

### Application guidelines

Read and follow these guidelines carefully.

Students are only eligible to receive this \$2,500 scholarship once in their lifetime. If public service employees have more than one child, each of their children under the age of 25 is eligible.

Scholarship applications must be received at StudentAid BC, as a **complete package** on or before **May 17, 2024**.

**Email submissions will not be accepted. No exceptions will be made.**

Failure to adhere to the guidelines provided will result in a deduction to the overall final score or the submission may be removed from consideration.

### Eligibility requirements

You are eligible to apply if you meet all of the following criteria:

- 1) You must have at least one parent who works full or part time as a **regular** employee of the BC Public Service, in an organization which is enabled under the Public Service Act and has done so for the last three years as of May 17, 2024. Casual or auxiliary employees are not eligible. This scholarship program does not cover the broader public sector including health authorities (VIHA), school districts, universities or crown corporations (CLBC, BC Hydro) or other municipal or federal governments (police).
- 2) You are under the age of 25 as of May 17, 2024.
- 3) Your academic average is a B or above for high school (Grades 10 to 12) and any post-secondary education.
- 4) You have been accepted or conditionally accepted for admission as a full-time student at a designated post secondary institution located in B.C. in a program leading to a certificate, diploma or undergraduate degree during the 2024/2025 program year (Masters and PhD programs are not eligible). Programs must be eligible for StudentAid BC funding.

Note: If you are planning to attend school outside of British Columbia, you are not eligible for this scholarship.

### Application requirements

- 1) Write an essay of no less than one page and no more than two (Times New Roman, 12 point font, double spaced) about your parent's BC Public Service employer, specifically the ministry or organization they work for, and how it contributes to or supports the lives of people living in British Columbia. You may consider discussing instances from your parent's work that show specific examples. You may also consider writing about the contributions of an organization other than the one where your parent works. If so, choose any ministry of interest.

Please note that crown corporations and the broader public service (schools, hospitals, police departments, etc.) are not eligible employers for this program and are not eligible as topics for your essay.

- 2) Submit official sealed transcripts from your high school (Grades 10 to 12) and post-secondary studies to-date in B.C. and elsewhere, along with your application. A copy of your high school transcripts can be obtained either from your high school or by contacting the Ministry of Education. Official post-secondary transcripts should be available through the registrar's office of your institution. If you are currently in Grade 12 you may provide unofficial transcripts.
- 3) Provide summaries of five different activities which clearly demonstrate your communication skills (a minimum of one paragraph of approximately 100 words each). Examples could include school projects or presentations. Additionally, involvement in sports such as coaching, or volunteering or community involvement may also be relevant. It will be helpful to choose references who will be able to confirm your participation in those activities.
- 4) Provide two reference letters. Ask each reference to complete a Letter of Reference form. When choosing your references, approach someone who can comment on your character and the breadth of your experience. The reference must have known you personally for at least one year (or one school year). References must indicate in their letter how long they have known you and in what capacity and must be from two different organizations (one from your high school teacher and one from a coach or employer). Direct family members and family friends cannot be used as references. Reference letters must be confidential. Ask your reference to return the reference letter and completed form to you in a **sealed envelope, signed across the seal**.

**Section 1: Applicant information**

Last name		Social Insurance Number (required)	
<input type="text"/>		<input type="text"/>	
First name		Date of birth (year/month/day)	
<input type="text"/>		<input type="text"/>	
Middle name(s)		Province	Postal code
<input type="text"/>		<input type="text"/>	<input type="text"/>
Mailing address (apartment number, street address or post office box number)			
<input type="text"/>			
City/Town			
<input type="text"/>			
Telephone number		Email address	
<input type="text"/>		<input type="text"/>	
Post-secondary school located in B.C. you are planning to attend in the 2024/2025 program year		Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)
<input type="text"/>		<input type="text"/>	<input type="text"/>
Program of study		Credential obtaining	
<input type="text"/>		<input type="text"/>	

**Section 2: Parent<sup>1</sup> information**

Parent last name		Employee ID (required)	
<input type="text"/>		<input type="text"/>	
Parent first name		Continuous employment as a regular employee with the BC Public Service for the last 3 years?	
<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No	
Home address (apartment number, street address or post office box number)			
<input type="text"/>			
City/Town		Province	Postal code
<input type="text"/>		<input type="text"/>	<input type="text"/>
Telephone number		Email address	
<input type="text"/>		<input type="text"/>	
Ministry/Public Service Act enabled organization			
<input type="text"/>			
Branch		Job title	
<input type="text"/>		<input type="text"/>	

<sup>1</sup> For the purpose of this scholarship, parent includes a natural parent, step-parent, sponsor and legal guardian as per StudentAid BC.

**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 or investigating information pertaining to this application and related documents, I consent to the exchange of information between the Ministry of Post-Secondary Education and Future Skills (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.

**Application Checklist:**

- o Submission of essay: Question 1
- o Submission of sealed transcripts
- o Summary of five activities
- o Submission of two references
- o Completed Sections 1 through 3 (Social Insurance Number required)
- o Sign below

I have reviewed this checklist and attest that my application is complete

Signature of applicant in ink Print name Date signed (year/month/day)  
**X** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**Contact information**

Mailing address	Courier address	Phone
Pacific Leaders Scholarships for Children of Public Servants	Pacific Leaders Scholarships for Children of Public Servants	Victoria: 250-387-6100
StudentAid BC - Ministry of Post-Secondary Education and Future Skills	StudentAid BC - Ministry of Post-Secondary Education and Future Skills	Toll-free in Canada/ USA 1-800-561-1818
PO Box 9173, Stn Prov Govt Victoria BC V8W 9H7	835 Humboldt St. 1st Floor Victoria BC V8V 4W8	

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## Letter of Reference form 1

### Applicant information

First name			Last name				
Mailing address (apartment number, street address or post office box number)							
City/Town				Province	Postal code		
Telephone number			-		Email address		

### Instructions to student

You require two copies of this form. Provide a copy of this form to each of your references. Ask your reference to return the original signed letter and Letter of Reference form to you in a separate, **sealed envelope with their signature on the sealed flap**.

You may wish to provide your references with a copy of your resume, a copy of your communication skills summary and a copy of 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 the breadth of your experiences, and have known you for at **least one year** (or one school year). The reference letters can include the following information:

1. How long the reference 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 reference's perspective.
6. Any other special circumstances or achievements the reference thinks should be considered.

### Reference information

First name			Last name				
Mailing address (apartment number, street address or post office box number)							
City/Town				Province	Postal code		
Telephone number			-		Email address		

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## Letter of Reference Form 2

### Applicant information

First name			Last name				
Mailing address (apartment number, street address or post office box number)							
City/Town			Province	Postal code			
Telephone number			Email address				

### Instructions to student

You require two copies of this form. Provide a copy of this form to each of your references. Ask your reference to return the original signed letter and Letter of Reference form to you in a separate, **sealed envelope with their signature on the sealed flap.**

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3. Provide confirmation of your demonstrated communication skills.
4. Any activities and involvement in your school.
5. A description of your character, from the reference's perspective.
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### Reference information

First name			Last name				
Mailing address (apartment number, street address or post office box number)							
City/Town			Province	Postal code			
Telephone number			Email address				

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