President’s Excellence Fund

Three separate funding opportunities available:

1. **Travel Funding to UVic Co-op Students undertaking Co-op Work Terms elsewhere in Canada as part of their degree**

2. **Travel Funding to UVic Students undertaking an approved experiential learning opportunity elsewhere in Canada as part of their degree**

3. **Community Co-op or Internship Subsidies for UVic Students undertaking a Co-op work term or internship at a Non-Profit Organization elsewhere in Canada as part of their degree**

**Guidelines**

1. **Program Objectives: Travel Funding to UVic Co-op Students undertaking Co-op Work Terms elsewhere in Canada as part of their degree**

Student mobility travel funding has been provided by the President’s Excellence Fund to support co-op students who are undertaking co-op work terms elsewhere in Canada as part of their UVic degree. The purpose of this fund is to provide travel funds to students who might not otherwise have the opportunity, to engage in rich and meaningful work term opportunities located outside of the local Victoria region. Applicants should not rely on this fund as the only source of support for their placement. Funds are available to support a very limited number of students per year.

*Please note that travel funds are designated for students undertaking work terms anywhere in Canada excluding the local Victoria region.* The local Victoria region is defined as the Victoria Capital Regional District which includes communities from Sidney and North Saanich at the north end of the Peninsula to Victoria at the southern-most tip, to Oak Bay on the east and extending west to include Sooke and the Juan de Fuca electoral area to Port Renfrew.

Each application will be considered for its merit relative to other applications received that term. Seven grants of $1,000 from this Fund are available each year.

2. **Program Objectives: Travel Funding to UVic Students undertaking an approved experiential learning opportunity elsewhere in Canada as part of their degree**

Student mobility travel funding has been provided by the President’s Excellence Fund to support UVic students who are undertaking approved experiential learning opportunities elsewhere in Canada as part of their UVic degree. The purpose of this fund is to provide travel funds to
students who might not otherwise have the opportunity to engage in rich and meaningful experiential learning opportunities located outside of the local Victoria region. Applicants should not rely on this fund as the only source of support for their experiential learning opportunity. Funds are available to support a very limited number of students per year.

**Please note that travel funds are designated for students undertaking approved experiential learning opportunities anywhere in Canada excluding the local Victoria region.** The local Victoria region is defined as the Victoria Capital Regional District which includes communities from Sidney and North Saanich at the north end of the Peninsula to Victoria at the southern-most tip, to Oak Bay on the east and extending west to include Sooke and the Juan de Fuca electoral area to Port Renfrew.

Each application will be considered for its merit relative to other applications received that term. Seven grants of $1,000 from this Fund are available each year.

3. **Program Objectives:** Community Co-op or Internship Subsidies for UVic Students undertaking a Co-op work term or internship at a Non-Profit Organization elsewhere in Canada as part of their degree

Student mobility travel funding has been provided by the President’s Excellence Fund to support students who are undertaking co-op work terms or internships at Non-Profit Organizations elsewhere in Canada as part of their UVic degree. The purpose of this fund is to provide travel funds to students who might not otherwise have the opportunity to engage in rich and meaningful community-based experiential learning opportunities located outside of the local Victoria region. Applicants should not rely on this fund as the only source of support for their placement. Funds are available to support a very limited number of students per year.

**Please note that travel funds are designated for students undertaking work terms or internships at Non-Profit Organizations anywhere in Canada excluding the local Victoria region.** The local Victoria region is defined as the Victoria Capital Regional District which includes communities from Sidney and North Saanich at the north end of the Peninsula to Victoria at the southern-most tip, to Oak Bay on the east and extending west to include Sooke and the Juan de Fuca electoral area to Port Renfrew.

Each application will be considered for its merit relative to other applications received that term. Seven grants of $1,000 from this Fund are available each year.

**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.

**Eligibility Requirements**

- Applicants must be full-time undergraduate or graduate students who are undertaking co-op work terms, internships, or approved experiential learning opportunities anywhere in Canada excluding the local Victoria region as part of their UVic degree. Funding program #3 (Community Co-op or Internship Subsidies) require students to be undertaking these Co-op work terms or internships at a Non-Profit Organization.
- The work term or internship 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 first Wednesday of the fourth month of the term prior to the placement. For example, students going on a Summer work term will apply on the first Wednesday of April; students going on a Fall work term will apply on the first Wednesday of August; and students going on a Spring work term will apply on the first Wednesday 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. The PDF document must be named as: Firstname_Lastname_TermYear_PEF. For example, Jane_Doe_Spring2017_PEF. 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.
President’s Excellence Fund Application Form

Check all that apply. I am applying for:

- Travel Funding to UVic Co-op Students undertaking Co-op Work Terms elsewhere in Canada as part of their degree
- Travel Funding to UVic Students undertaking an approved experiential learning opportunity elsewhere in Canada as part of their degree
- Community Co-op or Internship Subsidies for UVic Students undertaking a Co-op work term or internship at a Non-Profit Organization elsewhere in Canada as part of their degree

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 President’s Excellence 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><strong>Travel and related costs</strong></td>
<td><strong>Personal resources</strong></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>Grants &amp; Awards (confirmed)</td>
</tr>
<tr>
<td>Local transportation</td>
<td>Company / Organization</td>
</tr>
<tr>
<td>Gifts</td>
<td>Wage or stipend</td>
</tr>
<tr>
<td><strong>Other Expenses</strong> (specify)</td>
<td>Value of in-kind support</td>
</tr>
<tr>
<td>Other Funding (specify)</td>
<td>Compensation provided by employer (e.g. accommodation, travel)</td>
</tr>
</tbody>
</table>

| Total Expenses:                       | Total Revenue:                        |

**Total Estimated Revenue** minus **Total Estimated Expenses** equals: $*

**Total amount requested from the President’s Excellence Fund:** $*
Section 4: Statement of Intent

Attach a Statement of Intent answering the following three questions:

1. Brief description of your co-op work term/internship duties
2. Outline what you expect to learn from this work experience
3. Provide a brief justification as to why the President’s Excellence 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)