



## **CN Pensioners Association of Manitoba**

### **Harvey Hosfield Bursary Program**

#### **Terms and Conditions 2022**

##### **Purpose**

To assist financially in the educational pursuit and career development of families of the supporting members of the CN Pensioners Association of Manitoba, henceforth also referred to in this document as the CNPA of MB.

##### **Objective**

Normally three \$1500 bursaries are to be awarded annually. However, an additional two \$1500 bursaries will be awarded in 2022 for a total of five.

##### **Funding**

Normally three \$1500 bursaries are to be awarded annually. However, an additional two \$1500 bursaries will be awarded in 2022 for a total of five. Amount and number of bursaries will be determined annually based on funds available for the program.

##### **Eligibility**

Children, Grandchildren, Great Grandchildren (includes legally adopted and step children) **of supporting members as defined in our Constitution Article II Membership Item 2.01(e) (including Associate members as of 2016) of the CN Pensioners' Association of Manitoba who are in good standing for at least one year prior to date of bursary application.** Awards will be based and weighted on several factors not just marks.



## HARVEY HOSFIELD BURSARY PROGRAM APPLICATION COMPLETION INSTRUCTIONS 2022

1. Please complete Application Form in typed format. *Note: In order to complete it online, you must download the form, fill it in and then save onto your computer to be sent along by email with the other required documents.*
2. Current Application Form must be used.
3. Application must be signed otherwise it will be rejected. Electronic signature will be accepted and is required.
4. Please ensure that you indicate your sponsor's relationship, eg. John Smith – Grandfather.
5. Attach the following documents in **PDF format**:
  - a) Typed Resume – (maximum 2 pages) *see Sample Resume which follows. Please note that your resume is a very important component of the selection process.*
  - b) Transcript of Marks for 2 previous full school years. Unofficial but final marks are acceptable for submission, but official transcript may be required at a later date.
  - c) Proof of Registration (**NOT** Letter of Acceptance) for your complete year of study (not just the first semester).
  - d) Education Institution Grading Criteria. Note: This is only required when marks are not numerical. For example for high school graduates, most marks are shown as perhaps 87%, 85% for each subject. In this case, the Educational Institution Grading Criteria is not required. However, if marks are shown as “A-“ with a GPA of 3.75, then we require the Educational Institution's Grading Criteria so that we know where the GPA is 3.75 out of 4 or 4.5.
6. All required documentation including the application must be attached to the one email in order to be eligible. **All documents should be attached as a single PDF file.** Sending documents in separate or multiple emails will result in your application being disqualified.
7. Email application is to be sent to CNPAMBbursary@gmail.com. Applicant must show “Bursary Application and Student Name” on the Subject line.
8. Application form must be completed in **full and submitted by the actual person applying. Form must be completed in typed print** (including complete address, city, postal code, phone, email address, electronic signature and date of submission, etc) and sent in a **PDF format as one complete file.**
9. When completing the “Pensioner” box, use the name of the Pensioner who is still living. For instance, if your grandfather was a CN Pensioner but is now deceased, and your Grandmother is receiving his CN Pension, then you would show her name.
10. When completing the “Pensioner Address” box, please ensure you include the postal code.
11. Please review “The Terms and Conditions”.
12. Please review “The Program Requirements”.
13. Please review “The FAQ”.
14. Applications and supporting documentation will **NOT** be returned.
15. Applications emailed after the deadline of August 15<sup>th</sup> will **NOT** be eligible for consideration.



16. Applications will **NOT** be accepted via regular mail or faxmittal.
17. Incomplete Applications will be rejected.

**Questions:** Please review the FAQ before sending in any questions as you might find your answer there. If the answer to your question isn't there, then email us at [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com) but please indicate Bursary on subject line. **Note:** this email address is for questions only. Your application will not be honored if it is sent to [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com).

