

The May Court Club of Ottawa

SUSAN ANDERSON MEMORIAL SCHOLARSHIP

Master's Program in Information Studies At the University of Ottawa

APPLICATION FORM

All correspondence to be sent to:

The Chair, Scholarship Committee

The May Court Club of Ottawa
114A Cameron Avenue
Ottawa, Ontario K1S 0X1

Application Deadline: May 24, 2019 at 12:00 noon

Phone: (613) 733-4681

www.maycourt.org

Fax: (613)733-5197

e-mail: secretary@maycourt.org

TERMS OF REFERENCE

Name of Scholarship:

THE MAY COURT CLUB OF OTTAWA SUSAN ANDERSON MEMORIAL SCHOLARSHIP

Purpose of Fund:

To award one scholarship to a deserving individual pursuing the Master's Program in Information Studies at the University of Ottawa.

Value of Award: \$5,000.00 (non renewable)

Frequency of Award: Annual

Eligibility Criteria:

- Proof of acceptance in the Master's Program in Information Studies at the University of Ottawa
- Proof of Canadian Citizenship
- Evidence of volunteerism/community service
- Two letters of reference – see instruction #1 (page 3)

Application Procedure:

All completed application forms must be sent to:

Chair of the Scholarship Committee
The May Court Club of Ottawa,
114A Cameron Avenue, Ottawa, ON K1S 0X1

The May Court Club of Ottawa Board of Directors' decision is final.

Deadline for Application: **May 24, 2019 no later than 12:00 noon**
Received at the May Court Office at the above address

No application will be accepted after the posted deadline regardless of the post mark date.

THE MAY COURT CLUB OF OTTAWA Scholarship Application

INSTRUCTIONS AND CONDITIONS

1. References from two referees are required describing the candidate's activities and time commitment. One letter should focus on volunteerism and community service and the second letter should focus on work experience. The letters of reference should accompany the application. Each letter of reference must be in a sealed envelope with the signature of the referee across the flap and received by the deadline.
2. The Committee assumes no responsibility for making inquiries beyond the papers submitted. All documentation must be included in the application package. Award of the Scholarship will be based on volunteerism, academic achievement, goals and personal qualities. The scholarship is not renewable. The acceptance of the scholarship implies an obligation on the part of the successful candidate to devote himself/herself to study or research as outlined in his/her application. The recipient is required to write a letter of acceptance of the Scholarship within two weeks of receiving official notification by mail from the May Court Club of Ottawa. Proof of registration into the proposed program of study must be received before the first Scholarship payment is released.
3. At the end of the first semester, the recipient of the May Court Club of Ottawa Scholarship is required to submit to the Chair of the Scholarship Committee the following:
 - a report of your work reflecting the goals outlined in your letter of intent.
 - a testimonial from the recipient of no more than 50 words on how this scholarship has benefited you for publication on the May Court Club's website and newsletter.
 - an academic supervisor/professor's statement of the student's progress and quality of work.
4. The scholarship is payable in two equal installments. CRA requires a T4A to be issued for each payment. The first installment is payable in **September, 2019**. The second installment is payable in **February, 2020** upon receipt by the Chair of the Scholarship Committee of the recipient's report, the statement of satisfactory progress from the academic supervisor/professor and the recipient's testimonial.
5. The May Court Club of Ottawa should be recognized in the acknowledgments of any publications resulting from work done during the tenure of the award.
6. Applications and supporting papers will not be returned to the applicant and become the sole property of the May Court Club of Ottawa. Incomplete applications will be disqualified. **If there are no suitable applicants, the scholarship will not be awarded.**

**THE MAY COURT CLUB OF OTTAWA
SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

PLEASE PRINT

SURNAME: _____ **GIVEN NAMES:** _____

Other name(s) under which documents may be recorded _____

Present Address: _____
(City) (Prov.) (Postal Code)

Permanent Address: _____
(City) (Prov.) (Postal Code)

Contact Numbers:
Telephone #: (____) _____ Fax: (____) _____ E-Mail: _____

Degree and Field of proposed study or research

University: _____ Full-Time: Yes No

Date of start of program ____/____/____ Estimated date of completion ____/____/____
yy mm dd yy mm dd

How did you hear about this Scholarship? _____

List all post-secondary degrees/diplomas in chronological order:

Degree	Date	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dean/Director/Chair of Program:

Name: _____

Telephone: (____) _____ Position: _____ Faculty: _____

Address: _____ Postal Code: _____

Signature: _____ Date: _____

APPLICATION DEADLINE: May 24, 2019 (12:00 NOON)

**THE MAY COURT CLUB OF OTTAWA
SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

RELEASE FORM

I, _____ give permission to the Chair of the Scholarship Committee to contact any/all reference writers for further information.

I, _____ (if I am a recipient of the Scholarship) give permission to the Chair of the Scholarship Committee to publish my testimonial on the May Court Club's website and newsletter.

Signature: _____ Date Submitted: ___/___/___
yy mm dd

**THE MAY COURT CLUB OF OTTAWA
Susan Anderson Scholarship Application**

REQUIRED DOCUMENTATION

Letter of Intent

Should not exceed 500 words, word-processed or typed with the following information:

Your personal motivation for embarking on such work; and,
a description of your goals following completion of your program.

Résumé

Should include:

A brief summary of volunteerism, profession work experience, teaching, research, publications, administration and other professional activities.

Other Documentation

Must Include:

Letters of reference – two required – see instruction #1 (page 3).

Photocopy of letter of acceptance to your program.

Proof of Canadian Citizenship, for example: birth certificate/passport.

Signed Release Form (page 5)

Notice

Should you be a successful applicant we will require your Social Insurance Number prior to issuing the first installment.