



# Economic Development & Business Scholarship

---

Policy & Procedures

1/29/2018

# **TEWATOHNI'SAKTHA ECONOMIC DEVELOPMENT & BUSINESS SCHOLARSHIP POLICY & PROCEDURES**

## **I. PURPOSE**

To support, acknowledge, and honor Kahnawà:ke students' academic ambitions to pursue their post-secondary studies in the fields of Business, Business Administration, Economic Development, and Information Technology through a contract scholarship program.

## **II. SCOPE**

This policy applies to all eligible students currently applying to the scholarship fund. Tawatohnni'saktha Board of Directors and employees of Tawatohnni'saktha are ineligible to apply to the program.

The following programs are deemed acceptable:

- 1.) Bachelor of Administration
- 2.) Bachelor of Commerce
- 3.) Bachelor of Computer Science
- 4.) Vocational IT Programs as approved by Scholarship Committee

## **III. POLICY**

### **A. Basic Scholarship Program Eligibility**

1. Student is a Mohawk registered on the Mohawk Council of Kahnawà:ke Registry.
2. Be accepted into an accredited university as a full-time student (at least 12 credits per semester or at least twenty-four credits for the school year).
3. Student must complete their program within a maximum of four years.
4. Maintain a minimum Grade Point Average (GPA) of 2.7 or higher.
5. Students currently enrolled in an accredited University can still apply for the scholarship program, if they can submit proof that they have met the above requirements.

### **B. Scholarship Application Deadlines**

1. Fall scholarship deadline is August 31<sup>st</sup> of each year
2. Winter scholarship deadline is March 1<sup>st</sup> of each year

### **C. Scholarship Award Amount & Schedule**

1. 3 awards of \$3,000 each or more subject to budget availability
2. Payment Schedule as follows: \$1,000 upon entering an approved program, \$500 after three consecutive semesters, and \$1,500 upon completion of degree

## **IV. PROCEDURE**

### **A. Scholarship Application Procedure**

1. Scholarships are awarded on a semester basis.
2. First time applicants must complete all requirements listed on the application.

3. Returning or continuing applicants must complete the application each semester, however, not all sections are required for returning or continuing students.

A completed application package will contain the following (may vary depending on year and semester of student):

- Completed Tewatohnhi'saktha Economic Development and Business Scholarship Application Form;
- Prepare a written "Statement of Purpose" on a separate paper. The student must describe his/her education and career goals in approximately 500 words;
- Provide two letters of recommendation;
- Provide a current resume;
- Provide proof of CEGEP diploma (if applicable);
- Provide a copy of the original letter of acceptance from accredited University or Program in which the student is enrolled;
- Grade transcripts or Certificate of Completion. Immediately upon completion of each semester or course of study, the student must submit official grade transcripts, or certificate of completion to Tewatohnhi'saktha to verify GPA during the term for which the scholarship was made.

#### B. Selection of Scholarship Recipients

1. Scholarship recipients shall be chosen by a selection committee comprising of:

Group A:

- Tewatohnhi'saktha Board Member;
- CEO of Tewatohnhi'saktha;
- One (1) employee of Tewatohnhi'saktha.

Group B:

- Other representatives as approved by Group A
2. The selection committee will receive all copies of all applications by August 31<sup>st</sup> for the Fall Semester and March 1<sup>st</sup> for the Winter Semester.
  3. The selection committee will meet and review all applications and make final decisions by the first week of September for the Fall semester and second week of March for the Winter Semester.
  4. The scholarship recipients will be contacted by the CEO or delegate no later than five working days following the day that the final selection has been made.
  5. Applicants who are not selected will be notified through a formal letter and will be thanked for their participation within five working days.
  6. The recipients' names will be formally announced by Tewatohnhi'saktha through the local media outlets.



# Scholarship Application Form

## Tewatohnni'saktha Economic Development & Business Scholarship

### Value

Each scholarship is valued at \$3,000 per student over the course of the student's academic career.

- \$1,000 at acceptance
- \$500 after three consecutive semesters
- \$1,500 upon completion of degree

### Criteria

- Student is a Mohawk registered on the Mohawk Council of Kahnawà:ke Registry.
- Be accepted into an accredited university as a full-time student (at least 12 credits per semester or at least twenty-four credits for the school year).
- Student must complete their program within a maximum of four years.
- Maintain a minimum Grade Point Average (GPA) of 2.7 or higher.
- Students currently enrolled in an accredited University can still apply for the scholarship program provided that they can submit proof that they have met the above requirements.

### Application Process

1. Complete all sections of this application.
2. Ensure that references are in sealed envelopes that are signed across the seal by the referee. References must accompany the application. Please do not supply more than two letters of reference.
3. Applications for Fall semester must be received no later than **August 31, 2018** Applications for Winter semester must be received no later than **March 1, 2018** Late applications and incomplete applications will not be reviewed. Submit completed applications to:

**Marissa Leblanc**  
**Tewatohni'saktha Scholarship Selection Committee**  
**2, River Rd. 3<sup>rd</sup> Floor**  
**P.O. Box 1110**  
**Kahnawà:ke Mohawk Territory**  
**J0L1B0**

**Tel: (450)-638-4280**  
**Fax: (450)-638-3276**  
**E-mail: [marissa.leblanc@kedc.biz](mailto:marissa.leblanc@kedc.biz)**  
**Website: [www.kedc.biz](http://www.kedc.biz)**

4. Successful applicants will be notified in September (Fall semester) and March (Winter semester).

<b>Application Package Checklist</b>	
<input type="checkbox"/> Application, completed, signed, and dated (due each semester)	<input type="checkbox"/> Proof of University acceptance (Initial application)
<input type="checkbox"/> Personal statement (Initial Application)	<input type="checkbox"/> Copy of transcript (each semester)
<input type="checkbox"/> Two letters of recommendation (Initial Application)	
<input type="checkbox"/> Resume (Initial Application)	
<input type="checkbox"/> Proof of CEGEP completion (Initial Application)	

## Scholarship Application

<input type="checkbox"/> INITIAL Application	<input type="checkbox"/> CONTINUING Application
<input type="checkbox"/> Fall Semester <input type="checkbox"/> Winter Semester	Year:

<b>A. Student Details</b>	
First Name:	Last Name:
Date of Birth:	Telephone:
Cellular Phone:	E-mail Address:
Band Number:	Fax Number:
Home Address:	
<b>B. Academic Information</b>	
University or College:	
Address:	
Program:	
Name of Undergraduate Degree:	
Start date:	
Current Semester:	
Expected Completion Date:	

**C. Personal Statement**

*Please state in no more than 500 words in the space provided below:*

*Describe how completing your Business/Economic Development program will affect your career, educational, and personal goals*

**C. Release & Consent**

Tewatohnhi'saktha upon selecting its successful scholarship recipients shall publish materials containing scholarship recipients, their area of study, and scholarship award amounts. We may request a photograph as required.

By signing the consent, I give Tewatohnhi'saktha permission to disclose my name, photo, and scholarship award amount.

**I have read and understand the above "Release and Consent Form" and agree to abide by the terms and conditions of the scholarship, if approved. \_\_\_\_\_ Initials.**

**D. Authorizing Signatures**

**I have read and understand the Tewatohnhi'saktha Policy and Procedures and agree to abide by the terms and condition of the scholarship, if selected as a scholarship recipient. \_\_\_\_\_ Initials.**

**Applicant Signature:** \_\_\_\_\_

Please return original application and all required attachments to:

**Tewatohnhi'saktha**  
P.O. Box 1110  
Kahnawà:ke, Quebec  
J0L1B0