



PASSPORT to success

SUPPORTED BY:



The Passport to Success Program is funded by an Anonymous Donor and matched by Nexen.

S C H O L A R S H I P

DESCRIPTION

THE PASSPORT TO SUCCESS Project is designed for individuals with a steady work history in low paying positions and who have no prospect to improve their situation because of a lack of education and skills training. The single parent will be parents of dependent children, they will be committed partners in the project through volunteerism and steady academic progress, and they will have clear and attainable goals. Each fiscal year of the project applicants will be accepted into school training programs on a first-come, first-serve basis until the scholarship funds for that fiscal year are depleted.

Recipients will be able to choose from the certificate and diploma programs of study offered by Keyano College, which will assist in increasing earning power. Training will be directly related to employability skills for positions which are above the minimum wage scale and which can enhance the quality of life of the worker. *The Passport to Success* Project will not assist single parents to begin or complete a university degree, as it is not within the mandate of the project to train academics or higher-level critical thinkers. While these qualities are of value, training will include the hands-on skills and interpersonal dynamics, which are usually associated with one-year certificates and two-year diplomas.

The long-term goals of the Donor Group are that recipients of this scholarship will experience greater earning power and job satisfaction. It is anticipated that spillover benefits will include improved family life, more vibrant community life, and greater hope for recipient family members and their descendants.

Recipients of the scholarship will receive tuition costs for themselves, as well as full or partial living expenses for themselves and their families while they are in school, for a maximum of two years. Recipients will also receive job search supports when the program of studies is completed. In turn, the recipients will be expected to actively volunteer within Keyano College or the community at large, to contribute financially through part-time work when that is possible, and to achieve academically. Recipients will not be publicly identified by the Donor Group or by Keyano College, and the identity of the Donor Group will remain anonymous.

CRITERIA FOR ELIGIBILITY

This document must be read before signing the application form

WILLINGNESS TO PARTNER

Partnership will be defined as follows:

- A. Participants will meet the criteria for eligibility and attempt to maintain all criteria for the duration of the Scholarship term.
- B. Participants will indicate a willingness to contribute to the Passport to Success Scholarship Project by meeting the volunteer and/or paid work requirement as per his/her financial status as well as age and number of children. These volunteer and work requirements will be negotiated between the participant and the Selection Committee.
- C. Participants will indicate willingness, following the participants' exit from the Scholarship project, to partner with students in the Scholarship program to provide encouragement, networking, friendship and brainstorming.

ABILITY TO ACHIEVE

- A. Applicants will indicate, in writing, a realistic, attainable, career goal and how it is expected that this goal may be achieved within the guidelines of the Passport to Success Scholarship Project. Applicants are also required to perform a complete career search, and will provide documentation showing prospective employability, wage scales, job locations

and other relevant data. Documentation may consist of help wanted ads, occupational profiles, interviews with employers in the field, and other similar types of information. The field of work should match the program of studies, personal interests and abilities.

- B. Applicants will provide the Selection Committee with academic documentation indicating an ability to achieve academically in the identified career goal within two years of entering the Project.
- C. Documentation* may be in the following forms:
 - Academic transcripts
 - Letters of reference from qualified educators
 - Canadian Adult Achievement Test (C.A.A.T.), Test of Adult Basic Education (T.A.B.E.) or other similar test results
 - Host institution entrance exam
 - Entrance exam results from other post-secondary institutions
 - Recommendations from former or current employers
 - Portfolios

*(*Any academic documentation must be deemedmissible for application by the Registrar's Office of the host institution. Criteria may vary.*
- D. Individuals who are currently in an Academic Upgrading program and who have met all other requirements, including a previous steady work history, will also be considered.

CRITERIA FOR ELIGIBILITY (CONTINUED)

ELIGIBLE PROGRAMS

- A. Programs of study from which applicants may choose include skills related, short-term certificate and diploma programs which may be completed in one or two years.
- B. In some instances, applicants may supplement certificate training with relevant university credit courses, when the applicant can show that supplemental courses
 - Complement the program of studies
 - May be completed within the timeframe restrictions of the Passport to Success Scholarship Project
- C. The Passport to Success Scholarship Project is not intended to assist individuals to begin or complete a university or college degree.

