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# BURNABY ASSOCIATION OF SENIOR EXEMPT STAFF (BASES) COMMUNITY LEADER SCHOLARSHIP

# SCHOLARSHIP DESCRIPTION

The Burnaby Association of Senior Exempt Employees (BASES) Scholarship, worth $1,000, is awarded annually to a well-rounded SD41 – Burnaby student who meets the following criteria:

# SCHOLARSHIP CRITERIA

The scholarship will be awarded to two SD41 - Burnaby students who have:

One of the above scholarships two scholarships will be awarded to a student who meets the above criteria and is pursuing vocational training program at a designated post-secondary technical, trades or vocational institute.

* maintained a good academic standing;
* been actively involved in community service and/or volunteer work beyond that required for graduation; and
* demonstrated leadership in Burnaby through consistent and outstanding dedication to a community initiative or making their community a better place.

One of the two scholarships will be awarded to a student who meets the above criteria and is pursuing vocational training at a designated post-secondary technical, trades or vocational institute.

The recipient will be required to provide proof of enrollment in a qualified program in order to receive the scholarship payment

Consideration is to be given to a student with financial need.

**Selection Process:**

The BASES scholarship committee will review all applications submitted to the District representative that meet the specified criteria for the three awards and will select the successful applicants based on who they feel best meet the criteria. The committee’s final decision will be communicated by a member of the scholarship committee to the District representative. The District representative will advise the successful applicants of their award and provide them with further information regarding how to redeem their award.

A representative from BASES will be available to present the certificate to the candidate at the student’s graduation ceremony.

**Redeeming Awards:**

Students selected to receive one of the above scholarships will be notified in writing of their award by the District representative. The information package provided by the District to the student will also include the following instructions for redeeming their award:

* A Certificate of Award from BASES will be presented to the student by a member of the BASES Scholarship Committee at the student’s graduation ceremony. Instructions for redeeming the award are provided on the back of the certificate.
* Award recipients are requested to complete the information specified on the back of the award certificate and to email a copy of the completed certificate to the BASES Scholarship Committee at learning@burnaby.ca.
* Once the student has registered at the post-secondary institution they will be attending and paid their tuition fees, they can contact the BASES Scholarship Committee at 604.294.7770 to arrange to pick up their award cheque.
* To receive their award cheque the student must provide:
	1. A copy of the completed scholarship award certificate (see sample)
	2. Proof of identification including a valid passport, BC Drivers Licence or BC ID
	3. Confirmation of school enrollment in the form of a letter from the school/registrar and addressed to the student. The letter must include the date it was issued, semester or school year and confirmation that the student is enrolled full or part time in their selected program.
* It is preferred that the students pick up their award cheque in person at:

Burnaby City Hall

Human Resources Dept

1st Floor - West Building

4949 Canada Way, V5G 1M2

NOTE: The scholarship award certificate is valid for one (1) year from the date of issue (shown on the front of certificate). If the recipient has not registered for a post-secondary program within that timeframe they should notify the BASES Committee in writing at learning@burnaby.ca or by calling 604.294.7770 if they wish to extend the validation period.