**Applications:** Application and supporting documentation (resume, transcription of marks and grading criteria, **proof of registration** – not letter of acceptance) are to be emailed to: [CNPAMBbursary@gmail.com](mailto:CNPAMBbursary@gmail.com). *Please show Bursary Application and Student Name on the Subject line. The application and all documentation must be attached to the one email, and received from the actual applicant in order to be eligible. Sending documents in separate or multiple emails will result in your application being disqualified. The email address [CNPAMBbursary@gmail.com](mailto:CNPAMBbursary@gmail.com) is for applications only – not questions.*

### **Program Requirements**

- Application Form must be for the current year (eg. not the previous year's form). Please visit our website for the current form and instructions ([www.cnpensioners.org](http://www.cnpensioners.org)).
- Your Electronic signature (typed on Application Form) must be signed otherwise it will be disqualified. Electronic signatures are accepted and will be considered legal and binding. Please ensure you put the actual Submission date on the form (eg. This is the date that you send the email with your documents).
- Applicant must be enrolled at an Accredited University or College as listed in [Canadian-Universities.net](http://Canadian-Universities.net) or U.S. Equivalent. Name of the educational institution must be evident and official. (Applicant must be attending a college or university in Canada or the U.S.).
- Bursary must be used in the year that it is designated for and is for one year only.
- Applicant must be considered a full time student.
- Applicant must NOT be a previous recipient of this award.
- Applicants who WERE NOT AWARD WINNERS MAY APPLY AGAIN in the future.
- Bursary applies to undergrad and postgraduate levels of studies.
- Applicants must have a grade point average of **80% or higher for the previous 2 full school years**. All applicants must provide transcript of marks for each of the past 2 full school years including grading criteria where applicable – eg: post secondary educational institutions. Screen shots are acceptable for marks. Note that official marks transcript may be required prior to award if applicant is selected. Grading criteria must also be provided if marks are not numerical.



- Grading Criteria from Educational Institution is required (*See sample below*).  
**Exception:** This is only required when marks are not numerical. For example for high school graduates, most marks are shown as perhaps 87%, 85% for each subject. In this case, the Educational Institution Grading Criteria is not required. However, if marks are shown as “A-“ with a GPA of 3.75, then we require the Educational Institution’s Grading Criteria so that we know whether the GPA is 3.75 out of 4 or 4.5.
- All required documentation including the application should be attached to the email as **one complete pdf file**.
- Applicants must provide proof of registration with Educational Institution. Please note that “Letters of Acceptance” are **NOT** considered proof of registration. (*See sample below as to what is acceptable and what is not*). *Also note that if an actual letter of Proof of Registration is not available, then Proof of Registration of ACTUAL courses and / or proof of payment or partial payment of tuition would constitute proof of registration.*
- **Registration must be for the complete year of study.**
- Bursary will be paid at commencement of Fall semester.
- Applicants must provide a typed resume outlining their academic and community involvement, personal achievements, any other areas of interest and most importantly your **career objectives and area of study**. **Resume must not exceed 2 pages.** (*Below is a sample resume, as well as suggestions for the type of information we are looking for.*) *The resume is a very important piece of the selection process.*
- All required information must be emailed with application form in PDF Format as one file and in one neat package. Multiple emails will result in the application being rejected.
- Incomplete application forms will automatically be rejected.
- Applications dated after deadline date will not be accepted.
- Applications will not be accepted via regular mail or faxmittal.
- Deadline for receipt of applications to be August 15th annually.
- All applications will be kept confidential. However, a brief write-up about the successful recipients of the awards may be posted in our newsletter and website.