SUBJECTIVE LIFESTYLE CRITERIA

- A. It must be the opinion of the Selection Committee that the applicant's life is in a stable enough condition for reasonable chance of success in the Project. This will be determined through personal interviews, 2 letters of personal reference (names chosen by Selection Committee from the references provided on the application form), the results of the academic documentation, a Child Welfare Information Systems Check, and a Criminal Records Check.

- Should an applicant's references prove the applicant to be unstable in lifestyle (frequent changes in partners, frequent moves, current addictions, current erratic or violent behaviours, participation in illegal or unethical acts, etc.), the Selection Committee may choose to schedule a second interview, or to reject the application
- Should an applicant show a current and persistent addiction to an illegal substance, non-prescription drugs, or alcohol, the Selection Committee will reject the application
- Should an applicant's Child Welfare Information Systems Check indicate the applicant has had previous activity with the Child Welfare office involving children in the applicant's care, the applicant will be required to present a signed document from Child Welfare indicating that children in the applicant's care are not at risk, and have not been at risk for at least 3 years. Should the applicant be unable to produce such documentation, the Selection Committee will reject the application
- Should an applicant's documentation show that a criminal record exists, the applicant will be required to provide a verbal explanation of the nature of the record, its recency, and the applicant's eligibility for pardon. If the

CRITERIA FOR ELIGIBILITY (CONTINUED)

- explanation of the record is inadequate, the applicant may be required to have a complete Criminal Record Check performed on the national registry, at the applicant's expense. If the criminal record is of a violent or serious nature, or if the record is recent and involves putting others at physical or emotional risk, theft over \$1,000, or other serious crimes, the Selection Committee will reject the application.
- Should an application show that the applicant is ineligible in any way, the applicant will receive a personal interview with either the Selection Committee or the Project Coordinator and will receive written documentation explaining the application rejection
- B. Participants must supply to the Selection Committee complete information in the application form, as well as all required supporting documentation. A statement verifying that all information included in the application is true is included in the application.
- C. Participants will be single parents with children in their immediate care. Non-Parents or parents with independent children will not be considered for this scholarship program.
- D. Applicants must not be currently abusing chemical substances such as non-prescription/illegal drugs or alcohol, nor should the applicant have a recent history of chemical dependency.
- E. Applicants must have a resume which shows either 1 or both from the following:
- A position was held within the same company for at least a full year prior to application to the Passport to Success Scholarship Project and there is no evidence of job-hopping, or,
 - If jobs were found and left frequently, it must be due to work cycles (e.g. road construction in summer months only), or to corporate downsizing and restructuring (eg. The retail industry has regularly and predictably downsized over the past 5 years, leaving minimum wage employees collecting employment insurance and with no significant earning power), or to other reasons which are outside of the applicant's control and are deemed acceptable and reasonable by the Selection Committee.

READINESS TO PARTICIPATE

- A. Participants will indicate to the Selection Committee's satisfaction a strong desire to improve their lot in life and move beyond a job paying minimum wage.
- B. Participants will indicate a willingness to relocate following retraining if work options are severely restricted in the present location.
- C. Participants will supply, in writing, a brief summary of their interest in the Passport to Success Project and a rationale for being accepted into the project.

