

CONOCOPHILLIPS CANADA CENTENNIAL SCHOLARSHIP PROGRAM GUIDELINES 2017-2018 Public Competition

1- OBJECTIVE

To support young Canadian visionaries who have a drive to make a difference in the future. The scholarship program encourages individuals with academic excellence and demonstrated leadership. The Centennial scholarship program will have a national presence and will create a legacy for ConocoPhillips Canada Centennial year.

2- NUMBER OF AWARDS

- Up to two (2) scholarships at the bachelor degree level or at the diploma level. The 2 awards will be open to students pursuing oil and gas related studies.
 - i. **Oil and gas related studies** include the following faculties and areas of study: Faculty of Engineering, Faculty of Science, Power Engineering, Geosciences, Petroleum Land Administration and Management.

3- VALUE AND DURATION OF THE AWARDS

- Up to \$5,000 CAD per year for a diploma program, tenable for up to two consecutive years or until first diploma is obtained and includes:
 - up to \$2,500 maximum per year for tuition and compulsory fees;
 - \$2,500 per year towards living expenses.
- Up to \$10,000 CAD per year for a bachelor degree program, tenable for up to two consecutive years or until first degree is obtained and includes:
 - up to \$5,000 maximum per year for tuition and compulsory fees;
 - \$5,000 per year towards living expenses.

4- TYPE OF AWARD

- Applicable towards full-time studies for applicants already enrolled in a first bachelor degree program or a first diploma program.

5- REQUIREMENTS FOR ELIGIBILITY

a) **Applicant**

Eligible applicants must:

- be Canadian citizens or permanent residents of Canada.

b) **Academic**

Eligible applicants must have:

- a minimum cumulative average of 70% (or equivalent) over the last two terms of available marks*.

*Universities Canada's policy on calculation of average has been developed in consultation with university and college admissions and financial aid officers from across the country. There is enormous diversity amongst the applicants for this scholarship program. The applicants come from different geographical regions and have reached various levels of studies. Furthermore, and of great significance, is the fact that the grading systems differ among educational institutions. It is Universities Canada's policy to calculate the academic average of applicants so that it reflects an academically well-rounded individual, while recognizing the differences in the programs of studies. For this purpose, the most recent, followed by the highest available grades in the following categories will be considered: Language, Social Sciences, Mathematics and Sciences. Six courses are chosen for each applicant, with no more than 2 in each category. If there are

not enough available courses, the calculation of academic average may be based on 5 or 4 courses.

c) Application form and Supporting Documents

Eligible applicants must provide:

- a duly completed application form;
- an official transcript of the last two terms of available marks, that is, marks for the period of September 2015 to December 2016. If you were not enrolled in school during this time, please provide marks for the last three available terms;

**** UVic students who were registered at UVic from September 2015 to December 2016 do not need to supply transcripts. Student Awards and Financial Aid will request the transcripts for you. However, if you were at another school during the above mentioned study dates you will need to request your transcript from that school and submit it with your application.**

NB: A transcript will be considered acceptable only if it meets the following criteria:

- 1- It is presented on the official paper of the institution;
 - 2- It bears the appropriate signature(s) and/or seal of the institution.
- Photocopies or electronic transcripts will not be accepted.

Home school grades will only be accepted if they have been validated through a recognized independent evaluation process.

- two signed reference letters with the references' original signatures (one from a teacher and one from a person familiar with their volunteer/community involvement and/or extracurricular activities). The reference letters must come from two separate individuals and must be typewritten on letterhead, signed and include the reference's contact information;
- a 250-word essay describing their volunteer/community involvement and/or extracurricular activities;
- the Universities Canada form listing your volunteer/community involvement and/or extracurricular activities (page 2 of the application form);
- The *Nomination form*; **** UVic Students do not need to complete this step. If you are the successful nominee, Student Awards and Financial Aid will complete the nomination form and submit to Universities Canada with your application.**
- Applicant email address (on first page of application).

PLEASE NOTE: If any of the above requirements are not met, your application will be considered incomplete and your application will not be considered. A committee at UVic will review all of the completed applications and will select the nominees to go forward to the Universities Canada Selection Committee.

IMPORTANT: Application forms must be submitted to the UVic Nomination Committee by 4 p.m. May 5, 2017. If you mail in your application package, you are responsible for ensuring that it is received by the UVic Nomination Committee by 4 p.m. May 5, 2017. Late submissions will not be accepted.



d) Nominations

- Candidates must submit their application, supporting documents and nomination form to their nominating institution;
- Each eligible institution (exemption made for the University of Calgary) may nominate a maximum of 2 candidates from the noted oil and gas related studies category (section 2i);
- Exceptionally, the **University of Calgary** may nominate 6 candidates from the noted oil and gas related studies category (section 2i);
- Each institution will set its own internal policies, procedures and deadlines concerning the selection of its nominee. Please contact the Awards/Financial Aid Office at your institution for more information on the institution's internal deadline for nominations and whether or not your application has been forwarded to Universities Canada for final selection.