***Results of the 2022 Bursary Program will be communicated to applicants by September 7<sup>th</sup>, 2022.***



## **Additional Guidelines for Doctoral Student Applications**

**Doctoral Students** must comply with the listed “Program Requirements” for all standard applicants wherever possible. If unable to comply with any requirement, their application may be deemed ineligible. The following additional Doctoral Student special requirements may alternatively be accepted by the evaluation committee. In all cases, the decision to accept or reject an applicant, who has not submitted the standard information, rests with the Program Chair in conjunction with the Regional or Provincial Chairperson:

### **Doctoral Student Applicants:**

1. Must be **Full Time Students** of an Accredited Educational Institution, as outlined in the Program requirements, for the entire calendar school year.
2. They must provide a copy of an acceptable transcript of marks for their last two full prior years from their undergraduate or graduate studies, irrespective of the lapsed time. Grading criteria is also required.
3. Applicants must provide proof of registration with their educational institution for the program term. In some circumstances an official letter from the Registrar or Head of the Doctoral Program may also be accepted. Such letter must provide details of the full time and uninterrupted program discipline(s) and the applicants’ current standing within the program. It should clearly state:
  - a. Your current level of graduate study;
  - b. Indicate at what stage you are in your thesis/research project;
  - c. Provide the name of your supervisor of doctoral studies, if known;
4. As with all program applicants, you must provide a detailed personal resume. You may wish to also include:
  - a. An outline of your thesis or research project
  - b. Describe what you hope to accomplish during the scholarship application term and what will remain for you to do before you obtain your degree.

The Program evaluation committee may also consider other special circumstances that could have affected applicants’ research, professional career, record of academic or research achievement, or completion of degrees that has been submitted.



## *Sample Resume*

**Name:** Jane Doe

**Education Objective:** To obtain my Doctorate in Medicine

**Career Objective:**

- To obtain my medical degree, specializing in geriatrics and Alzheimer Research

**Describe why you have chosen this field of study:**

- The reason why I have chosen this field is because my Grandmother is suffering from dementia and I have seen the devastating effects that her illness has had on her and our entire family. The love that my Grandmother has extended to us through the years has inspired me to give back – to enable the elderly to live a healthier and happy life in their senior years.

**Education & Awards:**

- Completed 2 year Faculty of Science, Dean's Honor Role
- Awarded Johnson's Scholarship 2013
- President Student Council Grade 12
- Honor Roll – John Smith High School

**Community:**

**Work Experience:**

- Part time Web Design Firm 2011 to Present
- Part time Translator University of ????: English, French and Spanish 2011 to Present
- Piano Teacher

**Volunteer Activity:**

- Girls' Soccer Coach 2010 to Present
- Volunteer – Personal Care Home
- Volunteer – Alzheimer Society
- Volunteer Winnipeg Harvest Christmas program 2010 to Present

**Personal Accomplishments:**

- Grade 10 Piano
- Proficient in English, French & Spanish
- Public speaking awards (Toastmasters, Dale Carnegie)
- Grade 12 Valedictorian

**Other:**

- I enjoy reading non-fiction and biographies, cooking, composing music and family get-togethers.



## **Things To Consider For Resume**

### **Work Experience:**

Have you worked either full or part time? How did that work experience contribute towards your career / education goals?

### **Community Involvement / Volunteerism:**

What was your experience in unpaid volunteer work, and did this work contribute towards your personal, career / educational goals?

### **Personal Achievements:**

Have you had a special achievement or been recognized in anyway, either in school / university, or in any personal or extracurricular activity?

### **Languages Or National / International Qualifications Or Experience:**

Have you learned languages other than your mother tongue, and have you spent any time in another province or outside Canada to broaden your experience, in general or towards your career goal?

### **Team Or Individual Sports, Music, Cultural Or Related Activities:**

What has been your involvement on teams, groups, or personal activities that have enhanced your personal well being, discipline or culture?

### **Scholarships / Bursaries / Grants Obtained:**

Please provide information on these awards.



Transcript sent to:



**Affiliations**

The Association of Universities & Colleges of Canada, the Association of Commonwealth Universities and the International Association of Universities.

Citizenship and Immigration Canada (CIC) Designated Learning Institution Number: O19091528512

**Level of Study**

- Non-Degree
- Undergraduate
- Graduate
- Post Graduate Medical Education

Although academic activity completed at more than one level of study is recorded on a single transcript, this work is organized by level of study, including the calculation and reporting of grade point averages.

