



# *CN Pensioners Association of Manitoba*

## *Harvey Hosfield Bursary Program*

### **Overview**

- The **CNPA Harvey Hosfield Bursary Program** is sponsored by the CN Pensioners Association of Manitoba. Its purpose is to financially assist the educational pursuit and career development of families of the CN Pensioners Association of Manitoba (CNPA of MB) Contributing Members.
- Subject to annual CNPA of MB approval, the Program provides 5 - \$1500 one-year scholarships for each fall school year.
- Applications are accepted from children, grandchildren, great grandchildren (includes legally adopted and step children and step grand-children) of CNPA of MB Contributing Members.
- The Program is open annually from **APRIL 15<sup>th</sup>** and the fully completed application package must be received by **EMAIL** before **August 15<sup>th</sup>**. Incomplete application packages will be rejected.
- Results are usually communicated by the end of the first week in September. Unsuccessful applicants can reapply in future years. **Those awarded this scholarship may not reapply.**
- Applicants must have a minimum **80%** grade average over the most recent **2 full academic school years** in order to be considered.
- Applicants are assessed based on a combination of their marks and several other important weighted factors. These may include; community involvement, personal and academic achievements, extracurricular activities, career objectives and other relative information provided by the applicant. The resume and a detailed covering letter can provide a significant amount of this very valuable information used in the evaluation process.
- Included below are **specific terms and conditions, as well information on the required documentation. We encourage you to thoroughly read this entire document prior to proceeding.**



## Terms, Conditions & Eligibility

- Applications will only be accepted AFTER **April 15<sup>th</sup>**. Incomplete applications OR those received AFTER **August 15<sup>th</sup>** will be rejected. Please ensure the application package has all of the required documentation prior to sending.
- The Applicants Parents or Grandparents must be a Canadian CN Pensioner, or their surviving spouse, who receive a monthly CN Pension. In addition, they must also be a CNPA Contributing Member of the CNPA of Manitoba. A **Contributing Member** is one who pays the monthly CNPA membership dues, and has done so since starting their CN pension, or for at least 12 months PRIOR to the Scholarship application date.
- Applicants must be a **FULL-TIME** student, enrolled and attending a Canadian or United States accredited University, College or 2nd year CEGEP (Quebec). The enrollment period must be for the full school year academic term (i.e. September - May)

They may be in an undergraduate, graduate or post graduate programs. A list of many of the eligible institutions can be found at:

- Canada - [www.Canadian-Universities.net](http://www.Canadian-Universities.net)
- United States - <https://www.4icu.org/us/a-z/>
- Applicants graduating from high school (1st year CEGEP in Quebec), or those already enrolled in post-secondary educational institutions, **must have an average grade of at least 80%** (or the equivalent grade point average or combination thereof), for each of the previous **2 full school years**.

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## Required Documents and Submission

- A Completed Application Package, will wherever possible, be in one complete consolidated **PDF** format. Screenshots, links to websites, or embedded documents will not be accepted.
- It **must** include the following:
  - \* Official completed **CNPA Application Form**
  - \* **Resume**
  - \* **Proof of Registration**
  - \* **Transcript of Marks**

The package **could** also include a **Cover or Information** letter to support or enhance what is not covered in the Resume. It might include other relevant information or documents you feel are appropriate. Documents submitted will not be returned.



