

Effective: March 2019
Last reviewed: September 2024
Next Review: 2027

BOARD POLICY

Scholarships

1 POLICY STATEMENT

A scholarship fund has been established by the Civic Institute of Professional Personnel to support the educational endeavors of children of CIPP members by providing financial assistance to eligible students entering any year of a full-time degree/diploma program at a Canadian post-secondary educational institution.

2 PURPOSE

The purpose of this policy is to provide a process for the awarding of the CIPP scholarship.

3 SCOPE

This policy applies to applicants of the CIPP Scholarship.

4 POLICY AND PROCEDURE

- a. Each year, three scholarships will be awarded, each in the amount of \$2,000, or as otherwise determined by the Board of Directors.
- b. A scholarship recipient may receive a scholarship one time only.
- c. The applicant must be a child, stepchild, or ward of a CIPP member.
- d. The applicant may be entering any year of a degree/diploma program at a Canadian post-secondary educational institution.
- e. The applicant must intend to study full time at the time of application.
- f. Awarding criteria for scholarship applications will require completion of the application form and include review of the requirements of:
 - i. the applicant's academic transcript;
 - ii. a letter of recommendation (not from a family member);
 - iii. a short essay, less than 500 words, on a subject determined by the Scholarship Committee.
- g. Financial need will not be a consideration in awarding the scholarship.
- h. Confirmation of registration at the applicant's chosen education institution must be obtained as soon as possible.
- i. To avoid the perception of any bias or conflict of interest, the children of the current Board of Directors, Scholarship Committee members, and CIPP staff will not be eligible to apply.
- j. Committee members who are not members of the Board of Directors and participate in the full selection process will receive an honorarium.

5 REVIEW

This policy shall be reviewed every three (3) years or earlier as required.

6 REFERENCE