

## 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 CPA, through Scholarship Partners Canada (SPC), a division of Universities Canada.

## Number, Value and Duration of Scholarships

A total of five (5) scholarships will be available, each valued at \$2,000 CAD.

Four (4) of these will be available at the bachelor or diploma level. One (1) will be available at the technical diploma level for Parking Industry Technician/Technologist.

All scholarships will be available for one (1) academic year.

## Eligibility

Eligible applicants must:

- be a registered member, their dependent, or a members' employee whose job function is 50% related to parking, or their dependent;
- be planning to enter or already be enrolled in full-time studies towards a first bachelor degree program, first diploma program or first technical diploma program;
- have a minimum cumulative average of 70% (or equivalent) over the last three 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 among 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 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 programs of study. For this purpose, the most recent, followed by the highest available grades of four courses will be considered. In the case of high school transcripts, the following categories will be considered: Language, Social Sciences, Mathematics and Sciences. Six courses are chosen for each applicant, with no more than two in each category. If there are not enough available courses, the calculation of academic average may be based on four or five 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, mobility, or transportation related field;
- Programs must be of a minimum of two (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.

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 SPC. CPA 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.

## Successful Applicants

Successful applicants will receive confirmation of their scholarship in August. Recipients will be required to complete the online scholarship acceptance process and forward any required documentation such as proof of registration from the educational institution they will be attending. It is the responsibility of the recipient to keep SPC 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 headshot for publication in the CPA's publications to members.

## Payment

- Scholarship payment will only be issued upon completion of the scholarship acceptance process and review and acceptance of all required supporting documentation by SPC;
- SPC 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;
- Note that, depending on method of payment, receipt of payment can take 6-8 weeks following the applicant's acceptance of the award.

## Application Process

The student is considered the owner of the application and must be eligible for the scholarship according to the program guidelines. The application must be completed and submitted by the student, and not the CPA Class A Member. The student will need to add [awards@univcan.ca](mailto:awards@univcan.ca) to their safe senders in their junk email options so that they can continue to receive important messages from SPC.

1. Submit an online application by visiting <https://portal.scholarshippartners.ca>.
2. Access the dependent scholarship program using the company code: **258CPA2023**.
3. The CPA Class A Member, franchisee or partner is required to complete and sign the Employee Consent Form asking 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 the application.
4. The application, and all supporting documents, must be submitted to SPC no later than **1:00 PM EST, May 10, 2023**.
5. Documents will be reviewed by SPC staff to ensure all requirements have been met.
6. Receipt of applications will be acknowledged by email following processing by SPC.

7. It is the applicant's responsibility to ensure that all supporting documents have been received and accepted by visiting <https://portal.scholarshippartners.ca> to review their scholarship application status.
8. Account maintenance will be conducted online.

## Supporting Documentation

The supporting documentation described below is required as part of this application. If any of these documents are not received and accepted, the application will be considered incomplete and will not be evaluated. SPC will send a final follow-up email to the applicant on May 5, 2023, requesting any missing or incomplete documentation. Any applicant submitting supporting documents after this date will not receive a follow-up email.

### Employee Consent

The CPA Class A Member, franchisee or partner must complete the Employee Consent Form and include it with the 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.

### Reference Letters

Each reference letter must be written by a separate individual who is not related to the applicant. All letters must be dated, typewritten, signed with an electronic signature and include the reference's contact information. The person writing the reference letter should describe their relationship to the applicant in the letter. Reference letters must be dated within one (1) year of the supporting document deadline.

#### Reference Letter (Academic)

One letter must come from a past or present teacher who knows the applicant and is familiar with their academic history.

#### Reference Letter (Extracurricular)

One letter must come from a person who is familiar with the applicant's volunteer, community involvement and/or extracurricular activities and must not be the same individual who provided the academic reference.

### Essay

Provide a short essay describing your volunteer/community involvement and/or extracurricular activities over the past five years (Max. 250 words).

### Transcript

Provide a transcript of the last three terms of available marks, that is, marks for the period of September 2021 to December 2022. If the applicant was not enrolled during this time, marks for the last three available terms will be accepted. Home school grades will only be accepted if they have been validated through a recognized, independent evaluation process.

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



Canadian Parking  
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## The Canadian Parking Association Scholarship 2023 Program Guidelines

### Administrator

Scholarship Partners Canada (SPC), a division of Universities Canada, administers the scholarship program on behalf of CPA. 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 scholarships programs on behalf of corporations, government agencies and private foundations throughout North America. For additional information, please visit [www.univcan.ca](http://www.univcan.ca).

### Contact Us

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