- **Official Proof of Registration/Enrollment (POR)** is required from the Educational Institution (usually from the Registrar). The POR will typically include the Institution and students name, account ID, program enrolled in, start date, enrollment status (full or part time) and date issued.
  - \* Proof of registration for full term is preferred, however if the institution you are attending has a policy of only providing proof of registration for the 1st semester, we will accept such proof for your application.
  - \* Should the POR not be immediately available for submission, official Institution confirmation of classes enrolled in **and** institution proof of tuition payment may be considered. (**Note:** A Letter of Acceptance is NOT considered proof of registration).
- **Official Transcript of Marks** - Provide a **copy** of your complete Transcript(s) of Marks for the past 2 full school years. Please include the **school grading scale**, if you include transcripts with grade points or other non-standard marks that are **not** in a numerical percentage format (i.e. 87%). Remember, applicants **must have an average grade of at least 80%** (or the equivalent grade point average or combination thereof) for each of the previous **2 full school years**.
- **Resume** – Your Resume should provide as much detail as possible on your education, extracurricular activities, community involvement and volunteer engagement, as well as your achievements and work history. Alternatively, and in addition to your Resume, some of this information could be provided in a separate cover or information letter. This assists us in the overall comprehensive evaluation of the student.
- **Official CNPA Application Form** – This form is included on this website and is in a fillable PDF format. The **Applicant only** must personally fully complete ALL sections. You may need to consult with your parent or grandparent to get their required specific information.
  - \* Your **electronic OR typed signature** (not initials) and date is required. With your electronic signature, you declare that all statements are true and valid and that all documentation is authentic, certified and not falsely submitted, including your electronic signature. You also agree to retain all original, signed and certified documents in the event they are requested later for submission.
- **Incomplete** or unsigned forms, and/or missing or non-compliant documents may result in the full application being rejected. Supplemental submissions are not accepted. We do not trace or follow-up for any documents. **Screen shots** are not accepted for any documents.
- **Submission** – your completed Application Package, preferably in one complete PDF document, must be received by **EMAIL** at [CNPAMBursary@gmail.com](mailto:CNPAMBursary@gmail.com) by the deadline of **August 15<sup>th</sup>**.
  - \* Please show **Bursary Application and the Student Name** on the email Subject Line.
  - \* This email is for your Application Package submission **ONLY** and is not answered.

If **AFTER** reviewing this entire package, you have specific unanswered questions about the program, Please **EMAIL** - [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com) for **Questions**. Please indicate “Bursary Question” in the Subject Line.

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The following Appendices include FAQ's, sample documents, and Post Graduate/Doctorate student guidelines. Please review them thoroughly.

- A. Frequently Asked Questions
- B. Your Resume: Items to Consider and Sample
- C. Cover Letter Sample
- D. Submission Checklist
- E. Post Graduate and Doctoral Submissions
- F. Sample Grading Scales
- G. Sample Proof of Enrollment

## Appendix A

<b>Frequently Asked Questions</b>	
If there is something you are uncertain of, or could not find previously, review these FAQ's	
<b>Q</b> Where can I find information about the Bursary Program Terms and Conditions, Eligibility and the Application?	a. Official information on our website <a href="https://www.cnpensioners.ca/scholarships-bursaries/">https://www.cnpensioners.ca/scholarships-bursaries/</a> , but Pensioners may also get information from local CNPA officers, or in our CNPA of MB Newsletters.
<b>Q</b> Can my grandchild access the CNPA Website?	a. <b>Yes</b> - Please advise your grandchild to go directly to the above website to review the program and apply.
<b>Q</b> My grandparent is not a Contributing (paying) Member of the CNPA of MB, can I still apply for a scholarship?	a. <b>NO</b> – Until the grandparent is a current Contributing member, and has been for at least 1 full year at the time of the application, it will be rejected. Your Grandparent can however join the CNPA of MB now, and you can apply for a future year scholarship program when they are eligible.  b. <b>NO</b> – Although your grandparent might be a Contributing member of another CNPA Council, unless your grandparent is also a Contributing member of the CNPA of MB, your application will not be accepted. However, you would be eligible to apply for the CNPA National Scholarship Program.
<b>Q</b> Can more than one grandchild of the same grandparent apply for the same scholarship at the same time?	a. <b>Yes</b>
<b>Q</b> On the application form, it asks for the Local Council that my Grandparent is a member of. How do I find this information?	



- a. While your Grandparent should know this information, if not, just put the same city as the Local location or the name of the city where your grandparent resides. If necessary, we will confirm the actual Local Council from our pensioner records.

**Q I plan on attending a University OUTSIDE of Canada or the US. Can I still apply?**

- a. **NO** – However, if part of your studies at your registered Canadian or US institution temporarily takes you to a foreign location, this would be acceptable.

**Q I live in another province, on a different Region than my grandparent, will this affect my application?**

- a. **NO**, your application will be evaluated on the Region where your grandparent is a Contributing Member.

**Q My Grandparent is a member on a different region to where he lives, where will my application be evaluated?**

- a. As long as your grandparent is also a Contributing member of the CNPA of MB, your Application will be evaluated.

**Q My Grandfather was a CN Pensioner and passed away a few years ago. Can I still apply for the Scholarship?**

- a. **NO** – However, if your Grandmother is now receiving your Grandfather's Pension **AND** she is also a Contributing member of the CNPA of MB as outlined above, you should be eligible to apply. Please show your Grandmother on the Application Form as the CN Pensioner.

