will assist you in completing the application package. They will also help you assess whether or not you and a parent meet the eligibility criteria.

Eligible Applicants

You are eligible to apply if:

1. At least one parent¹ is a full-time or part-time regular employee and has worked continuously for the past three years in the B.C. Public Service as of April 30th of the application year. In order to qualify as a B.C. Public Servant, the ministry at which the parent is employed must be recognized under the B.C. Public Service Act. As well employees of the Public Affairs Bureau are deemed eligible. Casual or auxiliary employees are not eligible; also the program does not cover the broader public sector, such as health and education, which have their own terms and conditions of employment.
2. You are under the age of 25 as of April 30th of the year in which you are applying.
3. Your academic average is a B or above for high school and any post-secondary education.
4. You have been accepted or conditionally accepted for admission as a full-time student at a B.C. designated post-secondary institution pursuing trade training, technical or vocational training, or a bachelor's degree.
5. You are registered in full-time studies in the program stated in a designated post-secondary institution in B.C.

Students are only eligible to receive this scholarship once in their lifetime. If public servants have more than one child, each of their children under the age of 25 are eligible. If you have any questions about your eligibility to apply for a Pacific Leaders Scholarship for Children of Public Servants please contact the StudentAid BC office.

Pacific Leaders Scholarship for Children of Public Servants applications must be received at StudentAid BC, as a **complete package** before the deadline date. No exceptions will be made.

750 Word Essay

Students are required to submit an essay of 750 words or less explaining the value of public servants within the B.C. provincial government. The essay should demonstrate that the applicant understands the B.C. Public Service and relevancy to the Provincial Government.

Official High School and Post Secondary Transcripts

You are required to submit official transcripts of all your high school and post-secondary studies to date, in British Columbia and elsewhere, along with your application. Official post-secondary transcripts should be readily available through the registrar's office of your institution. A copy of your official high school transcripts can be obtained either at your high school or by contacting the Ministry of Education.

Reference Letters

Attached to the application are two Letter of Reference forms. You will need to provide this form to each of your referees. You may also wish to direct your referees to the Pacific Leaders website: <http://www.pacificleaders.gov.bc.ca>. This will give your referees a better idea of the principles behind the scholarship you are applying for, and help them to write a letter that is appropriate and relevant.

When choosing your referees, approach someone who can comment on your character or provide confirmation of your demonstrated communication skills. Also the referee must have known you personally for the last two years.

Additional information for your referees is included on the Letter of Reference form. Reference letters must be confidential. Ask your referee to return the reference letter and completed form to you in a sealed envelope, signed across the seal. Then submit the two sealed envelopes along with your completed application package to our office before the deadline.

Communication Skills

Many different types of projects or presentations may be considered as communication skills. The selection committee will only accept paper documents with brief summaries listing 5 activities you have completed. Examples of projects and presentations that can be used to demonstrate communication skills could range from, school projects to presentations. In other cases, involvement in sports, such as coaching, may also be relevant. When selecting activities to demonstrate your communication skills, it will be helpful to choose referees that will be able to confirm your participation in those activities..

Award Process

An internal selection process will take place once all applications are received. The scholarship committee will review all eligible applications and determine which applicants will be awarded. A letter will then be sent notifying you of the outcome of your application.

SECTION 1 – Applicant Information

(01) Last Name		(05) Social Insurance Number	
<input type="text"/>		<input type="text"/>	
(02) First Name		(06) Personal Education Number	
<input type="text"/>		<input type="text"/>	
(03) Middle Name(s)	(04) Gender	(08) Date of Birth (year/month/day)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
(07) Mailing Address (apartment number, street address, or post office box number)		(10) Province	(11) Postal Code
<input type="text"/>		<input type="text"/>	<input type="text"/>
(09) City/Town			
<input type="text"/>			
(12) Telephone Number		(13) E-mail Address	
<input type="text"/>		<input type="text"/>	
(14) Post Secondary Institution	(15) Start Date (year/month/day)	(16) End Date (year/month/day)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
(17) Program of Study		(18) Credential Obtained/Obtaining	
<input type="text"/>		<input type="text"/>	

