

## HAMILTON GAULT MEMORIAL FUND

### EDUCATIONAL BURSARY TERMS OF REFERENCE -2021 Version

1. Amount and Number of Bursaries. The number of bursaries per year will be determined by the HGMF Board of Trustees based on recommendations from the HGMF Education Bursary Committee.
2. Eligibility. In order to be eligible for a HGMF Educational Bursary, you must be a serving, former or retired member of the Regiment or their spouse, child or grandchild or a member of a PPCLI Cadet Corps. Applicants for an HGMF Educational Bursary must be enrolled in an accredited post-secondary institution.
3. Post-Secondary Institutions. An eligible educational institution is defined as any accredited degree or diploma granting post-secondary institution (i.e. university, community college, or technical school), located anywhere in the world. Distance learning at an accredited institution are eligible for an Educational Bursary.
4. Application Procedure. Applications, at Appendix 1, are available through the HGMF Educational Bursary Coordinator at [tim.p@rogers.com](mailto:tim.p@rogers.com). Applications must be received, no later than 15 July, by the HGMF Educational Bursary Coordinator:

Hamilton Gault Memorial Fund  
Educational Bursary Coordinator  
18004 - 101 St, Edmonton AB T5X 5Z7
5. Obligation. The bursary recipient(s) must enter the post-secondary institution of his/her choice in the year of application and maintain a course of study leading to a diploma or degree. **Part-time, correspondence, or evening courses are not admissible.** It is the obligation of the recipient to maintain satisfactory progress and to submit the Certification Form to the HGMF Educational Bursary Coordinator on completion of the year. A Statement of Understanding must be completed prior to the first semester. (Appendixes 2 and 3 will be sent to those selected for a bursary).
6. Selection. The HGMF Educational Bursary Committee will use the selection criteria, based on the applicants' submission as outlined at Appendix 4 in order to prioritize applicants.

## **HAMILTON GAULT MEMORIAL FUND**

### **EDUCATIONAL BURSARY APPLICATION FORM**

The educational bursary program was established to provide financial assistance for the purpose of advancing the post-secondary education of applicants. To be eligible, an applicant must be enrolled with an accredited post-secondary institution. The bursary awards are applicable to post-secondary students enrolled full-time in university, technical school, community college, or any other accredited degree or diploma granting institution anywhere in the world. Distance learning at an accredited institution are eligible for an Educational Bursary.

Applications must be fully completed and received by the HGMF Educational Bursary Coordinator at:

Hamilton Gault Memorial Fund  
Educational Bursary Coordinator  
18004 - 101 St, Edmonton AB T5X 5Z7

not later than 15 July annually. Applicants must have completed Grade 12 or equivalent prior to being accepted to receive a bursary. In addition to this form, applications must include:

- an official transcript of last academic marks (Grade 12 or previous year post- secondary);
- letter(s) of reference from high school principal/counsellor giving a summary of academic and extra-curricular achievements (as applicable);
- letter(s) of reference from the unit Commanding Officer/PPCLI Association Branch President (if applicable);
- if a cadet, a letter of reference from the Cadet Corps CO giving the applicants accomplishments; and
- any other significant letter(s) of reference as required.

Bursary recipients are required to acknowledge their commitment to successfully completing their year of studies (or face reimbursement of the monies) prior to the year, end. Previous bursary winners wanting continuation of the subsidy must reapply in full each year, in competition with new applicants.

Recipients will receive a bursary in the name of either Hamilton Gault, a past member of the Regiment deserving of recognition or one of the prime financial contributors as decided by the Hamilton Gault Memorial Fund Board of Trustees, whose decision is final.

**Appendix One**

**HAMILTON GAULT MEMORIAL FUND**

**EDUCATIONAL BURSARY APPLICATION FORM**

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Year Grade 12/equivalent completed: \_\_\_\_\_

Name of PPCLI member (if applicable): \_\_\_\_\_ Unit/Cadet Corps: \_\_\_\_\_

Institution to be attended: \_\_\_\_\_ Location: \_\_\_\_\_ Faculty: \_\_\_\_\_

Registering in year of program:      1<sup>st</sup> ( )    2<sup>nd</sup> ( )    3<sup>rd</sup> ( )    4<sup>th</sup> ( )    5<sup>th</sup> ( )

Do you have a financial supporter? YES \_\_\_\_\_ NO \_\_\_\_\_

Amount: \_\_\_\_\_

Compassionate Circumstances (if applicable): \_\_\_\_\_

Where will applicant live to attend post-secondary education? Home ( ) Residence ( ) Other ( )

Student's estimated income (this year): \_\_\_\_\_ Student's estimated expenses (this year): \_\_\_\_\_

Do you qualify for any other Grant or Scholarship? Yes ( ) Amount: \$ \_\_\_\_\_ No ( )