**Q I cannot get some of the required documentation before the deadline; can I still apply and send them later?**

- a. **NO** – The absolute deadline for fully completed Applications is midnight your local time August 15<sup>th</sup>.  
Also, you can submit your application no sooner than **April 15<sup>th</sup>** and Applications are **ONLY** accepted by **EMAIL** as an attachment. Late or incomplete applications will be rejected.

**Q What is the acceptable format for the email attachment?**

- a. The submission, where feasible, should be in one consolidated/scanned PDF formatted document. Unreadable attachments, screen shots, external links or embedded files must not be used.  
**REMEMBER** – some of your official School documents may have important information on BOTH sides. Please consider this when you are scanning your documents for submission

**Q Must I have an actual electronic signature, or can I just type my name in the signature box?**

- a. Either is acceptable. Please read the signature declaration under that box. (Initials are not accepted)

**Q Do you require a photo or any additional personal identification?**

- a. **No**, however in some cases a photo may be requested for local pensioner newsletters but is not mandatory

**Q My Official Transcript from my previous institution is delayed. Will I be able to submit the "unofficial" Transcript?**

- a. **YES** – you should however, retain the Official Transcript should you be successful are asked to provide it.



**Q The Required Documents mentions including a “Grading Scale” with my Official Transcript of Marks.**

- a. The Grading Scale is usually included with the Transcript of Marks and may be on the reverse side. If not, your educational institution will be able to supply one. The Grading scale is required where one or more of your Transcripts have marks which are NOT in a numerical percentage format (i.e. 87%). Including the Grading Scale allows our evaluators to review your Transcripts and confirm eligibility, but also may allow you to properly calculate the minimum 80% mark required for the past 2 full school years.

**Q Can you explain the difference between academic years, semesters and terms as they apply to 2 full school years?**

- a. Institutions refer to their school year in a variety of ways. Our program requires a minimum of 2 full years of transcripts PRIOR to the School year you are being enrolled in and the scholarship award you have applied for. If there was a break during the previous 2 years, simply go further back in your completed education and submit transcripts for terms, semesters or otherwise, but for a total of 2 full educational school years.

An example; if you are going into your 2<sup>nd</sup> full year of University, you would provide transcripts for your first full year of University plus your last full year of High School. If there was a break, or a year that was not full term, go back to a further previous year and provide additional transcripts to equal at least 2 full years.

Another example; in Quebec, you may be required to provide your final full year of high school plus your first full year of CGEP. If you have a very unusual situation, that cannot be determined here, please email [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com) to get an answer.

**Q When I apply for the Bursary, will I also be eligible to apply one of the 25 Scholarships offered under the National Scholarship Program.**

- a. **Yes** – Let’s assume your grandparent is a Contributing Member of the CNPA of MB on the CNPA Prairie Region. Your application will be evaluated against the other Applications from Manitoba and Saskatchewan, assigned to the Prairie Region. There are 5 - \$1500 National Scholarships for each of the 5 CNPA Canadian Regions. Please note that if you are also applying for the National Scholarship (in addition to the MB Bursary), **you must submit separate applications**. Please visit the CNPA National website for more information at [cnpensioners.org](http://cnpensioners.org). If you are a previous recipient of either the Bursary or Scholarship, you are not eligible to apply again for that specific award.

**Q How does Bursary Committee evaluate my application against the other applicants?**

- a. While the strength of your last two full years of marks has a significant weight in the evaluation process, it is only one of several criteria we use to grade one applicant against the rest. As mentioned in the Bursary information above, a detailed resume/cover letter, which outlines your education, extracurricular activities, community involvement and volunteer engagement, as well as your achievements and work history, also plays a critical role in our overall assessment of you as an applicant.

**Q If I am successful or unsuccessful in obtaining this Bursary this year, can I apply in future years?**

- a. If you are UNSUCCESSFUL, you can continue to apply in future years. However, if you obtain one of these bursaries, you are exempt from applying in future years.

**Q My Resume is pretty basic, and I will redo it for this application. Are there any restrictions to the resume?**



- a. Generally, the detailed resumes we receive are about 2 pages long. Depending on the information you want to provide, it could also be included in your cover or information letter included with your resume. If you want some ideas, please see the Appendix on Resumes.

**Q I am still confused with the *Proof of Registration or Letters of Acceptance*?**

- a. We require Proof of Registration which confirms your enrollment versus a Letter of Acceptance, which merely implies your interest to go to that institution has been confirmed. The Proof of Registration must show you attending the institution as a FULL-time student. Proof of Registration for the full year term is preferred, however if the institution you are attending has a policy of only providing proof of registration for the 1st semester or term, we will accept such proof for your submission.