SECTION 2 – Parent¹ information

(01) Last Name	(03) Employee ID	(04) Department ID/Paylist Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
(02) First Name	(05) Continuous employment with B.C. government for the last 3 years?		
<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
(06) Mailing Address (apartment number, street address, or post office box number)			
<input type="text"/>			
(07) City/Town	(08) Province	(09) Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
(10) Telephone Number	(11) E-mail Address		
<input type="text"/>	<input type="text"/>		
(12) Ministry			
<input type="text"/>			
(13) Branch	(14) Job Title		
<input type="text"/>	<input type="text"/>		

¹Parent

For the purpose of this scholarship, parent includes a natural parent, step-parent, sponsor and legal guardian as per StudentAid BC.

**For a list of frequently asked questions, please refer to our website:
<http://www.pacificleaders.gov.bc.ca/faqs.htm>**

SECTION 3 – Educational information

Names of all high school and post-secondary educational institutions you are presently attending or have attended. Official transcripts (not photocopies) from each institution must be sealed in a separate envelope by the institution providing them and enclosed with your application package.

School Name	Level of Completion	Start Date	End Date

SECTION 4 – Declaration (must be completed in ink)

I understand that by signing below it means:

I wish to be considered for the Pacific Leaders Scholarship for Children of Public Servants, and my signature means that all of the information provided in this application is complete, correct and accurate in every detail.

I understand that withholding relevant data or providing false or misleading data in this application or otherwise in support of this application shall be grounds for the Government of British Columbia to revoke my eligibility for this program.

I understand that all information provided in this application is subject to audit and verification.

For the purpose of verifying and/or investigating information pertaining to this application, and related documents, I consent to the exchange of information between the Ministry of Advanced Education (or its agent) and the following agencies: educational institutions and their financial aid offices; and provincial and municipal ministries, departments and agencies.

I agree to allow my name, photograph, essay and study plans to be released publicly if I receive a scholarship.

The information included in this form is collected under the authority of StudentAid BC, Order in Council #1038/84. Applications will be received and held in confidence subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

Signature of Applicant	Print Name	Date Sign (year/month/day) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Contact Information

Mailing address

Pacific Leaders Scholarship
Children of Public Servants
c/o Special Programs Unit
StudentAid BC
Ministry of Advanced Education
PO Box 9173, Stn Prov Govt
Victoria B.C. V8W 9H7

Courier address

Pacific Leaders Scholarship
Children of Public Servants
c/o Special Programs Unit
StudentAid BC
Ministry of Advanced Education
3 -1106 Cook St
Victoria B.C. V8V 3Z9

Phone

Victoria:
250 387-6100
Lower Mainland:
604 660-2610
Toll-free in Canada
1-800-561-1818



Letter of Reference Form

Applicant information

Form with fields for First Name, Last Name, Mailing Address, City/Town, Province, Postal Code, Telephone Number, and E-mail Address.

Instructions

Provide a copy of this form to each of your two referees. Please ask your referee to return the letter to you in a separate, sealed envelope, with their signature on the sealed flap. Please make sure that you have time to gather all application materials by the deadline.

You may also wish to provide your referees with a copy of your resume, and a copy of criteria for this application. This will provide them with a better idea of the principles behind the scholarship, and help them write a letter appropriate to those principles.

The selection committee relies on the recommendations and information in your letters of reference. These letters must be from people who can comment on your character and have known you for the last two years. The reference letters can include the following information:

- 1. How long the referee has known you, and in what capacity.
2. Any of your volunteer experience and community service demonstrating citizenship.
3. Provide confirmation of your demonstrated communication skills.
4. Any activities and involvement in your school.
5. A description of your character, from the referee's perspective.
6. Any other special circumstances or achievements the referee thinks the selection committee should consider.

Referee information

Form with fields for First Name, Last Name, Mailing Address, City/Town, Province, Postal Code, Telephone Number, and E-mail Address.