

# GENERAL INSTRUCTIONS FOR APPLICATIONS

APPLICATIONS MUST BE SUBMITTED DIRECTLY TO NORTH ISLAND SECONDARY BY 4:00 P.M., April 4, 2018, NOT TO THE INDIVIDUAL SCHOLARSHIP DONORS.

YOUR APPLICATIONS SHOULD INCLUDE:

1. **LETTER OF APPLICATION** addressed to the Scholarship donor with an opening statement similar to "I wish to apply for the (name the scholarship/bursary)". Your letter should include the following information:
  - a) information that will indicate knowledge of the organization/club that is offering the scholarship/bursary.
  - b) future education plans (which university/college you hope to attend and if you have been accepted, the program or courses you wish to take, the profession you plan to pursue, the estimated or actual cost of the required education, and the number of years involved.)
  - c) your academic achievements
  - d) your involvement in in-school and out-of-school extra-curricular activities
  - e) your financial need

Make sure your letter is neat, legible and includes your name on the first page.

2. **COPY OF YOUR TRANSCRIPT OR MOST RECENT REPORT CARD:** Transcripts will be available from the school office once final semester one marks have been received.
3. **LETTERS OF REFERENCE:** (usually from a member of a group to which you belong or from a long time adult acquaintance) are a good idea but in some cases optional. Please make sure to give enough notice to the person you are asking a reference of.
4. Some organizations have application forms that are available at the school office. These may be part of the criteria when applying for the scholarship/bursary.

**THE "Local Scholarships/Bursaries Available for 2017-2018" LIST IS TO BE RETURNED TO THE OFFICE WITH YOUR APPLICATIONS.**

Please staple individual applications. Do **NOT** put in envelopes. The applications are to be submitted to one of the office secretaries **NO LATER THAN 4:00 PM April 4, 2018.** There will **NOT** be any extensions of this deadline.

Don't assume that the scholarships are exclusively for the top academic students -- ANY graduate planning to further his/her education can apply.