In some cases, the Proof of Registration could be delayed past your Application deadline. In this event, you may supply proof of registration for your courses, as well as proof of payment (Institution receipt showing the detail of the program payment). When you do receive an official Proof of Registration, retain it, as you may be asked to produce it in the event you are successful. In the rare event none of these documents are available; you may email [CNPAMBbursary@gmail.com](mailto:CNPAMBbursary@gmail.com) to explain your situation. We cannot accept an application without firm confirmation of enrollment.

**Q Will I receive an income tax receipt from the CNPA for a Bursary Award I receive?**

- a. **NO** – you will be responsible to determine if Revenue Canada requires you to claim or report your Scholarship Award.

**Q I saw on the CNPA website reference to various other Scholarships and Bursaries. Can I apply for any or all of these other programs?**

- a. If there is an additional Scholarship or Bursary program offered, you may be able to apply for one or more of these programs, if you meet the eligibility requirements. Those requirements may be different.
- b. Unless specifically indicated, you are not restricted from applying for those programs, because you applied for this one.
- c. You will only be able to apply for other programs associated with the region with which your Grandparent is a contributing member.

If you still have a **Question** not answered here, please email – [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com)

Your **Completed Application Package** is emailed to [CNPAMBbursary@gmail.com](mailto:CNPAMBbursary@gmail.com)  
(No Questions to this email)

***The Bursary Program can be found on our Manitoba Website at [www.cnpensioners.ca](http://www.cnpensioners.ca) under the Scholarships & Bursaries tab.***



## Appendix B

### Your Resume: Items to Consider and a Sample

Resumes are developed in many formats and offer varied information. If the Resume you choose to submit has basic or minimal information, you may wish to supplement your resume with a detailed cover or information letter. To properly evaluate all applicants, in addition to their actual school marks, we use a variety of weighted criteria, which allows the committee to evaluate the applicant on a much broader basis. Your information will be unique, but should provide us with a decent overview of your background and link your experience, interests to your objectives or future plans. Tell us about your:

**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 volunteer work and what impact did it have on you.

**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 other national or international exposure:** Have you learned new languages. Have you travelled or used those languages in any special or specific way.

**Team or Individual Sports, Music, Cultural or Related Activities:** 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.

#### Sample Resume Information

Name: Jane Doe – Address, Phone, Email, etc.

**Education Objective:** To obtain my degree in Engineering ...

**Career Objective:**

- To work in Industrial, environmental or related Engineering field, then potentially go on to a master's degree ...

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

- I have chosen this because my Grandfather was involved in the Engineering department as CN and has shared his experience and exposure to a wide variety of activities. I hope to specialize in systems related to transportation services, water distribution or sanitation. My strong success in High School science also supported this decision. The Engineering degree also provides the opportunity to potentially explore unique graduate studies, including environmental or biochemical fields.

**Education & Awards:**

- Completed 2 year Faculty of Science, Dean's Honor Role
- Awarded Johnson's Scholarship 20XX
- President Student Council Grade 12
- Honor Roll – John Smith High School
- MVP & Captain – School Ringette Team

**Community Involvement:**

**Work Experience:**

- Part time Web Design Firm 2021 to Present
- Part time Translator University - English, French and Spanish 2021 to Present
- Tree Planter - Georges Landscaping Service - dates

**Volunteer Activity:**

- Community Girls' Soccer Coach 2020 to Present
- Volunteer – Personal Care Home
- Volunteer – School Newcomers Program
- Volunteer - Harvest Christmas program 2021 to Present





**Personal Accomplishments:**

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

**Other:**

- Competent in basic computer programming, and most used software. I also enjoy reading non-fiction and biographies, a wide variety of sports, composing music and family activities.



## Appendix C

### Sample Bursary Cover Letter

Jane M Doe  
123 Anywhere St.  
Winnipeg, MB, M2M 2M2  
[Jmd2002@techtom.com](mailto:Jmd2002@techtom.com)  
204-555-1212

To Whom in may concern

I became aware of the CNPA Harvey Hosfield Bursary Program from my Grandfather, a retired CN employee in Transcona. He encouraged me to apply.

I have just completed my High School program, graduating honors with distinction and an overall 94.7% average. I have been accepted at the University of Manitoba in the Engineering Science program – with a specialty in Environmental Science. My goal is to work in research of water resource options and possibly take additional graduate studies.

