Graham Branton Co-operative Education Endowment Fund

Guidelines

Program Objectives
In 1996, a Co-operative Education Endowment Fund was established in memory of Dr. Graham Branton who, over a period of 17 years, directed and built the University of Victoria’s Co-operative Education Program. The intent of the Endowment Fund is to support international placements, which provide excellent learning opportunities but may provide little remuneration. Interest generated from the Fund is able to provide some support (normally up to $1,000) for one (1) student each term.

Each application will be considered for its merit relative to other applications received that term.

Program Selection Criteria
All complete, eligible applications received by the deadline will be accessed by merit based on the following criteria:

• The learning opportunity the placement will provide
• Relevance to the student’s area of study
• Relevance to the student’s career aspirations
• The student’s academic grade point average
• Location of worksite
• Level of remuneration from the employer
• Level of student’s financial need

A successful application with a particular employer will not guarantee that future students applying for support to work for that same employer will be successful. The Fund is not intended to support placements with employers who wish to hire Co-op students on a regular basis but continue to provide little remuneration.

Eligibility Requirements
• Applicants must be full-time undergraduate or graduate students enrolled in a Co-op program.
• The international work term must be approved by the Co-op program as suitable for work term credit.
• The international work term must be normally of four month’s duration, meeting the minimum requirement of at least 12 weeks in length.
• Applicants must demonstrate need for financial support.
Application Instructions
Applications will only be accepted in the term prior to the placement term. Three competitions are held over the academic year. The deadline for each term will be 4:30 pm on the Wednesday of the third week of the fourth month of the term prior to the placement. For example, students going on a Summer work term will apply on the Wednesday of the third week of April; students going on a Fall work term will apply on the Wednesday of the third week of August; and students going on a Spring work term will apply on the Wednesday of the third week of December.

Application forms are available from your Co-op office or online. Applications must be submitted by email as a single PDF document to coop@uvic.ca.

Applicants must provide the following as detailed in the attached pages:

Section 1: Applicant Information
Section 2: Declaration
Section 3: Financial Worksheet
Section 4: Statement of Intent
Section 5: Résumé
Section 6: Transcripts
Section 7: Letter of Support (Optional)

Applications must be compiled into one, single PDF document, in the order listed above. Incomplete applications or applications not sent as one PDF document will not be considered.

Notification
Applicants will be informed of the outcome by email no later than two weeks after the relevant deadline.
Graham Branton Co-operative Education Endowment Fund

Application Form

Section 1: Applicant Information

Student Name: First ___________________ Last ___________________
Student ID Number: V00 ______________________
Email: ________________________________ Telephone: ______________________
Mailing address (current): ________________________________
Mailing address (permanent): ________________________________
Co-op Program: ________________________________
Department/Major: ________________________________
Level of Study: ☐ Undergraduate ☐ Graduate

Work Term Information for which funding is being requested

Work term number: WT 1 ___ WT 2 ___ WT 3 ___ WT 4 ___ Higher WT ___
WT Start date: _________ (Month/Year) WT End date: _________ (Month/Year)
Academic Term completed by start of work term: ______________________

Work Term Position Information

Company/Organization Name ________________________________
Location (Town, Country) ________________________________
Anticipated monthly remuneration from employer (if applicable) $ ______________ approx. CDN value

Section 2: Declaration

I hereby confirm that I meet the eligibility requirements for application for the Graham Branton Co-operative Education Endowment Fund. I certify that the information given in this application is true and complete.

_________________________________________ ________________
Applicant Signature Date
## Section 3: Financial Worksheet

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>Estimated Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and related costs</td>
<td>Personal resources</td>
</tr>
<tr>
<td>Economy air fare</td>
<td>Personal savings</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Gifts</td>
</tr>
<tr>
<td>Food</td>
<td>Fundraising</td>
</tr>
<tr>
<td>Visa application fee</td>
<td></td>
</tr>
<tr>
<td>Health insurance/medical</td>
<td>Loans</td>
</tr>
<tr>
<td>Telephone, e-mail, postage</td>
<td>Student loans</td>
</tr>
<tr>
<td>Personal items</td>
<td>Private loans</td>
</tr>
<tr>
<td>Special clothing/equipment</td>
<td></td>
</tr>
<tr>
<td>Local transportation</td>
<td>Grants &amp; Awards (confirmed)</td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
</tr>
<tr>
<td>Entertainment/recreation/travel</td>
<td>Company / Organization</td>
</tr>
<tr>
<td>Other Expenses (specify)</td>
<td>Value of in-kind support</td>
</tr>
<tr>
<td></td>
<td>Compensation provided by employer (e.g. accommodation, travel)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses:</td>
<td>Total Revenue:</td>
</tr>
</tbody>
</table>

**Total Estimated Revenue** \(\text{minus} \) **Total Estimated Expenses** \(\text{equals}: \) $\quad$

**Total amount requested from the Co-op Endowment Fund:** $\quad$
Section 4: Statement of Intent

Attach a Statement of Intent answering the following three questions:

1. Brief description of your co-op work term duties

2. Outline what you expect to learn from this work experience

3. Provide a brief justification as to why the Graham Branton Co-operative Education Endowment Fund adjudication committee should fund your request

The statement must be no more than two pages long, double spaced, minimum 12-font.

Section 5: Résumé

Attach a copy of your résumé. [Co-op students can log into LIM, go to Documents to download their résumé].

Section 6: Transcripts

Attach a copy of your Administrative (unofficial) transcripts. [Co-op students can log into LIM, go to Documents to download their UVic Student Transcript].

Section 7: Letter of Support (Optional)

Attach a letter of support. This letter may be from a professor, co-op coordinator, academic advisor, or a work/volunteer supervisor. Only one letter will is allowed. No other documentation will be accepted.

Submit your application by email to coop@uvic.ca as a single PDF document with your documentation in the following order:

Section 1: Applicant Information
Section 2: Declaration (must be signed)
Section 3: Financial Worksheet
Section 4: Statement of Intent
Section 5: Résumé
Section 6: Transcripts
Section 7: Letter of Support (Optional)