

A graphic with a light blue background featuring a large circular stamp that reads 'PASSPORT TO SUCCESS' around a globe. Several smaller, faded passport-style stamps are scattered around, including one from 'IMMIGRATION OFFICER' dated '15 APR 2013' and others with dates like '15 APR 2008' and '25 MAR 2012'.

**Demonstrates financial need**

**Steady work history**

**Enrolled in a certificate or diploma program**

**Parent or guardian of dependent child(ren)**

**4 FULL SCHOLARSHIPS AVAILABLE**  
**Apply Early! First come, first served!**

**First Selection Deadline: July 7th**

Applications after this date will be accepted, but may not be considered if funds have been allocated for the year.

## DESCRIPTION

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The Passport to Success Scholarship program provides full or partial scholarships for low-income single parents. The scholarship offers up to two years of essential financial and social supports to enable academically ready students who, as single parents with a steady work history in low-paying jobs, would otherwise not be able to access a college education. With a skills-related college certificate or diploma as their passport to success, these students will be prepared for employment that offers a living wage, career opportunities, and a better life for their families.

The program includes a formal application process and regular ongoing meetings and reports with the Financial Aid Team. Scholarship recipients will be expected to attend class regularly, maintain a passing grade in all courses, and attend success workshops as determined by the Financial Aid Team.

Scholarships are awarded on a first-come, first-served basis. Scholarship amounts are determined on a case-by-case basis. The long-term goals of the Donor Group are that recipients of this scholarship will experience greater earning power and job satisfaction. It is anticipated that spillover benefits will include improved family life, more vibrant community life, and greater hope for recipient family members and their descendants.

Recipients will also receive job search supports when the program of studies is completed.

## CRITERIA FOR ELIGIBILITY

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**This document must be read before signing the application form.**

### **WILLINGESS TO PARTNER**

- A. Participants will meet the criteria for eligibility and maintain all criteria for the duration of the scholarship term.
- B. Participants will indicate a willingness to contribute to the Passport to Success Scholarship Project by meeting the volunteer and/or paid work requirement as per his/her financial status as well as age and number of children. These volunteer and work requirements will be negotiated between the participant and the Selection Committee.

### **ABILITY TO ACHIEVE**

- A. Applicants will indicate, in writing, a realistic, attainable, career goal and how it is expected that this goal may be achieved within the guidelines of the Passport to Success Scholarship Project. Applicants are also required to perform a complete career search, and will provide documentation showing prospective employability, wage scales, job locations and other relevant data. Documentation may consist of help wanted ads, occupational profiles, interviews with employers in the field, and other similar types of information. The field of work should match the program of studies, personal interests and abilities.
- B. Applicants will provide the Selection Committee with academic documentation indicating an ability to achieve academically in the identified career goal within two years of entering the Project.
- C. Documentation\* may be in the following forms:
  - Letters of reference from qualified educators
  - Recommendations from former or current employers
  - Portfolios
- D. Individuals who are currently in an Academic Upgrading program and who have met all other requirements, including a previous steady work history, will also be considered.

## CRITERIA FOR ELIGIBILITY (CONTINUED)

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### ELIGIBLE PROGRAMS

A. Programs of study from which applicants may choose include skills-related, short-term certificate and diploma programs which may be completed in one or two years.

B. In some instances, applicants may supplement certificate training with relevant university credit courses, when the applicant can show that supplemental courses

- Complement the program of studies
- May be completed within the time frame restrictions of the Passport to Success Scholarship Project

C. The Passport to Success Scholarship Project is not intended to assist individuals to begin or complete a university or college degree.

### SUBJECTIVE LIFESTYLE CRITERIA

A. It must be the opinion of the Selection Committee that the applicant's life is in a stable enough condition for reasonable chance of success in the Project. This will be determined through personal interviews, 2 letters of personal reference (names chosen by Selection Committee from the references provided on the application form), and the academic documentation.

- Should an applicant's references prove the applicant to be unstable in lifestyle (frequent changes in partners, frequent moves, current addictions, current erratic or violent behaviours, participation in illegal or unethical acts, etc.), the Selection Committee may choose to schedule a second interview, or to reject the application.
- Should an applicant show a current and persistent addiction to an illegal substance, non-prescription drugs, or alcohol, the Selection Committee will reject the application.

B. Participants must supply the Selection Committee with complete information in the application form, as well as all required supporting documentation. A statement verifying that all information included in the application is true is included in the application.

C. Applicants must not be currently abusing chemical substances such as non-prescription/illegal drugs or alcohol, nor should the applicant have a recent history of chemical dependency.