During the last 2 summers, I worked part time with the City of Winnipeg engineering department, looking at alternative waste opportunities. This opportunity was both rewarding and insightful and provided welcome exposure to research techniques and computers systems.

While my school work always took priority, I was also active with sports and music. I have played Ringette for 6 years and this year was named team MVP and Captain. I was also selected for the provincial summer games team as an alternate. I have been playing piano since I was 7, and recently completed grade 10 and the ARTC. I have accompanied our church choir for 3 years and also perform for school plays and events.

I have attached my completed application and requested documents for your consideration.

I look forward to hearing from you and thank you for the opportunity for this Bursary.

Best regards

Jane M. Doe



## Appendix D

### CNPA of Manitoba Bursary Program

### Submission Checklist



#### Before You EMAIL your Application Package

In addition to your completed and signed Bursary *Application Form*, you should insure the following documents are included. Remember, if at all possible, we would prefer the submission to be in one consolidated PDF document.

1. Verification of Enrollment (not a letter of acceptance)
2. Transcript of Marks for the past 2 full school years
3. Grading Criteria for transcripts not in numerical percentage form (i.e. 87%)
4. Your Resume (we also recommend including a cover or information letter)
5. EMAIL the complete package to [CNPAMBbursary@gmail.com](mailto:CNPAMBbursary@gmail.com)

**NOTE:**

- Applications which do not contain the above information may be rejected
- If you have questions or concerns about your submission **AND** you cannot find the information or answers in the Guide or FAQ's, you can email your questions to [cnpamanitoba@gmail.com](mailto:cnpamanitoba@gmail.com)



## Appendix E

### Additional Guidelines for Post Graduate / Doctoral Students

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;
  - d. 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.
4. 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.



## Appendix F

### Samples of Grading Scales

<b>High School or University 1</b>				
Subjective Evaluation	Letter Graded	Percentage	GPA	
Excellent	A+	96-100	4.50	Pass / Fail P – Pass F- Fail  Non-graded CP – Certificate of Participation NC – No Certificate of Participation I – Incomplete  Special Designation TC – Transfer Credit S - Standing
	A	91-95	4.00	
	A-	83-90	3.75	
Good	B+	75-82	3.50	
	B	70-74	3.00	
Satisfactory	C+	66-69	2.50	
	C	57-65	2.00	
Marginal	D	50-56	1.00	
Failure	F	<50	0.00	
Incomplete	I			

<b>College or University 2</b>				
Descriptor	Letter Graded	Percentage	GPA	
Excellent	4.0	90 - 100	4.50	
	3.7	85 - 89	4.00	
	3.3	81 - 84	3.75	
Good	3.0	77 - 80	3.50	
	2.7	73 - 76	3.00	
Satisfactory	2.3	69 - 72	2.50	
	2.0	65 - 68	2.00	
Minimum Prerequisite	1.7	60 - 64	1.00	
Poor	1.3	55 - 59	0.00	
Minimum Pass	1.0	50 - 54		
Failure	0.0	0 - 49		



## Appendix G

### University of Toronto

27 King's College Circle  
Toronto, Ontario M5M 5M5  
416-978-2011 www.utoronto.ca

#### Confirmation of Enrollment

September 15, 2017

Regarding: Jane M. Doe - Date of Birth: August 2, 1998 – Student # 113355C

To whom it may concern,

This letter is provided by the University of Toronto. It confirms that Jane M. Doe is registered for the 2023-2024 Fall-Winter session in the Faculty of Arts and Science at the University of Toronto. Jane M. Doe is enrolled in a full-time course load. Classes for this session begin on September 4, 2023 and end on April 30, 2024

Jane M. Doe is enrolled in year 2 of a 4 year Honours Bachelor of Science program.

Signed

Richard Levin  
Registrar – University of Toronto

### University of Montreal

Verification of Enrolment for Jane Doe (1998-08-02) - Student Account Number: 1234567

Program of Study: Bachelor of Science – Montreal Campus

Session: 2023 Winter Session  
Term 1: September 03, 2023 - December 31, 2023  
Term 2: January 06, 2024 - April 30, 2024

Term Enrollment: Bachelor of Science  
Term 1: 12 credit(s)  
Term 2: 12 credit(s)

Year Level: Jane Doe is registered in year 3 of a 4 year program

Signed  
Richard Lamarche  
Registrar