CRITERIA FOR ELIGIBILITY (CONTINUED)

TERMS OF ACCEPTANCE

- A. Acceptance into the program is provided on a first-come, first-served basis to those who are eligible. New applicants for each fiscal period will be accepted into school training programs until the scholarship dollars for that fiscal period are depleted.
- B. After providing all necessary documentation, participating in required interviews and reading the Project Description, Criteria for Eligibility and Terms for Maintaining Scholarship, participants will sign an agreement indicating a willingness to abide by the requirements for the scholarship program.
- C. Participants approved for one year of scholarship who wish to switch to a two-year program following successful completion of the first year, are required to re-apply. Reentrance into the Scholarship Project will again be on a first-come, first-served basis for those who are eligible. If it is the belief of the Selection Committee that the individual's earning power is already sufficiently increased, the application will be denied. If, however, another year of studies would be of great benefit to the student, the application will be considered.
- D. Applicants failing to abide by the Terms for Maintaining Scholarship will be discontinued from the scholarship project. The applicant's continuation in school programs as a fee payer will depend on host institutional policies and student's ability to pay.

INELIGIBLE APPLICANTS

The following describes ineligible applicants:

- A. Applicants who do not meet the criteria as outlined by the Project.
- B. Single or married individuals without children, or with independent children.
- C. Individuals who could take out student loans or otherwise finance their schooling (e.g. large inheritances) without undue hardship.
- D. Individuals with excessive debt, savings or other undue assets or liabilities.
- E. Individuals with adequate postsecondary education.
- F. Individuals in receipt of income that is well above minimum wage from a spouse, common-law spouse or other member of the family unit.

TERMS FOR MAINTAINING SCHOLARSHIP

This document must be read before signing the application form

OVERVIEW

The Passport to Success Scholarship is a full or partial scholarship for individuals with a steady work history in low-paying jobs and who have dependent children in their care. Recipients will enroll in a one or two year skills-related certificate or diploma program of studies offered by the host institution. Recipients will contribute the equivalent of 1/10th of their classroom hours in volunteer activities with the institution or the community. They will be expected to attend classes regularly and maintain a passing grade in all courses. One year of academic upgrading to meet prerequisites for the desired program of studies will be considered when it is required and realistic. Eligible recipients will have clean criminal and child welfare records.

ACADEMIC PROGRESS

Participants will maintain a passing grade in all courses. In unusual circumstances, participants may repeat a course if the instructor indicates that the ability exists to pass and achieve success the second time, and reasons for a failing grade are reasonable.

REGULAR ATTENDANCE IN SCHOOL

Participants will attend classes regularly. This means abiding by the attendance policy of the host institution. Students who have withdrawn from the Scholarship Project but wish to remain in their course of studies will still be required to abide by the host institution's policies, and prove ability to pay in order to continue their studies.

VOLUNTEER HOURS

Participants will log 1 volunteer hour for every ten hours of classroom study (e.g. An 80 hour course will require 8 hours of volunteer time). Some volunteer hours must be logged every month during the training terms, and within one year of completion of the program. Participants may not elect simply to pay in lieu of volunteering their time.

PARTNERING WITH OTHER PARTICIPANTS

Successful participants in the project will be requested to partner with current participants for the purposes of encouragement, networking, friendship and brainstorming. No formal requirements will be made in this area, but participants will be contacted occasionally encouraging them to pursue these informal relationships.

TERMS FOR MAINTAINING SCHOLARSHIP (CONTINUED)

FALSIFICATION OF STATEMENTS AND DOCUMENTS

If it is found at any time during the application process or the scholarship period that an applicant/participant has falsified documents, made false statements, or in any other way intentionally misrepresented himself for the purpose of receiving scholarship monies, the scholarship will be immediately discontinued.

CHEMICAL DEPENDENCY/SUBSTANCE ABUSE

Should an applicant show a current and persistent addiction to an illegal substance, non-prescription drugs, or alcohol, the Selection Committee will reject the application. Should a participant already receiving scholarship monies develop an addiction to an illegal substance, non-prescription drugs, or alcohol, the scholarship will be immediately discontinued.

CHILD WELFARE RECORDS

Should an applicant's documentation show that a file with Child Welfare exists, the applicant will be required to present a signed document from Child Welfare indicating that children in the applicant's care are not at risk, and have not been at risk for at least 3 years. Should the applicant be unable to produce such documentation, the Selection Committee will reject the application. Should a participant already receiving scholarship monies cause any child harm or cause a file to be opened at Child Welfare because of negligence or otherwise while in the scholarship program, the scholarship will be immediately discontinued.

