

Student of the Year Award Application Form

An annual \$2,000 award to an undergraduate student who demonstrates outstanding leadership in extra-curricular campus activities (e.g. CSA, athletics, clubs and associations, drama, residence life, etc.). The recipient demonstrates integrity, respect, and a servant's heart in their interactions with fellow students, faculty and staff. The recipient has also made a significant positive impact on student life through their entire career at Concordia. The recipient must be registered full-time in Fall and Winter of the current academic year and convocate in May. Concordia Students' Association executives are not eligible to receive this award.
Donor: Concordia Students' Association

Application Procedures

A complete application consists of:

- A signed application form;
- A detailed resume highlighting your leadership involvement and extra-curricular campus activities (please refer to the instructions).
- Two confidential letters of reference (signed& dated) in support of your leadership, campus activities and significant impact on student life from a faculty member, staff member and/or a current or former Concordia student. Each letter of reference should describe the applicant's role, activities and accomplishments and how the applicant's leadership and service has had a significant impact on student life. Using specific examples, explain how the applicant's qualities and attributes demonstrate worthiness for award consideration.
- An interview with the selection committee.

Selection Procedures

A selection committee comprised of the Financial Aid and Awards Coordinator and two representatives from faculty and staff will be responsible for reviewing the application forms, letters of reference, and conducting interviews. Applicants will be contacted to set up an interview. The committee will consider the leadership impact and significant contribution each applicant has made over their entire career at Concordia. All information submitted on behalf of the applicant will be kept strictly confidential.

Deadline to apply: **MARCH 29**

Student of the Year Award LETTER OF REFERENCE INSTRUCTIONS

These instructions are to be given to the person who will write your confidential letter of reference.

You have been asked to write a confidential letter of reference on behalf of a student applying for the Student of the Year Award (see award criteria below). The applicant has been asked to submit two letters of reference written by individuals (faculty member, staff member, and/or a current or former student) in support of their leadership and impact on student life at Concordia. The referee cannot be related to the applicant. To assist you in the preparation of this letter, please refer to the instructions and information below.

An annual \$2,000 award to an undergraduate student who demonstrates outstanding leadership in extra-curricular campus activities (e.g. CSA, athletics, clubs and associations, drama, residence etc.). The recipient demonstrates integrity, respect, and a servant's heart in their interactions with fellow students, faculty and staff. The recipient has also made a significant positive impact on student life through their entire career at Concordia. The recipient must be registered full-time in Fall and Winter of the current academic year and convocate in May. Concordia Students' Association executives are not eligible to receive this award. Donor: Concordia Students' Association

Instructions:

In your letter, please state the length of time and the capacity in which you know the applicant. Using specific examples, describe how the applicant has demonstrated outstanding leadership in extra-curricular campus activities and how their service has had a significant positive impact on student life at Concordia (e.g. CSA, athletics, clubs and associations, drama, residence life, etc.) Please give examples of how the applicant has demonstrated integrity, respect, and a servant's heart in their interactions with fellow students, faculty and staff and how their qualities and attributes demonstrate worthiness for award consideration.

Please ensure the letter is typewritten on letterhead (if applicable), signed, and includes your contact information. To ensure confidentiality, we would prefer that you email or mail the *Letter of Reference* directly to the address below. The Financial Aid and Awards Office will not accept letters of reference that are not confidential and sent in this manner.

The applicant would appreciate a prompt response as the deadline for letters of reference is **MARCH 29**.

Thank you very much for taking the time to support a Student of the Year applicant and contributing to a fair selection process.

Submit your letter by March 29th using one of the following methods:

By Email: finaid@concordia.ab.ca

By Mail:

Financial Aid and Award Office, HA120
Concordia University of Edmonton
7128 Ada Blvd NW
Edmonton, AB T5B 4E4

Student of the Year Application Form

Personal Information

Last Name		First Name	
-----------	--	------------	--

Gender Pronoun		Birthday mm/dd/yyyy		Student ID	
----------------	--	------------------------	--	------------	--

Phone #		Email	
---------	--	-------	--

Program of Study	
------------------	--

Resume of Extra-curricular Activities

A detailed resume of extra-curricular campus activities must be included with your application. **Please use the headers listed below.** On a separate sheet of paper(s), list in chronological order, all extra-curricular activities in which you have participated in on campus during your time at Concordia. Be specific and describe your responsibilities in detail. The resume must be typewritten. You may include with your application as many pages as required.

Activity/Group/Responsibilities	Position Held	Time Commitment	Dates	Paid (Y/N)
<i>E.g. Treasurer/CSA/Manage the daily financial affairs of the CSA by managing the budget, authorizing disbursements and creating financial reports.</i>	<i>VP Finance</i>	<i>4 hrs/week</i>	<i>Sept 2021 – June 2022</i>	<i>Yes</i>

Letter of Reference

You must submit two confidential letters of reference (faculty member, staff member and/or a current or former student). Each letter must be typewritten, on letterhead (if applicable), signed, and include referee contact information. To ensure confidentiality, the referee must submit their letter directly to our office by email or mail. The Financial Aid and Awards Office will not accept letters that are not confidential and sealed in this manner.

This information is collected in accordance with the Personal Information Protection Act (Alberta) and the Taxation Act (Canada) and is required to determine your eligibility for this award. If you have any questions about the collection, use, or disclosure of this information please contact the Financial Aid and Awards Office at 780-479-9219 or toll-free at 1-866-479-5200.

Declaration of Applicant:

I declare that:

- i. the information provided on this application form is, to the best of my knowledge, current and accurate;
- ii. I consent to the disclosure and exchange of my personal information by and between the Financial Aid & Awards Office and the Registrar to verify my program of study, academic standing, registration status and graduation status to determine my eligibility for this award;
- iii. I agree to participate in an interview with the selection committee;
- iv. If selected as a recipient, I agree to the disclosure and exchange of my personal information by and between the Financial Aid and Awards Office and the Concordia Students' Association. I also agree to the release of my name and personal information for promotional purposes;
- v. I understand that if I receive a financial award, I am subject to the reporting obligations of the Canada Revenue Agency regarding scholarships and bursaries, and I will provide the Financial Aid and Awards Office with my Social Insurance Number for the purpose of issuing a T4A. Furthermore, I give my consent for Concordia University of Edmonton to deliver my T4A slip electronically through secure online services for students.

Signature

Date

Submit application form and activity resume to:

Financial Aid and Awards Office, HA120
Concordia University of Edmonton
7128 Ada Blvd NW
Edmonton, AB T5B 4E4

Email: finaid@concordia.ab.ca

Deadline to apply: March 29