Are there other members of your family attending post-secondary education? Yes ( ) How many? \_\_\_\_\_ No ( )

My primary reasons for making an application for an HGMF Educational Bursary are as follows: Please provide a detailed cover letter

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**I hereby certify that the information contained within this application is true and complete in all respects and consent to having clarification sought from any individual listed herein, or in any accompanying letters of reference.**

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
D/M/Y City Province

\_\_\_\_\_  
**(Signature of Applicant)**

\_\_\_\_\_

Appendix Two

**HAMILTON GAULT MEMORIAL FUND**

**EDUCATIONAL BURSARY STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_, having applied and been accepted for an HGMF Educational Bursary understand and agree to the following terms:

- a. that I will be subsidized to the extent possible, in the opinion of the Selection Committee of the Hamilton Gault Memorial Fund, for the completion of the current year's academic/technical program;
- b. that subsidization is for one academic year only. In order to continue to receive bursaries, I must reapply in full prior to 15 July next year; and
- c. that in the event I, without good cause (as determined by the Trustees of the Hamilton Gault Memorial Fund), terminate my current study program, or fail to complete the academic year successfully, I shall reimburse the Hamilton Gault Memorial Fund any or all monies granted to me by the said fund in such amount as the Trustees may deem appropriate.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Place)

**RETURN PRIOR TO THE BEGINNING OF THE ACADEMIC YEAR TO:**

Hamilton Gault Memorial Fund  
Educational Bursary Coordinator  
18004 - 101 St, Edmonton AB T5X 5Z7

**Appendix Three**

**HAMILTON GAULT MEMORIAL FUND**  
**EDUCATIONAL BURSARY CERTIFICATION**

This is to certify that \_\_\_\_\_ (Name)  
has/has not successfully completed the course load during academic year \_\_\_\_\_  
of studies for \_\_\_\_\_ (Course/Program)  
at \_\_\_\_\_ (School/Institution)  
on \_\_\_\_\_. (Date of  
completion)

\_\_\_\_\_  
(School/Institution Dean/Registrar) (Date)

**NOTE:** \_\_\_\_\_  
Upon completion of the school year/academic/technical program, this certificate is to be  
completed and returned to:

Hamilton Gault Memorial Fund  
Educational Bursary Coordinator  
18004 - 101 St, Edmonton AB T5X 5Z7

**Appendix Four**

**HAMILTON GAULT MEMORIAL FUND  
EDUCATIONAL BURSARY COMMITTEE GUIDELINES**

**Applicant's Name** \_\_\_\_\_ **Committee Member Name** \_\_\_\_\_

1. The Hamilton Gault Memorial Fund Educational Bursary Committee are to use the following four scoring criteria when determining the priority of HGMF Educational Bursary applicants. The scoring range shall be from a low of one ( 1 ) point to a high of five ( 5 ) points for each criterion. The applicants with the highest overall scores shall be awarded student bursaries, in priority over the lower scoring applicants.
  
2. The criteria and scoring breakdown are as follows:
  - a) Total Family Income: Parents and students combined income will be scored as follows:
    - (1) Less than \$30K annually – 5 points
    - (2) \$30K - \$39K annually – 4 points
    - (3) \$40K - \$49K annually – 3 points
    - (4) \$50K - \$59K annually – 2 points
    - (5) More than \$60K annually – 1 point \_\_\_\_\_
  
  - b) Last Academic Marks : From the last year of high or post-secondary school attended:
    - (1) 'A' average or GPA equivalent – 5 points
    - (2) 'B+' average or GPA equivalent – 4 points
    - (3) 'B' average or GPA equivalent – 3 points
    - (4) 'C+' average or GPA equivalent – 2 points
    - (5) 'C' average or GPA equivalent – 1 point \_\_\_\_\_
  
  - c) Letters of References:
    - (1) Leadership potential : 1 – 5 points \_\_\_\_\_
    - (2) Community services: 1 – 5 points \_\_\_\_\_
    - (3) Strong academic effort and desire to succeed: 1 – 5 points \_\_\_\_\_
    - (4) Is responsible: 1 – 5 points \_\_\_\_\_
    - (5) Works well with others: 1 – 5 points \_\_\_\_\_
  
  - d) Additional Factors: As determined from the application form
    - (1) Family Situation: 1 – 5 points \_\_\_\_\_
    - (2) Compassionate circumstances: 1 – 5 points \_\_\_\_\_
    - (3) Accommodation expenses: 1 – 5 points \_\_\_\_\_
    - (4) Employment status: 1 – 5 points \_\_\_\_\_
    - (5) Education subsidization from other sources: 1 – 5 points \_\_\_\_\_

**APPLICANTS TOTAL SCORE:** \_\_\_\_\_