CRIMINAL RECORDS

Should an applicant's documentation show that a criminal record exists, the applicant will be required to provide a verbal explanation of the nature of the record, its recency, and the applicant's eligibility for pardon. If the explanation of the record is inadequate, the applicant may be required to have a complete Criminal Record Check performed on the national registry, at the applicant's expense. If the criminal record is of a violent or serious nature, or if the record is recent and involved putting others at physical or emotional risk, theft over \$1,000, or other serious crimes, the Selection Committee will reject the application.

Should any participant in the Scholarship Project commit a serious crime, the scholarship will be immediately discontinued.

REPORTING

All participants will be required to submit a Participant Monthly Report on the 20th of each month in order to receive the next month's scholarship cheque. A report indicating poor grades, attendance and volunteer activities will be investigated. Continuous poor reports (2 or 3 consecutively) will result in the participant being discontinued from the scholarship program.

CHECKLIST FOR APPLICANTS

If you are preparing to apply for the Passport to Success Scholarship, use this sheet as a checklist to ensure you complete all required elements of the application process.

I have read the following documents:

- Project Description
- Criteria for Eligibility
- Terms for Maintaining Scholarship

I have collected the following required documentation:

- Application form
 - A photocopy of last year's income tax return
 - A copy of my resume
 - Three personal references
(Be sure to check with these individuals before you submit their names on your application).
 - Child Welfare Information Systems Check
(This is done at a Social Services office. There is no cost for this check, and you will have to wait a few days for the results. You will have to pick up the results in person).
 - Criminal Records Check
(This is completed at your local city or rural police detachment. Cost will vary. You may get your results immediately, or you may have to wait a few days. You will have to pick up the results in person).
 - Career search documentation
(See Criteria for Eligibility, Section II.A for notes on acceptable forms of documentation).
 - A copy of my transcript or other acceptable academic information
(See Criteria for Eligibility Section II.C for notes on acceptable types of information).
-

COUNSELLING

780-791-8934

APPLICATION FOR SCHOLARSHIP (PAGE 1)

- Please print and use a pen
- All questions must be completed or marked "not applicable"
- Applications must be signed or they will not be considered
- Please be sure to attach any requested information

Full name:		
Social Insurance No.:	Student ID No.:	Date of birth:
Current address:		
Phone number:	Program of enrollment/interest:	

PERSONAL INFORMATION

Marital status: Single Married Common-law Divorced/separated Widowed

Number of dependants living in your household:

Name: _____ Age: _____ Gender: _____ Relationship to Applicant: _____
Name: _____ Age: _____ Gender: _____ Relationship to Applicant: _____
Name: _____ Age: _____ Gender: _____ Relationship to Applicant: _____
Name: _____ Age: _____ Gender: _____ Relationship to Applicant: _____

Does any household member have specialized needs (example: high medication costs)? Yes No
If yes, please explain: _____

Will your family size change in the near future (example: more children, aging parents)? Yes No
If yes, please explain: _____

Do you currently have a chemical dependency, such as an addiction to non-prescription or illegal drugs, or alcohol abuse? Yes No

Do you have a recent (within the last 3 years) history of chemical dependency, such as an addiction to non-prescription or illegal drugs, or alcohol abuse? Yes No
If the answer is yes to either of the last 2 questions, please explain: _____

FINANCIAL INFORMATION

Assets (You and your spouse)

a) Vehicle(s) (Year/Make/Model): _____ Current Value: _____ Amount Owing: _____
b) House/Property (Current Value): _____ Amount Owing: _____ Monthly Payment: _____
c) Investments (Total Value): _____ Type - RRSP's, bonds, term deposit, GIC, savings: _____

Once you have completed this application form, remove the application form pages and staple together with any additional personal forms needed to complete your application.

