

Objective

The Canadian Parking Association (CPA) is committed to the enhancement of knowledge in the parking industry and related fields through the assistance provided by the Canadian Parking Association Scholarship Fund. This scholarship is administered by the Canadian Parking Association Charitable Foundation (CPF) through Universities Canada.

Number, Value and Duration of Scholarships

Up to 10 scholarships will be available at the bachelor level or diploma level. These scholarships are valued at \$2,000 CAD, tenable for one academic year.

Eligibility

Eligible applicants must be:

- Registered CPA members whose job function is 50% related to parking, their spouses and dependents;
- Members' employees whose job function is 50% related to parking, their spouses and dependents;
- Entering or already enrolled in full time studies in a first bachelor degree program or first diploma program;
- Have a minimum cumulative average of 70% (or equivalent) over the last 3 terms of available marks*.
Non-academic courses such as career or personal development related courses will not be considered.

*Universities Canada's policy on calculation of average has been developed in consultation with university and college admissions and financial aid officers from across the country. There is enormous diversity amongst the applicants for this scholarship program. The applicants come from different geographical regions and have reached various levels of studies. Furthermore, and of great significance, is the fact that the grading systems differ among educational institutions. It is Universities Canada's policy to calculate the academic average of applicants so that it reflects an academically well-rounded individual, while recognizing the differences in the programs of studies. For this purpose, the most recent, followed by the highest available grades in the following categories will be considered: Language, Social Sciences, Mathematics and Sciences. Six courses are chosen for each applicant, with no more than 2 in each category. If there are not enough available courses, the calculation of academic average may be based on 5 or 4 courses.

Eligible institutions:

- Canadian and American educational institutions which have recognized provincial degree/diploma-granting powers, or their affiliates (e.g. universities, colleges/CEGEPs - technical diploma).

Field of Study/Program Requirements

- There are no restrictions on the program of study or discipline, however preference will be given to those applicants studying in a parking or transportation related field;
- Program must be of a minimum of 2 years in duration;
- University preparatory programs in any jurisdiction are not eligible (e.g. CEGEP pre-university diploma).

Conditions / Restrictions

- Depending on the curriculum, an Applied Bachelor Program may be considered either as a university level program or a college level program;
- The CPA member must endorse the scholarship application;
- Students who have commenced their postsecondary studies in January are eligible for the summer competition of the same year;
- Students who have previously held a Canadian Parking Association scholarship are eligible.

Administrator

Universities Canada administers the scholarship program on behalf of the CPA.

The Canadian Parking Association retains the right to change and/or end the sponsorship of the scholarship plan without notice.

Selection Process

The selection of scholarship recipients is made by a committee of Canadian university and college representatives chosen by Universities Canada. All applicants will be screened by the Canadian Parking Association. Provided that the eligibility requirements for members of the Canadian Parking Association are met, the applications will be forwarded to Universities Canada for the final selection. The selection committee's decision is irrevocable.

Evaluation criteria:

- Academic performance;
- Volunteer/community involvement and/or extracurricular activities;
- Quality and relevance of the reference letters;
- Regional distribution will be considered in the selection of scholarship awards and preference will be given to first time applicants.

All applicants will receive confirmation by email of the results of the selection process, once available.

Successful Applicants

Successful applicants will receive confirmation of their scholarship in July. Recipients will be required to complete the online scholarship acceptance process and forward any required documentation such as an official transcript and proof of registration from the educational institution they will be attending. It is the responsibility of the recipient to keep Universities Canada informed of any changes to their contact information through the online portal. Successful applicants will be asked to provide a brief biography and high resolution head shot for publication in the Canadian Parking Association's publications to members.

Payment

- Scholarship payment(s) will only be issued upon completion of the scholarship acceptance process and review and acceptance of all required supporting documentation by Universities Canada;
- Universities Canada will forward payment of the scholarship to the educational institution on behalf of CPA;
- It is the student's responsibility to ensure that payment of tuition fees is made within the defined time frame set by the educational institution regardless of the timing of the scholarship payment;
- Payment by the institution to the student will be made in accordance with the normal practice of the educational institution.

Application Process

Paper Application:

Applicants may complete a paper version of the application and send it by mail to the following address:

Canadian Parking Association ATTN:
SCHOLARSHIP PROGRAM
350-2255 St. Laurent Blvd.
Ottawa, ON K1G 4K3

1. Paper applications must clearly indicate a postmark of no later than the application deadline of **May 1, 2017**.
2. All supporting documentation must be received by **May 15 2017** and can be sent to the Canadian Parking Association address above.
3. It is recommended that you send your application by registered mail or courier, to ensure the package can be tracked. Your application will be acknowledged in writing once it has been received and processed by Universities Canada. To ensure that all supporting documents have been received and accepted, visit <https://portal.scholarshippartners.ca> to review your scholarship application information. To access your account, you will require your log in information, which will be provided in your acknowledgement email.
4. While paper applications will be accepted, account maintenance will be conducted online.

Supporting Documentation

As part of this application, the supporting documentation described below is required. If any of these documents are not received and accepted, your application will be considered incomplete and will not be evaluated. Supporting documents must be received by The Canadian Parking Association, at the address below on or before 2017-05-15.

Canadian Parking Association ATTN: Scholarship Program, 350-2255 St. Laurent Blvd. , Ottawa, ON K1G 4K3

Letter(s) of Reference

Two letters of reference are required to support your application and must come from 2 different individuals. The first letter must come from a teacher and the second from a person familiar with your volunteer, community involvement and/or extracurricular activities. All letters must be typewritten on letterhead, signed and include the reference's contact information. If possible, the referee should describe their relationship to the applicant in the letter.

To assist you in the preparation of this letter, please refer to the instructions for referees.

Transcript

Please provide an official transcript of the last 3 terms of available marks, that is, marks for the period of September 2015 to December 2016. If you were not enrolled during this time, please provide marks for the last 3 available terms. A transcript will be only considered acceptable if it is presented on the official paper of the institution AND it bears the appropriate signature(s) and/or seal of the institution. Home school grades will only be accepted if they have been validated through a recognized, independent evaluation process.

Contact Us

**Scholarship
Partners Canada.**
**Partenaires en bourses
d'études Canada.**

Scholarship Partners Canada
Ref: The Canadian Parking Association Scholarship
1710-350 Albert Street
Ottawa ON K1R 1B1

Tel.: (613) 563-1236
Toll free: 1-844-567-1237
Fax: (613) 563-9745
E-mail: awards@univcan.ca

PLEASE NOTE: If any of the application requirements noted above are not met, your application will be considered incomplete.