

PROGRAM GUIDELINES

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.

NUMBER, VALUE, AND DURATION OF SCHOLARSHIPS

Three scholarships, valued at \$2000 Canadian for one year, are available to eligible students.

- Two of these scholarships are available for bachelor's degree or diploma-level programs.
- The third scholarship is available at the technical diploma level for Parking Industry Technician/Technologist studies.

ELIGIBILITY

You are eligible if you:

- Are a registered Class A Member, have a parent or guardian who is a Class A Member or a Class A Members' employee whose job function is 50% related to parking.
- Are planning to start or continue full-time studies in your first bachelor's degree, diploma, or 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.)

ELIGIBLE INSTITUTIONS

You can study at Canadian and American educational institutions that have recognized degree, diploma granting powers or their affiliates (e.g., universities, colleges, CEGEP technical diploma).

FIELDS OF STUDY/PROGRAM REQUIREMENTS

Bachelor/Diploma Level Scholarship:

- Your program of study can be in any field or discipline, lasting at least two years.
- Preference will be given to those studying in a parking, mobility, or transportation related field.
- University preparatory programs such as CEGEP pre-university diplomas are not eligible.

Parking Industry Technician/Technologist Scholarship:

Eligible Programs include:

- Computer Systems Technician (I.T.)
- Computer Engineering Technologist
- Electronics Technician
- Electronics Engineering Technologist

Your program of study must be accredited by the Canadian Technology Accreditation Board (CTAB), lasting at least twelve months, eighteen months or two years.

CONDITIONS/RESTRICTIONS

- If you start post-secondary studies in January, you are eligible for the summer competition of the same year.
- Your scholarship will stop at the end of the academic year if you, your parent or guardian are no longer a Class A Member or Class A Members' employee.
- The CPA retains the right to change or end the sponsorship of the scholarship plan without notice.
- University preparatory programs such as CEGEP pre-university diplomas are not eligible.
- Depending on the curriculum, an applied bachelor program may be considered either as a university level program or a college level program.

EVALUATION CRITERIA

Applications are assessed on academic performance; volunteer/community involvement and/or extracurricular activities; and content and relevance of reference forms.

HOW TO APPLY?

To apply for the scholarship, please submit an online application no later than **April 30, 2025, at 1:00 PM EST**, by visiting <https://portal.scholarshippartners.ca>.

Access the dependent scholarship program using the company code: **258CPA2025**

Remember, **the application must be completed and submitted by the student** and not by the parent or guardian. If you have questions, please contact SPC at <https://spc.univcan.ca/>

REQUIRED DOCUMENTS:

- Employee consent form completed by the CPA Class A Member.
- Both an academic and an extracurricular reference form completed by someone not related to you. Please note that *letters* of reference will not be accepted.
- Transcripts of the last three terms of available marks. Home school grades will only be accepted if they have been validated through a recognized independent evaluation process.
- And, an essay describing your volunteer/community involvement and/or extracurricular activities over the past three years.

Detailed instructions can be found in the application. Remember, your application must be complete to be evaluated, and deadline extensions will not be granted.

SELECTION PROCESS

A committee of Canadian university and college representatives, chosen by Scholarship Partners Canada (SPC) select scholarship recipients. The CPA has no influence in the decision. The selection committee's decision is final.

Regional distribution will be considered in the selection of scholarship awards and preference will be given to first time applicants.

SUCCESSFUL APPLICANTS

You will receive scholarship confirmation in August. When you receive your confirmation, complete the online acceptance process, and submit any necessary documentation, which includes proof of registration from your educational institution.

Recipients will be asked to provide a brief biography and high-resolution headshot for publication in the CPA’s publications to members within ten days of award acceptance. The biography and photo can be sent to Carole Whitehorne, Executive Director, at carole@canadianparking.ca.

SCHOLARSHIP PAYMENT

Payment will be made after acceptance and document review. Disbursement may take 6-8 weeks depending on the payment method. Funds will be sent to your institution on behalf of the sponsor.

Please ensure your tuition fees are paid on time, as your institution will reimburse you based on their standard procedures.

ADMINISTRATOR

We will communicate with you through your student portal account. Be sure to keep contact information up to date and to notify us of any changes. Please add awards@univcan.ca to safe senders in your junk email options so that you continue to receive important messages from SPC.

The CPA has entrusted the administration of its scholarship program to SPC, a division of Universities Canada. We administer over 140 scholarship programs for corporations, government agencies, and private foundations in North America and are affiliated with top companies in almost every sector of the economy. For more details, please visit www.univcan.ca.

SCHOLARSHIP CALENDAR

Deadline Dates	Activity
April 2, 2025	Application period opens
April 30, 2025	Deadline to submit application and all supporting documentation
Mid-August 2025	Applicants notified of scholarship decision by email. Recipients receive notice to complete their Award acceptance
September 11, 2025	Deadline to complete award acceptance
September-October 2025	Payments disbursed; students are notified by email.