APPLICATION FOR SCHOLARSHIP (PAGE 2)

AVERAGE MONTHLY EXPENSES	
Rent/Mortgage: _____	Food: _____
Utilities - Power: _____	Clothing: _____
Gas: _____	Transportation - Bus/Taxi: _____
Water: _____	Vehicle - Fuel: _____
Taxes (if applicable): _____	Insurance: _____
Telephone: _____	Maintenance: _____
House Insurance: _____	Payment: _____
Other: _____	Child Care: _____
	Alimony payments: _____
	Child Support payments: _____
	Credit Card: _____
	Line of Credit: _____

List any projected major expenses which you are facing within the next year or two (example: Replacement vehicle, dental work, home repair, etc.). Do not include any items which could be considered optional (example: Cosmetic dental work, home improvements, non-essential appliances, etc.).

Item: _____ Projected Cost: _____

Have you ever declared bankruptcy? Yes No
 If yes, please explain: _____

What is your primary source of transportation?

In what type of housing do you now live? Apartment Single family house Duplex Other

In what type of landlord do you have? Private Government (subsidized housing) Own home Other

Once you have completed this application form, remove the application form pages and staple together with any additional personal forms needed to complete your application.

APPLICATION FOR SCHOLARSHIP (PAGE 3)

For each working member of your household, please give the following information for each position held

Wage earners name: _____

Current employer: _____

Job description: _____

How long has the wage earner held this job? _____

How often is the wage earner paid: Weekly Bi-weekly Monthly

Rate of pay before deductions: _____ How many hours is the usual workweek? _____

Is the work regular? Yes No
 If no, please explain: _____

Are there any plans to change employment, retrain for some other type of work, upgrade education, etc.? Yes No
 Comments: _____

Wage earners name: _____

Current employer: _____

Job description: _____

How long has the wage earner held this job? _____

How often is the wage earner paid: Weekly Bi-weekly Monthly

Rate of pay before deductions: _____ How many hours is the usual workweek? _____

Is the work regular? Yes No
 If no, please explain: _____

Are there any plans to change employment, retrain for some other type of work, upgrade education, etc.? Yes No
 Comments: _____

EMPLOYMENT HISTORY

Please list your employment record for the last 5 years.

Employer	City	Type of Work	Hourly wage	Start date

If there is a gap in your record, please explain: _____

APPLICATION FOR SCHOLARSHIP (PAGE 4)

REFERENCES

Please list three (3) personal references. At least one should be a minister, social worker, teacher or employer. We will be contacting them for letters of reference or personal interviews. Do not include family members. Do not include letters of reference.

Name:

Phone No:

Address:

Relationship to you:

Name:

Phone No:

Address:

Relationship to you:

Name:

Phone No:

Address:

Relationship to you:

Please attach a copy of your resume, outlining your work history, volunteer activities and personal interests.

The personal information collected on this form is collected under the authority of the College Act, the Freedom of Information and Protection of Privacy Act, the Statistics Act (Canada) and the Taxation Act (Canada). The information will be protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this personal information, please contact the Keyano College Student Services Centre, 8115 Franklin Avenue, Fort McMurray, AB T9H 2H7. Telephone (780) 791-4801.

I acknowledge that the information will be used to create records for the purpose of determining eligibility for scholarships. I understand that awards are taxable and that a T4A will be issued accordingly.

I hereby verify that all the information provided in this application is true. I have read and understood the Passport to Success Scholarship Project Criteria for Eligibility and Terms for Maintaining Scholarship.

I understand that, if selected for the Project, I agree to abide by all set requirements, and if I do not, I will be immediately discontinued from the Scholarship Project.

I understand that if I have in any way falsified documents or otherwise misrepresented myself for the purpose of receiving scholarship monies, I will be immediately discontinued from the Scholarship Project.

Applicant Signature

Date

Once you have completed this application form, remove the application form pages and staple together with any additional personal forms needed to complete your application.



keyano.ca

8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801

PASSPORT
to success

S C H O L A R S H I P