

TO: MCA K-W Member Companies

FROM: MCA Kitchener-Waterloo Board of Directors

DATE: June 3, 2020

RE: MCA Kitchener-Waterloo 2020 Scholarship Program

The Education Committee of the Mechanical Contractors Association Kitchener-Waterloo has again approved the Scholarship Program for students.

PLEASE FIND ATTACHED THE PROGRAM OBJECTIVES AND RELEVANT INFORMATION OF OUR SCHOLARSHIP PROGRAM

PLEASE NOTE:

The Application **MUST** be signed by the appropriate person within the member company. The company must be a member of MCA Kitchener-Waterloo and in a current position with their Industry Funds. This verification is necessary to assure the MCA Kitchener-Waterloo Scholarship Committee that the applicant meets the required criteria of being the child or ward of a mechanical employee of that Company.

All required documents **MUST** be included with the submission. \*Incomplete submissions will be returned to the applicant.

All applications must include:

- An official transcript of the previous year's results
- A typed submission prepared by the applicant outlining why they are deserving of the award
- A fully completed and signed application form
- A fully completed employment history form
- (Optional) outline of any volunteer work or letters of reference
- Completed and signed release form

**THE DEADLINE FOR SUBMISSION IS JULY 17, 2020**



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## **SCHOLARSHIPS**

To emphasize the importance of education and our desire to have post-secondary graduates enter the construction sector with preference given to the mechanical industry, the MCA Kitchener-Waterloo has established a Scholarship Program.

### **OBJECTIVE**

To provide financial support for deserving children or wards of full-time employees of MCA Kitchener-Waterloo member companies, for the purpose of attending recognized post-secondary institutions, and to encourage such individuals to attain a high level of academic achievement.

### **RECOGNIZED PROGRAM – DEGREE/DIPLOMA**

Degree courses offered by Canadian Universities and Ontario Community Colleges will be given primary consideration. Should there be no candidates in the above program; consideration may be extended to other courses by various recognized institutions providing the intent of the scholarship program is met.

### **ELIGIBILITY**

The scholarship will be awarded annually to sons, daughters or legal wards of persons who are full-time employees of Association Members who are employed by your Mechanical division. Where companies have multiple offices or multiple areas of activity, the eligibility will be restricted to those servicing the MCA Kitchener-Waterloo area. The member firm must be in good standing for at least one year. The firms must sponsor the candidates(s) and the applications(s) must be endorsed by the senior executive officer of zone operations. The Candidate must be a Canadian Citizen who has or will successfully complete the requirement to qualify for post-secondary education. A student must not otherwise receive a major scholarship or bursary & not be receiving scholarships from other MCA zones awarded or pending.

### **BASIS OF SELECTION**

The scholarship will be awarded to outstanding students enrolling in a course leading to a University Degree or Community College Diploma. The award will be based on academic achievement in the previous academic year. Having a minimum “B” average is a prerequisite. In addition to academic achievement, preference will be given to those showing an interest in the construction sector with preference given to the mechanical industry. Extra-curricular activity, work experience, employment reference and supporting material, written submission and course of study will be an added aspect of selection.



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**RELEASE FORM FOR SCHOLARSHIP APPLICATION**

By completing and returning this form to MCA Kitchener-Waterloo you are hereby allowing MCA Kitchener-Waterloo to use or release any personal information related to your Scholarship Application.

I, \_\_\_\_\_, authorize MCA Kitchener-Waterloo to store personal information related to my scholarship application, including any photographs that may be taken. All information compiled will be stored in a secure location according to MCA Kitchener-Waterloo's privacy policy & only accessible to MCA Kitchener-Waterloo staff.

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Applicant's Signature

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Date

Please note: Due to Canada's Privacy Act, we are required to acquire your Permission to store documentation and photographs that may come into our possession through your participation in the association. Upon the completion of this document and signature of authorization signifies that permission has been granted to us.

For further information on this act, please visit the following website:

[http://www.privcom.gc.ca/legislation/index\\_e.asp](http://www.privcom.gc.ca/legislation/index_e.asp)



**SCHOLARSHIP APPLICATION FORM**

***This section to be completed by Applicant (Please Print)***

Name: \_\_\_\_\_  
Surname Given Name Initial(s)

Address: \_\_\_\_\_  
No. Street

City/Town Province Postal Code

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

SOCIAL INSURANCE NO. \_\_\_\_\_

Last school attended: \_\_\_\_\_  
Name City, Province

Institution you will be attending: \_\_\_\_\_  
Name Program of Study

Have you applied for other financial assistance? Yes \_\_\_ No \_\_\_

Have you received any other financial assistance? Yes \_\_\_ No \_\_\_

If yes, please indicate amount & information: \_\_\_\_\_

***This section to be completed by Parent or Guardian (Please Print)***

Parent/Guardian Name: \_\_\_\_\_

Job Title \_\_\_\_\_

Do you work 100% in your company's mechanical division? Yes \_\_\_ No \_\_\_

If "No" to above, do you work for mechanical occasionally? Yes \_\_\_ No \_\_\_ (50% of scholarship)

Employer Information: \_\_\_\_\_  
Name

Address

***This section to be completed by the senior executive officer of zone operation (Please print)***

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature



**APPLICANT EMPLOYMENT EXPERIENCE**

(Please indicate full-time, seasonal, or part-time)

**Employer:** \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ Prov. \_\_\_\_\_

Job title: \_\_\_\_\_

Major duties: \_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ Prov. \_\_\_\_\_

Job title: \_\_\_\_\_

Major duties: \_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ Prov. \_\_\_\_\_

Job title: \_\_\_\_\_

Major duties: \_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward the completed application form, official transcript of your marks, written submission outlining why you feel you are deserving of consideration (outlining your extra-curricular or community activities with supporting material, if applicable)

**by July 17<sup>th</sup>, 2020** to:

MCA Kitchener-Waterloo  
180 Northfield Dr W, Unit 4 Waterloo ON N2L 0C7  
Attention: Scholarship Committee

### **SCHOLARSHIP CRITERIA**

- Official transcript of most recent marks (You may include an interim transcript at the time of application; however, a final official transcript is required when available)
- A minimum B average is required
- Preference will be given to degree courses
- Must be a full time post-secondary education student
- An account of your leadership qualities shown through extra-curricular activities that includes details as to the extent of your involvement
- A written synopsis as to your personal & professional goals
- Preference may be given to candidates whose education path may benefit the mechanical contracting industry
- Three (3) non-family references (character references) are required

### **SCHOLARSHIP APPLICATION APPLICANT CHECKLIST**

- Completed and signed Application Form
- Typed submission of why you are deserving of this award
- Completed Employment History Form
- Official Transcript of previous year's results
- Signed release form