



SUPPORTING

dreams



VICTORIA SCHOOL FOUNDATION FOR THE ARTS

SCHOLARSHIP APPLICATION GUIDE

This guide is provided to help you complete your application.

Please do not submit this guide with your final application package.

Personal Contact Information (page 1 of Scholarship Application)

- Clearly indicate your full legal name and contact information in this section.

Education Information (pages 1 and 2 of Scholarship Application)

- Indicate the number of years you have attended Victoria School of the Arts and schools previously attended.

Educational Plans for the Upcoming Academic Year (page 2 of Scholarship Application)

- Indicate your intended area of program study.
- List the post secondary institutions(s) that you have applied to or will be attending during the upcoming academic year.
- Indicate your current status with the institution.
- If you are considering an alternate post secondary institution, please provide the appropriate information.

Program Related Expenses (page 3 of Scholarship Application)

- The information requested here relates to the fees and expenses that will be required by your accepting post secondary educational institution.

Revised: December 2016

- Please include documentation from your institution (statement from the registrar's office, excerpt from calendar, brochure, web page) verifying your information.
- The fees listed should reflect the total costs that are required for the entire academic year.
- Text fees, supplies should be as accurate as possible based on estimates issued by the institution.

Monthly Budget (page 3 of Scholarship Application)

- The financial information collected in this section describes your monthly financial needs.
- Provide any background information that may clarify your financial situation.
- If there are any additional expenses that should be included that are not listed, feel free to record them or explain them more fully in your personal letter.

Personal References (page 3 of Scholarship Application)

- One letter of reference is required.
- Your reference must be someone who has known you for at least two years who can provide comment about your character, commitment to achieving your educational goals, and your commitment to performing and/or visual arts.
- Your reference must not be a teacher at Victoria School of the Arts, a family member or a close relative. In the event that you have NO alternative but to request a letter from a teacher at VSA, this reference should not take the place of the teaching completing the arts evaluation.
- Letters must be current and dated.

Personal Letter (page 3 of Scholarship Application)

- Your personal letter is your opportunity to present a persuasive case in support of your application. **Please limit your letter to no more than two pages.**
- Tell YOUR story. Why must you pursue your passion to further your arts education.
- Consider including details about the a few of the following:
 - A brief history about your background and how you came to a decision about your future;
 - Your passion for the performing and/or visual arts;
 - Your goals and what you hope to achieve;
 - Family influences or the role of a particular mentor;

- Your involvement in your student community, such as participation in school concerts, exhibitions, publications, school council, mentoring of younger students;
- Your participation in extra-curricular activities (non-credit activities);
- Community service, volunteer work and/or involvement with outside Arts organizations such as choirs, theatres;
- Your Arts training program and the reason for your choice of post secondary institution;
- Your capacity to undertake the studies and to succeed both academically and artistically;
- How your anticipated credentials will enhance your ability to contribute to the Arts and Culture community;
- How receipt of a scholarship will contribute to your success;
- Your plans to be an ambassador for Victoria School of the Arts.

Arts Teacher Evaluations (page 4 of Scholarship Application)

- A teacher evaluation form must be completed by a Victoria School of the Arts performing or visual arts teacher of your choice. The teacher must submit the completed evaluation form in a sealed envelope and forward it directly to the Scholarship Selection Committee by **April 30, 4:00 p.m.**

Checklist (page 4 of Scholarship Application)

- Application is complete and legible
- a copy of your most recent report card
- current photo
- creative portfolio
- letter of acceptance or confirmation of application from registrar's office (if available)
- statement from registrar's office, excerpt from calendar, brochure, or web page verifying your tuition, mandatory text and supplies fees.
- one signed and dated letter of reference
- one teacher evaluation has been requested for submission directly to the Selection Committee, Victoria School Foundation for the Arts

Declaration and Consent (page 4 of Scholarship Application)

- Read this section carefully, and sign and date the form.

Submitting your Application

- Applications can be submitted in person, sent by mail, or sent by courier.
- Applications received by fax or e-mail will not be considered.
- The application deadline is April 30th at 4:00 pm. If this date falls on a weekend, applicants have until 4:00 pm of the next school day to submit their applications.
- Deadlines are strictly enforced.
- Please forward your completed application and all required supporting documentation to:

The Victoria School Foundation for the Arts
10210 – 108 Avenue
Edmonton, AB T5H 1A8

Completed applications and supporting documentation must be received by the Victoria School General Office no later than 4:00 p.m. on April 30.

Privacy Statement (pursuant to the *Personal Information Protection Act*)

The Victoria School Foundation collects personal information in a manner that recognizes both the right of an individual to have his or her personal information protected and the need of the Foundation to collect, use or disclose personal information for purposes that are reasonable in fulfilling the Foundation's mandate and mission.

The Foundation uses personal information to record information from students that is needed to process applications and award scholarships.

The Foundation may release information from time to time to our agents whom we control and who abide by this policy. We do not release information to other fund-raising organizations or to commercial enterprises.

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Canada Revenue Agency
www.cra-arc.gc.ca/charities