**Grade Code Descriptions**

Grade Symbol	Quality Points	Definition of Grade Symbol
A+	4.5	Exceptional
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Satisfactory
C	2.0	Adequate
D	1.0	Marginal
F	0.0	Failure
*FAIL	0.0	Failure
*PASS	0.0	Pass
*AU	0.0	Audit
*CR	0.0	Credit (represents a C or better grade)
*CO	0.0	Continuing in Course
*DW	0.0	Deferred Examination Permitted
*IP	0.0	In Progress
*LP TP	0.0	Letter of Permission In Progress
*NG	0.0	Not Graded
*RW	0.0	Required to Withdraw
*SU	0.0	Supplemental Examination Permitted
*VW	0.0	Voluntary Withdrawal
*VWS	0.0	Withdrawal from a course that was affected by the Fall 2016 strike by the University of Manitoba Faculty Association

\*Not included in the computation of the Grade Point Average

**Grade Mode Descriptions**

C	Challenge for Credit
O	Occasional Course
X	Auxiliary Course

**Grade Comments**

CW	Compulsory Withdrawal
DISC	Discipline
I	Incomplete Grade
I NP	Incomplete No Paper
NP	No Paper

**Campus Code Descriptions**

CMB	Campus Manitoba
IUS	Inter-Universities Services
RRC	Red River College
STB	pre September 2011 Collège universitaire de Saint-Boniface post September 2011
UCN	Université de Saint-Boniface
UCN	University College of the North
UMW	University of Manitoba /
UMW	University of Winnipeg
WCB	William & Catherine Booth College

**Repeat Rule**

Effective Fall 2016, when a course has been repeated the highest grade counts towards Earned Hours and all grades are calculated in grade point averages. Prior to Fall 2016 only the latest grade was calculated in all grade point averages and towards the Earned and GPA hours.

In the case of courses that span two terms (see Credit Hours), both Part A and Part B of all attempts are included in GPA calculations (effective Fall 2016). Prior to Fall 2016 the latest grade was used.

I	Included
E	Excluded
A	Included in GPA

**Credit Hours**

Most courses are either three credit hours or six credit hours. There is a correlation between class hours and credit hours. E.g. a three credit hour course normally consists of three lecture hours per week in one term; a six credit hour course normally consists of three lecture hours per week over two terms.

Note: courses that span over two terms are listed as two course sections, Part A and Part B. Students who complete a course that spans over both terms will be assigned the same grade for both parts and only when Part B has been completed. Refer to Repeat Rule information.

Attempted Hours: all courses completed within a level of study.

Earned Hours: all courses completed within a level of study, subject to the Repeat rule.

GPA Hours: all courses completed within a level of study, subject to the Repeat rule.

**Quality Points (QPts)**

The value of the grade assigned multiplied by the credit hour value of the course.  
E.g. B (3 grade points) x 3 credit hours = 9 Quality Points

**Grade Point Average (GPA) Calculation**

Total Quality Points divided by total GPA hours

**Term Grade Point Average (TGPA)**

The grade point average of all courses completed within a given term of study, subject to the Repeat Rule, excluding courses with grades marked with an \*.

**Cumulative Grade Point Average (CGPA)**

The grade point average of all courses completed within a level of study, subject to the Repeat Rule, excluding courses with grades marked with an \*.

**Degree Grade Point Average (DGPA)**

The grade point average of all courses acceptable for credit in the current degree program, subject to the Repeat Rule, excluding courses marked with an \*.

**Pre and Post September 2006 Transcripts**

The University of Manitoba course numbering system was revised effective September 2006. The course numbers that appear on pre-September 2006 transcripts include a numeric department number and a three digit course number. Course numbers on post-September 2006 transcripts include a subject code of up to four characters and four digit course number.

