

HUMBER, OPSEU Locals 562 and 563 EMPLOYEE SCHOLARSHIP FUND CHECKLIST- 2013

A. SCHOLARSHIP CRITERIA

- Completed “Employee Scholarship Fund Application Form”*
- Full-time employment with Humber
- Full-time member of OPSEU Local 562 or 563
- You have completed probation
- Application is for a Bachelors, Masters or Doctorate degree
- Degree is offered by an accredited institution
- Recognition sponsorship is for a maximum of 4 years
- Application has support of Dean/Director (signature on application form)
- Letter of Intent/Personal Statement
- You are not a Tuition Assistance Program recipient
- You have funding for supplies such as textbooks (supplies not included in scholarship funding)

* Note a signed Employee Scholarship Application Form must be re-submitted with proof of payment when an employee has completed a course and is seeking reimbursement for tuition fees.

B. APPLICATION PROCESS

- Research your desired degree and discuss the plan with your Dean/Director
- Submit a completed scholarship application (letter of intent/personal statement and Employee Scholarship Fund Application Form) to HR Services before the deadline date May 15, 2013
- All applicants will receive a decision letter regarding her/his application
- Successful candidates should enroll and begin class as soon as possible

On request, this document is available in alternate formats.