6- FIELD OF STUDY / PROGRAM REQUIREMENTS

- The 2 awards will be open to students pursuing oil and gas related studies;
- Program must be of a minimum two year duration
- University preparatory programs in any jurisdiction are not eligible (e.g. CEGEPs - pre university diploma).

7- ELIGIBLE INSTITUTIONS

Province	Institution
ALBERTA	
	University of Alberta
	University of Calgary
	University of Lethbridge
	Mount Royal University
	Red Deer College
	SAIT Polytechnic
	The Northern Alberta Institute of Technology (NAIT)
	Lethbridge College
	Keyano College – Fort McMurray
	Lakeland College
BRITISH COLUMBIA	
	University of Northern BC
	University of Victoria
	Simon Fraser University
	Columbia College
SASKATCHEWAN	
	University of Regina
	University of Saskatchewan
	Saskatchewan Institute of Applied Science and Technology (SIASST)

8- CONDITIONS / RESTRICTIONS

- a) Depending on the curriculum, an Applied Bachelor Program may be considered either as a university level program or a college level program.
- b) Students transferring from college to university must stay within the same field of study for which the scholarship was awarded.
- c) Students who have commenced their postsecondary studies in January are eligible for the summer competition of the same year.
- d) Students who have previously held a ConocoPhillips Canada Centennial scholarship are not eligible.

9- SELECTION OF SCHOLARSHIP WINNERS

- a) Selection of winners is made by a committee of Canadian university and college representatives chosen by Universities Canada.
- b) Evaluation criteria:
 - Academic performance;
 - Volunteer/community involvement and/or extracurricular activities;
 - Quality and relevance of the reference letters.
- c) ConocoPhillips Canada exercises no influence in the selection of the scholarship recipients in the adjudication process.
- d) Selection Committee's decision is irrevocable.

10- RESPONSIBILITIES OF SCHOLARSHIP RECIPIENTS

- Return the signed *Scholarship Acceptance Form* provided by Universities Canada;
- Send detailed statement of fees from the educational institution you will be attending;
- Use the scholarship in the academic year for which it is awarded;
- Keep Universities Canada informed of any changes to your contact information including email.

11- PAYMENT

- Universities Canada will forward payment of the scholarship (tuition fees) to the educational institution on behalf of ConocoPhillips Canada;
- It is the student's responsibility to ensure that payment of tuition fees is made within the defined timeframe set by the educational institution regardless of the timing of the award payment;
- Payment by the institution to the student will be made in accordance with the normal practice of the educational institution;
- Payment of living expenses will be made in two installments. Fifty (50%) per cent of the total award amount will be paid in the fall and winter term. A proof of registration must be submitted to Universities Canada for each term.

12- RENEWAL OF AWARDS

- Recipients will be notified in April each year by email, when it is time to renew their scholarship and will be required to complete and submit their renewal online;
- Scholarship recipients must maintain a full-time status as defined by the educational institution;
- Recipients must pass all courses and maintain a 70% average (or equivalent). Grades or marks obtained in supplementary or repeated examinations taken in the same academic year, including summer sessions, will be considered;

- Scholarship recipients must contact the Registrar's Office to have their official and complete transcript from the 2016-2017 academic year sent to Universities Canada before the deadline date of June 30, 2017;
- **For Students in a Co-op Program:** Students enrolled in a co-op program must provide their official transcript of marks to include the two most recent study terms (one year) before the scholarship may be reviewed for renewal;
- Payment of the renewed scholarship will be processed as per *Payment Section 11* above.

13- SCHOLARSHIP ADMINISTRATOR

Universities Canada administers the scholarship program on behalf of ConocoPhillips Canada. Universities Canada's mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries. Universities Canada is associated with leading firms in nearly every sector of the economy through its provision of scholarship services and management of more than 130 different scholarships programs on behalf of corporations, government agencies and private foundations throughout North America. For additional information, please visit www.univcan.ca.

14- APPLICATION PROCEDURES

Paper Application:

Completed paper applications, including all required supporting documentation as outlined in the Candidate's Checklist on page 5 of the application form, must be submitted to the **UVic Nomination Committee** no later than **4 p.m. on May 5, 2017**. Please note that if you will be mailing in your application, it must be **received** by the **UVic Nomination Committee** by **4 p.m. on May 5, 2017**.

Please mail or submit your documents in person to:	Contact Us:
<p style="text-align: center;">UVic Nomination Committee Student Awards & Financial Aid RE: CONOCOPHILLIPS CANADA SCHOLARSHIP PROGRAM University of Victoria University Centre A202 PO Box 3025 STN CSC Victoria, BC V8W 3P2</p>	<p>Tel.: (250) 721-8107 Fax: (250) 721-8757 E-mail: awards1@uvic.ca</p>

15-CONTINUATION

ConocoPhillips Canada retains the right to change and/or end the sponsorship of the scholarship plan without notice.