Due to changes in U of M policies on grade point average (GPA) calculations, effective September 2006, students whose study took place both prior to and after September 2006 will have two parts to the official transcript. Part 1 will include a record of all work completed prior to September 2006. Part 2 will display only courses completed after September 2006. Part 2 of the transcript will, however, include the credit hours and quality points for courses completed prior to September 2006. GPA calculations on Part 1 will be in accordance with faculty based policies in place prior to September 2006. GPAs on Part 2 of the transcript will be based on new institutional policies and will be applied to all courses completed, both before and after September 2006.





## High School Grading Criteria Example

Students who completed secondary level standing in Saskatchewan prior to September 1999 will have completed under the credit requirement policy in effect at the time. The policy for students who graduated in the 1999–2000 school year and after is outlined below. If additional information is required, contact the Saskatchewan Ministry of Education Registrar's Office at (306) 787-6012.

### Course Type

- R Regular** - 10, 20, 30 designation - courses designed for the majority of the students
- A Advanced** - 10A, 20A, 30A, and 10(IB), 20(IB), 30(IB) (International Baccalaureate program) and 30(AP) (Advanced Placement program) designations - courses which are academically advanced (note: an IB and AP course designation does not represent certification by the respective organizations)
- M Modified** - 11, 21, 31 designation - courses with a reduced level of difficulty
- AE Alternative Education** - 18, 28, 38 designation - courses designed for special needs students and which are qualitatively different from regular or modified courses

### Program Type

**Regular Program** (for both English and Fransaskois) includes courses that are:

- 100% department prepared (designated 10, 20, 30)
  - modified at the local level - advanced (designated 10A, 20A, 30A) and basic (designated 11, 21, 31) which have a minimum of 50% department prepared curriculum
  - locally developed (designated L) which may be up to 100% local (original) content while still at a level consistent with other department courses for regular education
  - part of a recognized International Baccalaureate program (designated IB)
  - part of a recognized Advanced Placement program (designated AP)
- Effective September 2009, three special project credits may be used as electives.

Grade 10	Grade 11	Grade 12
minimum 8 credits  <b>Compulsory courses are:</b>  English Language Arts A 10 and English Language Arts B 10;  Social Studies 10, History 10 or Native Studies 10;  Science 10;  a mathematics 10;   3 electives at level 10 or higher.	minimum 16 credits  <b>Compulsory courses are:</b>  English Language Arts 20;  a mathematics 20;     6 additional elective credits at level 20 or 30.	minimum 24 credits (5 of which must be at the 30 level)  <b>Compulsory courses are:</b>  English Language Arts A 30 and English Language Arts B 30;  Social Studies 30: Canadian Studies or History 30: Canadian Studies or Native Studies 30: Canadian Studies;  a science 20 or 30;  a social science 20 or 30;  2 credits in arts education or practical and applied arts 10, 20 or 30;  Wellness 10, Physical Education 20 or Physical Education 30.

**Note:** Students attending Fransaskois schools must meet the Language Arts requirements under the Fransaskois policy effective September 1997.

**Bilingual Program** indicates completion of a minimum of 12 credits taken in French in addition to meeting the Regular program requirements with the exception of the Language Arts area. A minimum of 4 credits taken in French is required for grade 10; 8 for grade 11; and 12 for grade 12.

**Adult 12 Program** (for a person who is at least 18 years of age and has been out of school for one year).

An adult may obtain grade 12 standing without having completed previous grades with a minimum of seven credits: English Language Arts A 30; English Language Arts B 30; one of Social Studies 30: Canadian Studies, History 30: Canadian Studies or Native Studies 30: Canadian Studies; one credit from each of the mathematics and science areas of study at the 20 or 30 level; two level 30 elective credits. A prior learning credit may be used as an elective.

**Alternative Education Program** is an approved locally developed program designed to meet special needs of students who require curricula that are qualitatively different from the Regular program. Each grade level consists of eight courses and may include various combinations of regular and alternative courses.