D. Applicants must have a resume which shows either 1 or both from the following:

- A position was held within the same company for at least a full year prior to application to the Passport to Success Scholarship Project and there is no evidence of job-hopping, or,
- If jobs were found and left frequently, it must be due to work cycles (e.g. road construction in summer months only), or to corporate downsizing and restructuring (eg. The retail industry has regularly and predictably downsized over the past 5 years, leaving minimum wage employees collecting employment insurance and with no significant earning power), or to other reasons which are outside of the applicant's control and are deemed acceptable and reasonable by the Selection Committee.

### READINESS TO PARTICIPATE

A. Participants will indicate to the Selection Committee's satisfaction a strong desire to improve their life and move beyond a job paying minimum wage.

B. Participants will indicate a willingness to relocate following retraining if work options are severely restricted in the present location.

C. Participants will supply, in writing, a brief summary of their interest in the Passport to Success Project and a rationale for being accepted into the project.

### REPORTING

All participants will be required to submit a Participant Monthly Report on the 20th of each month in order to receive the next months scholarship cheque. A report indicating poor grades, attendance and workshop participation will be investigated. Continuous poor reports (2 or 3 consecutively) will result in the participant being discontinued from the scholarship program.

## CRITERIA FOR ELIGIBILITY (CONTINUED)

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### TERMS OF ACCEPTANCE

A. Acceptance into the program is provided on a first-come, first-served basis to those who are eligible. New applicants for each fiscal period will be accepted into school training programs until the scholarship dollars for that fiscal period are depleted.

B. After providing all necessary documentation, participating in required interviews and reading the Project Description, Criteria for Eligibility and Terms for Maintaining Scholarship, participants will sign an agreement indicating a willingness to abide by the requirements for the scholarship program.

C. Participants approved for one year of scholarship who wish to switch to a two-year program following successful completion of the first year, are required to re-apply. Re-entrance into the Scholarship Project will again be on a first-come, first-served basis for those who are eligible. If it is the belief of the Selection Committee that the individual's earning power is already sufficiently increased, the application will be denied. If, however, another year of studies would be of great benefit to the student, the application will be considered.

D. Applicants failing to abide by the Terms for Maintaining Scholarship will be discontinued from the scholarship project. The applicant's continuation in school programs as a fee payer will depend on host institutional policies and student's ability to pay.

### INELIGIBLE APPLICANTS

The following describes ineligible applicants:

A. Applicants who do not meet the criteria as outlined by the Project.

B. Single or married individuals without children, or with independent children.

C. Individuals who could otherwise finance their schooling (e.g. large inheritances) without undue hardship.

D. Individuals with excessive debt, savings or other undue assets or liabilities.

E. Individuals with adequate post-secondary education.

F. Individuals in receipt of income that is well above minimum wage from a spouse, common-law spouse or other member of the family unit.

### CHEMICAL DEPENDENCY/SUBSTANCE ABUSE

Should an applicant show a current and persistent addiction to an illegal substance, non-prescription drugs, or alcohol, the Selection Committee will reject the application. Should a participant already receiving scholarship monies develop an addiction to an illegal substance, non-prescription drugs, or alcohol, the scholarship will be immediately discontinued.

## TERMS FOR MAINTAINING SCHOLARSHIP

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### ACADEMIC PROGRESS

Participants will maintain a passing grade in all courses. Progress will be closely monitored by Financial Aid Team. In unusual circumstances, participants may repeat a course if the instructor indicates that the ability exists to pass and achieve success the second time, and reasons for a failing grade are reasonable.

### REGULAR ATTENDANCE IN SCHOOL

Participants will attend classes regularly. Attendance will be closely monitored by Financial Aid Team.

### FALSIFICATION OF STATEMENTS AND DOCUMENTS

If it is found at any time during the application process or the scholarship period that an applicant/participant has falsified documents, made false statements, or in any other way intentionally misrepresented himself/herself for the purpose of receiving scholarship monies, the scholarship will be immediately discontinued.

# CHECKLIST FOR APPLICANTS

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If you are preparing to apply for the Passport to Success Scholarship, use this sheet as a checklist to ensure you complete all required elements of the application process.

