

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 and residence life). 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 graduating from Concordia, be registered full-time in the current year, and present a satisfactory graduating GPA for their program. 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 (in sealed envelopes) 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 in-person 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 in-person 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 31, 2017

Student of the Year Award LETTER OF REFERENCE INSTRUCTIONS

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

You have been asked to write a 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 and residence life). 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 graduating from Concordia, be registered full-time in the current year, and present a satisfactory graduating GPA for their program.
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 return or mail the *Letter of Reference* directly to the address below. If you are giving the letter of reference to the applicant to deliver by hand, seal the envelope and sign your name across the sealed flap. The Financial Aid and Awards Office will not accept hand-delivered letters of reference that are not confidential and sealed in this manner.

The applicant would appreciate a prompt response as the deadline for letters of reference is **March 31, 2017**.

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

Mail to:

Financial Aid & Awards Office, HA120
Concordia University of Edmonton
7128 Ada Boulevard
Edmonton, AB T5B 4E

Student of the Year Application Form

Personal Information

Last Name		First Name	
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Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>	Birthday mm/dd/yyyy		Student ID	
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Phone #		Email	
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Program of Study	
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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 2014 – June 2015</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 place the letter in a sealed envelope and sign their name across the sealed flap. The Financial Aid and Awards Office will not accept letters that are not confidential and sealed in this manner.

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 in-person 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 will provide my Social Insurance Number to the Student & Enrolment Services Office should I receive a financial award for the purposes of issuing a T4A slip(Canada Revenue Agency) even though the financial award is no longer considered taxable income under federal legislation.

Signature

Date

Return Completed Forms to:

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

For More Information:

Telephone: 780-479-9220
Toll free: 1-866-479-5200
Email: finaid@concordia.ab.ca

Deadline to apply: Friday, March 31, 2017