**Functional Integrated Program** is designed for students with severe multiple or mental disabilities who require individual programs. Students do not receive credits for individual courses.

### Definitions

**Letter Grade Equivalents**

Range	100–80	79–70	69–60	59–50	49–0
Letter Score	A	B	C	D	E

**SG Standing Granted** indicates that credit has been given for courses taken under a jurisdiction other than the Saskatchewan Ministry of Education.

**CREDIT** A one credit course is designed for 100 hours of instruction. A credit is granted in each course when a student attains a mark of 50% or higher. If a course is retaken to upgrade, the credit value is assigned to the higher mark.

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## Sample of Letter of Acceptance

**NOTE: This is NOT confirmation of registration and would result in your application being disqualified if it is not accompanied with a proper registration / verification of enrollment document.**

University of Winnipeg  
Winnipeg, MB

Date

Dear Jane Doe;

We are delighted to advise that you have been provisionally accepted into the Bachelor of Sciences program for the Fall 2022 term.

You accepted your offer of admission on June 1, 2022. If you do not follow through with registration in your courses, you will need to reapply for a future term.

Sincerely,

John Doe  
Director Admissions



## Sample of Registration Confirmation Letter

University of Winnipeg  
Winnipeg, MB

Date

To Whom It May Concern:

This is to advise that Jane Doe is registered at the University of Winnipeg for the following terms:

September 2022 – December 2022 – Full Time in Arts & Science

Degree Bachelor of Arts

Major: Sociology

January 2023 – April 2023 - Full Time in Arts & Science

Degree Bachelor of Arts

Major: Sociology

Signed by:

John Doe

Registrar

***Note: Verification of Enrolment might also include listing of courses or full or partial payment of tuition fees.***



## **FAQ**

Where can we find information on this Program?

**Answer:** Information is available through several sources, such as any Executive member of the CNPA of MB, in our newsletters or on our website [www.cnpensioners.ca](http://www.cnpensioners.ca).

How do I get this information to my grandchild?

**Answer:** The best way to communicate this information to your grandchild is to tell them to visit our website at [www.cnpensioners.ca](http://www.cnpensioners.ca).

What are the requirements for application?

**Answer:** The Terms and Conditions for the applicants can be found on our website at [www.cnpensioners.ca](http://www.cnpensioners.ca).

What is the application deadline?

**Answer:** The program is open to receive applications on April 15<sup>th</sup>. **Deadline for receipt of applications is August 15th each year.**

When will I be notified of the results?

**Answer:** Results of the Annual Scholarship Program will be communicated to applicants by September 7<sup>th</sup> of that year.

Can I use an old version of the application?

**Answer:** No, the current application must be accessed and used. It will have the current year in the title section.

Will you accept my application if it is postmarked August 15<sup>th</sup>?

**Answer:** Yes. If your email application is sent with the time stamp of August 15<sup>th</sup> of the application year, it will be considered as long as you have met the other requirements. However, we will not accept applications through regular mail or faxmittal regardless of the postmark date.

Can I send my application in via email?

**Answer:** Yes, as long as all required documents are attached to the one email as one PDF file. Multiple emails with attachments will not be considered and will result in your application being rejected.

Can I still send my application in through regular mail?

**Answer:** No. Applications will no longer be accepted via regular mail. Applications will only be accepted via email.

Can I fax in my application and documents?



**Answer:** No. Applications will only be accepted via email.

Will you accept a typed or electronic signature on my application?

**Answer:** Yes, but by doing so you are declaring that such signature is true and valid and that this document is a legal document.

What format should my application and supporting documents be in?

**Answer:** All documents should be sent in a pdf format as one complete file.

I recall that in previous years, the application process required a current photo. Is this still the case?

**Answer:** No, it is no longer necessary to submit a photo. However, we reserve the right to request one for possible use in our local newsletter when announcing the awards.

You mention including grading criteria with the Transcription of Marks. Where do I find this?

