



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.
- Applicants must be formally registered in a work term to be eligible for funding consideration.
- 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 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 coopawards@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_Branton. For example, Jane_Doe_Spring2017_Branton. **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

Please calculate work term expenses and revenues over the length of the work term (that is, four months of expenses and revenues for a 4-month work term, or eight months of expenses and revenues for an 8-month work term).

Estimated Expenses for entire work term		Estimated Revenue for entire work term	
Travel and related costs		Personal resources	
Economy air fare		Personal savings	
Accommodation		Gifts	
Food		Fundraising	
Visa application fee			
Health insurance/medical		Loans	
Telephone, e-mail, postage		Student loans	
Personal items		Private loans	
Special clothing/equipment			
Local transportation		Grants & Awards (confirmed)	
Gifts			
Entertainment/recreation/travel		Company / Organization	
		Wage or stipend	
Other Expenses (specify)		Value of in-kind support	
		Compensation provided by employer (e.g. accommodation, travel)	
		Other Funding (specify)	
Total Expenses:		Total Revenue:	

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

Total amount requested from the Co-op Endowment 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 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 be allowed. No other documentation will be accepted.

Submit your application by email to coopawards@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)