**I have read the following documents:**

- Project Description
- Criteria for Eligibility
- Terms for Maintaining Scholarship

**I have collected the following required documentation:**

- Application form
- A photocopy of last year's income tax return
- A copy of my resume
- Three personal references
- Career search documentation
- Applied to GPRC and received admission
- Copy of all utility bills
- Copy of rental agreement
- Career goal statement
- Brief summary of interest in program and rationale for being accepted



**PASSPORT TO SUCCESS**  
**SCHOLARSHIP APPLICATION**  
**2017-2018 Academic Year**

- Please review the **Passport to Success** information
- All questions must be completed or marked “not applicable”
- Application must be signed or they will not be considered
- Please be sure to attach any required information

Full Name		
Social Insurance No.	Student ID No.	Date of Birth
Current Address		
Phone Number	Program of Enrollment/Interest	
PERSONAL INFORMATION		
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Widowed		
Number of dependents living in your household ( <i>attach additional document if necessary</i> )		
Name _____ Age ____ Gender _____ Relationship to Applicant _____		
Name _____ Age ____ Gender _____ Relationship to Applicant _____		
Name _____ Age ____ Gender _____ Relationship to Applicant _____		
Name _____ Age ____ Gender _____ Relationship to Applicant _____		
Do any household member(s) have specialized needs (i.e. high medication costs, special diet) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
Do you anticipate family size change(s) in the near future (i.e. more children, aging parents)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
Do you currently have a chemical dependency, such as an addiction to non-prescription or illegal drugs, or alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any health problems that may affect your ability to fully participate in training or employment? If yes, have they affected employment or schooling in the past?		

**FINANCIAL INFORMATION**

Assets

Vehicle(s) (Year/Make/Model) \_\_\_\_\_ Current Value \_\_\_\_\_ Amount Owing \_\_\_\_\_

Year/Make/Model \_\_\_\_\_ Current Value \_\_\_\_\_ Amount Owing \_\_\_\_\_

House/Property (Current Value) \_\_\_\_\_ Amount Owing \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Investments (Total Value): \_\_\_\_\_ Type-RRSP's, Bonds, GIC, Savings: \_\_\_\_\_

**FINANCIAL INFORMATION**

Monthly Income		Monthly Expenses	
Employment	\$ _____	Rent/Mortgage	\$ _____
Child Tax	\$ _____	Utilities	\$ _____
Child/Spousal Support	\$ _____	Phone	\$ _____
Other Income	\$ _____	Insurance/Taxes	\$ _____
		Food	\$ _____
		Transportation	\$ _____
		Child Care	\$ _____
		Credit Card	\$ _____

List any projected major expenses within the next year or two (example: replacement vehicle, dental work, home repair, etc.)

Item \_\_\_\_\_ Projected Cost \_\_\_\_\_

Have you ever declared bankruptcy?  Yes  No  
If yes, please explain:

What is your primary source of transportation?

In what type of housing do you now live?  Apartment  Single Family House  Duplex  Other

**EMPLOYMENT HISTORY**

Please list your employment record for the last 5 years.

Employer	City	Type of Work	Hourly Wage	Dates	Reason for Leaving

If there is a gap in your record, please explain:

REFERENCES	
Please list three (3) personal references (i.e. minister, social worker, teacher or employer) We will be contacting them for letters of reference or personal interviews. Do not include family members.	
Name	Phone No.
Relationship to you	
Name	Phone No.
Relationship to you	
Name	Phone No.
Relationship to you	

**Please attach a copy of your resume, outlining your work history, volunteer activities and personal interests.**

The personal information collected on this form is collected under the authority of the College Act, the Freedom of Information and Protection of Privacy Act, the Statistics Act (Canada) and the Taxation Act (Canada). The information will be protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this personal information, please contact the Grande Prairie Regional College Student Services, 10726-106th Avenue, Grande Prairie, AB T8V 4C4. Telephone (780) 539-2845.

I acknowledge that the information provided will be used to create records for the purpose of determining eligibility for scholarships. I understand that awards are taxable and that a T4A will be issued accordingly.

I hereby verify that all the information provided in this application is true. I have read and understood the Passport to Success Scholarship Project Criteria for Eligibility and Terms for Maintaining Scholarship.

I understand that, if selected for the Project, I agree to abide by all set requirements, and if I do not, I will be immediately discontinued from the Scholarship Project.

I understand that if I have in any way falsified documents or otherwise misrepresented myself for the purpose of receiving scholarship monies, I will be immediately discontinued from the Scholarship Project.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please staple your resume and any other forms you are providing to your completed application form.*





# PASSPORT TO SUCCESS



**Grande Prairie Regional College**

Financial Aid

10726 106th Avenue

Grande Prairie, AB T8V 4C4

Phone: 780-539-2845

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Email: [financialaid@gprc.ab.ca](mailto:financialaid@gprc.ab.ca)

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