**Answer:** Grading criteria (if available) can be found on the back of the Transcription of Marks. Please ensure you scan both the front and back and include with the other attachments in your application email. **Exception:** This is only required when marks are **not** numerical. For example for high school graduates, most marks are shown as perhaps 87%, 85% for each subject. In this case, the Educational Institution Grading Criteria is not required. However, if marks are shown as “A-“ with a GPA of 3.75, then we require the Educational Institution’s Grading Criteria so that we know whether the GPA is 3.75 out of 4 or 4.5.

Why do I need to supply the grading criteria of my educational institution?

**Answer:** We require the grading criteria as part of the evaluation criteria. Since grading criteria is not standard amongst educational institutions, by understanding an institution’s criteria, it assists us in making a fair evaluation. For example, if your GPA is 3.5 and we don’t know whether the 3.5 is out of 4 versus out of 4.5, it would definitely have an impact on our assessment.

I am confused about semesters versus school years as to the 2 full school year average of marks you require. Could you please clarify.

**Answer:** We require an average mark of 80% over your previous 2 full school years. This differs from a semester because a school year would have more than 1 semester.

I am going into my 3rd year in university. Would the past 2 years of my university marks suffice?

**Answer:** Yes. We require your transcripts of marks for the past 2 full years of education. In this situation we would require your transcript of marks for year 1 and 2 of university.



If you have completed one year of university, we would require your marks for that year as well as your transcript of marks for Grade 12. If you were just starting university, then we would require your transcript of marks for Grades 11 and 12. Unofficial but final marks are acceptable for submission, but an official transcript may be required at a later date.

An example for English and French CEGEP students in the province of Quebec, the equivalent would be if CEGEP 2 (ACS) is the first year of University, then should you be starting your 2nd year of CEGEP then you would require your transcript marks of CEGEP 1 and (polyvalent) secondary 5.

On the application form it asks for the Local Council information of my sponsor. How do I find that out?

*Answer:* The local council to which a sponsor belongs is usually the city / province of residence of the sponsor. If you or your sponsor is unsure, then please indicate his city of residence as the local council.

How many awards are made each year and in what amount?

*Answer:* Typically, there will be three awards made each year in the amount of \$1,500 each. The number is reviewed annually and voted upon. For the 2022 Hosfield Bursary Program, there will be an additional two awards in the amount of \$1,500 each for a total of five.

How does the committee decide who the successful recipients will be?

*Answer:* The Selection Committee follows the guidelines set out in the Program Requirements based on the Terms and Conditions. Awards will be based on and weighted on several factors including presentation, organization, community involvement, personal achievements, attention to detail as well as marks.

Who is eligible to make application?

*Answer:* Children, grandchildren, great grandchildren (includes legally adopted and step children) of **supporting members (including Associate members) of the CN Pensioners' Association of Manitoba who are in good standing for at least one year prior to date of the bursary application.** Awards will be based and weighted on several factors not just marks. The resume is a very important piece of the selection process.

Definition of supporting members as per Article II Membership Item 2.01 (e) of the Constitution of the CN Pensioners' Association of Manitoba.

Is this program open to the grandchildren of all CN Pensioners?



**Answer:** No. It is only open to “Supporting Members” as outlined in the Terms and Conditions of this Program. Please also refer to Article II Membership Item 2.01 (d) (e) of the Constitution of the CN Pensioners’ Association of Manitoba.

What is meant by “Supporting Member”?

**Answer:** Definition of supporting members as per Article II Membership Item 2.01 (e) of the Constitution of the CN Pensioners’ Association of Manitoba which reads: All members identified in this Article who pay the established annual dues will be identified as “supporting members” of the Association and, as such, will be entitled to all associated benefits.

Can more than one grandchild of a CN Pensioner apply at the same time?

**Answer:** Yes, final awards will be made by the Selection Committee based on the criteria set out.

If the CN Pensioner is deceased but his/her spouse is now receiving the spousal pension, can a grandchild still apply?

