

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 9 scholarships will be available at the bachelor level or diploma level.

Up to 1 Parking Industry Technician/Technologist Scholarship will be available at the technical diploma level.

All scholarships are valued at \$2,000 CAD, tenable for one academic year.

Eligibility

Eligible applicants must be:

- A registered CPA member, their spouse or dependent, or a members' employee whose job function is 50% related to parking, their spouse or dependent;
- 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

University/diploma Level Scholarship:

- 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;
- Programs 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).

Parking Industry Technician/Technologist Scholarship:

- Eligible Programs include:
 - Computer Systems Technician (I.T.)
 - Computer Engineering Technologist
 - Electronics Technician
 - Electronics Engineering Technologist
- Programs must be accredited by Canadian Technical Accreditation Board (CTAB)
- Programs must be a 12 month, 18 month, or 2 year term
- 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;
- 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

Scholarship Partners Canada, a division of Universities Canada, administers the scholarship program on behalf of The Canadian Parking Association. Universities Canada's mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries. Universities Canada is associated with leading firms in nearly every sector of the economy through its provision of scholarship services and management of more than 130 different scholarship programs on behalf of corporations, government agencies and private foundations throughout North America. For additional information, please visit www.univcan.ca.

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. The Canadian Parking Association exercises no influence in the adjudication process. Once complete, 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

It is important that the individual who completes and submits the application (the applicant) is the individual who, if successful, will be the student receiving the scholarship and not the employee of The Canadian Parking Association. The applicant is considered as the owner of the application and must be eligible for the scholarship according to the program guidelines.

Online Application:

1. Submit an online application by visiting <https://portal.scholarshippartners.ca>
2. Applicants can access the dependent scholarship program using the company code: **258CPA2018**
3. Applicants must complete the application process as instructed online.
4. The Canadian Parking Association member will be required to complete and sign the Employee Consent Form asking them to provide details such as an employee number and their consent to the collection of this information for the purpose of verifying eligibility to the dependent scholarship program. The applicant will be required to upload this form as part of their application.
5. It is the applicant's responsibility to ensure that all supporting documents have been received and accepted. The status of documents can be found in the online portal.
6. An application must be submitted to Universities Canada no later than the application deadline of **May 1, 2018**.
7. All supporting documentation must be received by **May 15, 2018**.
8. 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.
9. Account maintenance will be conducted online.

Paper Application:

1. Applicants may complete a paper version of the application and send it by mail to the address indicated below.
2. Paper applications must clearly indicate a postmark of no later than the application deadline of **May 1, 2018**.
3. All supporting documentation must be received by **May 15, 2018** and can be sent as described in the Supporting Documentation section.
4. 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 login information, which will be provided in your acknowledgement email.
5. 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 Universities Canada on or before **2018-05-15**.

Documents may be uploaded through submitting an online application or sent directly to the address below.

Employee Consent

Please have the Canadian Parking Association Charitable Foundation employee complete the Employee Consent form and include it with your application. The information is required in order to confirm that the applicant is an eligible scholarship candidate under the terms of the program. This information will not be used or disclosed for any other purpose unless required or authorized by law.

Letters of Reference

All letters must be dated, typewritten on letterhead, signed with an original non-electronic signature and include the reference's contact information. If possible, the person writing the letter of reference should describe their relationship to the applicant in the letter. Reference letters must be written in the year of application.

Letter of Reference (Academic)

One letter of reference is required to support your application and must come from an individual who is not related to the applicant. The letter must come from a past or present teacher who knows you and is familiar with your academic history.

Letter of Reference (Extracurricular)

One letter of reference is required to support your application and must come from an individual who is not related to the applicant. The letter must come from a person who is familiar with your volunteer, community involvement and/or extracurricular activities.

Transcript

Please provide an official transcript of the last 3 terms of available marks, that is, marks for the period of September 2016 to December 2017. If you were not enrolled during this time, please provide marks for the last 3 available terms. A transcript will only be 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.

Transcripts may be uploaded to the online application, however an original copy may be requested at any time, in order to verify its authenticity.

Supporting Documentation

The Additional Information Form must be uploaded to your application.



Canadian Parking
Association
Association canadienne
du stationnement

The Canadian Parking Association Scholarship

2018 Program Guidelines

Contact Us

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

Scholarship Partners Canada
Ref: The Canadian Parking Association Scholarship
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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.