



**PEI  
Literacy  
Alliance**

PO Box 20107  
Charlottetown, PE  
C1A 9E3  
Phone (902) 368-3620

## Bursary Information and Application Form – March 2014

### What is the bursary?

This bursary is a \$750 grant for adults who are working toward a grade 12 certificate or grade 12 equivalency (GED). Up to ten bursaries will be awarded this year.

### Who can qualify?

To qualify, you must be an adult who:

- has not completed grade 12 or your GED
- has been out of the school system for at least three years
- is in or plans to enter an upgrading program in PEI, and
- needs financial assistance

### How do I apply?

To apply for a bursary you must:

- complete page 1 and 2 of this application
- have your tutor or instructor complete the recommendation on page 3
- write a 250-word essay
- provide two written references from people who are familiar with your efforts to reach your goals e.g. employer, minister, long time friend – do **not** use references from family members or your instructor
- sign the checklist on page 4

Please note a complete application package includes:

- the attached application form
- a short essay
- the two reference letters
- the signed checklist

### When will I hear about my application?

We will write to everyone who applies by March 31, 2014.

### IMPORTANT:

We will reject applications that are not complete.

We will not accept faxed applications.

Applications must be received in our office, or postmarked on or before March 1, 2014.

We need to photocopy your application, so please use standard size 8½ by 11 inch paper for your essay and ask your references to do the same.

**Please do not use staples, or write in pencil.**

Deadline for applications is March 1, 2014

**Section A — Personal Information**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_

What is the last grade you completed before leaving school?

\_\_\_\_\_

What year was that? \_\_\_\_\_

What is your total family yearly income?

Less than \$10,000 \_\_\_\_\_ \$10,000 - \$20,000 \_\_\_\_\_

\$20,000 - \$30,000 \_\_\_\_\_ More than \$30,000 \_\_\_\_\_

How many people live in your household?

Children \_\_\_\_\_ Adults \_\_\_\_\_

2. Since you left school, have you taken any academic upgrading or literacy training? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what was the name of the school and/or the program?

\_\_\_\_\_

Did you complete the course? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what year did you complete the course? \_\_\_\_\_

3. What other courses, training or upgrading have you taken?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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4. Are you attending a Community College, Technical or Trade School, Private Training Program or Tutoring Program? If yes, what is the name of the program and where is it located?

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5. If no, have you applied to enter a Community College, Technical or Trade School, Private Training Program or Tutoring?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the program and where is it located?

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Have you been accepted?

Yes \_\_\_\_\_ No \_\_\_\_\_ Waiting to hear \_\_\_\_\_

6. If you receive a bursary, how do you expect to use the money? (For example, tuition, childcare, books, travel, etc.) Please explain briefly:

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**Section B — Essay**

Please tell us why you decided to return to school. What challenges have you faced to continue your studies? What are your personal plans and career goals? This essay should be about 250 words long. Please write on only one side of each piece of paper that you use, and remember **do not use staples or write in pencil**. Printing from a computer is fine.

## Tutor or Instructor Recommendation

(to be filled out by tutor or instructor)

Please help us by providing some information about the person applying for the bursary.

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

	Could be better	Average	Above Average	Outstanding	Not Applicable
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Realistic Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a brief appraisal of this student that sets him/her apart from his/her classmates and prompted you to recommend him/her for this award.

Instructor's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Date: \_\_\_\_\_

Please note – you can send in this recommendation separately or give it to the student to send – whichever you prefer. PO Box 20107, Charlottetown, PE C1A 9E3

**Deadline for applications is March 1, 2014**

## Student Checklist

(to be filled in and signed by the student)

Please note that we will not consider incomplete applications.

Have you completed page 1 and 2 of this application?

YES  NO

Has your instructor completed page 3 of this application? If your instructor wants to send in that page separately, that's fine.

YES  NO

Have you completed your essay about yourself? Please write or print from a computer on only one side of each piece of paper. Use 8½ by 11 inch paper.

**Please do not use staples or write in pencil.**

YES  NO

Have you included two reference letters from people who are not in your family? Please ask your references to write or print from a computer on only one side of each piece of paper. Ask them to use 8½ by 11 inch paper and again – no staples or pencil.

YES  NO

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this completed application form (four pages), your essay and two reference letters to:

Bursary Committee  
PEI Literacy Alliance  
PO Box 20107,  
Charlottetown, PEI C1A 9E3

If you have any questions about this application, please call us at 902-368-3620.

**Deadline for applications is March 1, 2014**