**Answer:** Yes, as long as the spouse is a supporting member of the CNPA of MB.

Can a grandchild of a deceased Pensioner apply?

**Answer:** No. However, if the spouse of a deceased CN Pensioner is receiving a CN spousal pension and is a supporting member of the CNPA of MB, then “yes”.

If my grandchild is a successful recipient of this award, can he/she apply in future years?

**Answer:** No

I see that the National Council of CN Pensioners sponsors a Scholarship Program. Can I apply for both the Scholarship program sponsored by them as well as the Harvey Hosfield Bursary Program sponsored by the CNPA of MB?

**Answer:** If your grandparent is a supporting member of the CN Pensioners Association of Manitoba in good standing, and you meet the terms and conditions of eligibility as outlined by the National Council of CN Pensioners, then the answer is Yes, you would be eligible to apply for both the programs. Please note that their eligibility requirements differ slightly so please review their Terms and Conditions carefully.

What type of format are you looking for in a resume?

**Answer:** Resume should be no more than 2 pages in length. Please see the Sample Resume provided as well as suggestions for the type of information we are interested in. Please note that the resume is an important piece of the selection process.

Why must Proof of Registration be given instead of just a Letter of Acceptance.

**Answer:** A Letter of Acceptance tells us that the Educational Institution has only accepted you conditionally. It does not provide a guarantee that you will actually register



and attend. It is possible for one to be accepted into several institutions at one time, but that doesn't guarantee that you will attend any of them. Therefore, a Letter of Acceptance is insufficient. Proof of Registration **MUST BE PROVIDED AND FOR THE COMPLETE YEAR OF STUDY.** *A sample of what not is acceptable as well as what is acceptable is provided with the Instructions for Completion. Also note that if an actual letter of Proof of Registration is not available, then Proof of Registration of ACTUAL courses and / or proof of payment or partial payment of tuition would constitute proof of registration.*

The educational institution I plan on attending still has not provided me with my Proof of Registration yet the scholarship deadline application is fast approaching. What should I do?

**Answer:** Contact your institution and ask when you can expect to receive it. Then email [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com) and identify the issue with a tentative solution. Consideration may be given and if so, further instructions will be given to your. If you are able to get screen shots of your actual courses showing you are registered and / or proof of payment or partial payment, then this would constitute proof of registration.

Does my transcript of marks have to be official or can I print something off my student account?

**Answer:** Unofficial but final marks are acceptable for submission, but an official transcript may be required at a later date. It is preferred that transcripts of marks be official because that transcript is accompanied by the rating scale for averages and GPA or letter equivalences. Since you will be submitting this documentation via email, you must submit both the front and back page of the transcription of marks so that the grading criteria is provided. By making application, you are declaring that your transcript of marks is correct as provided by your educational institution. The CNPA reserves the right to request originals. **Note: Screen shots are acceptable for marks. However, official marks transcript may be required prior to award if applicant is selected. Please ensure grading criteria is also provided if grading is not numerical.**

I plan to attend a school in Europe or elsewhere. Am I still eligible to apply for this scholarship?

**Answer:** No. At this point, the Harvey Hosfield Bursary Program can only offer bursaries for accredited educational institutions in Canada and the U.S. The exception would be if you are an exchange student and if your tuition and registration reflect the Canadian Educational Institution.

Will you accept late applications by email?

**Answer:** No. Email applications after August 15<sup>th</sup> will not be accepted.

If I am one of the successful applicants, will you be issuing me a T-4A slip?

**Answer:** No. You would be responsible for reporting the revenue from your scholarship award to Revenue Canada on your individual tax returns.





**If I have a question that is not answered in the FAQ, where can I get an answer?**

***Answer:* Email [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com). Do Not send questions to [CNPAMBbursary@gmail.com](mailto:CNPAMBbursary@gmail.com) as this is for applications only.**

***For more info visit [www.cnpensioners.ca](http://www.cnpensioners.ca) or contact us via email at [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com) should you have a question.***

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