

SUPPORT OUR TROOPS (SOT) SCHOLARSHIP PROGRAM

TERMS AND CONDITIONS

1. Background

- a. The SOT Program offers up to seven scholarships, five for full-time students and two for part-time students annually to families of Canadian Armed Forces (CAF) Members and veterans aspiring to continue their post secondary education at the college or university level.
- b. The designation of “part-time” and “full-time” status is determined by the university/college being attended by the applicant.
- c. For full-time students, the maximum value of the scholarship that may be allocated is \$10,000. The amount of the scholarship granted will be split equally over the course of the program up to a maximum of four years.
- d. For part-time students, the maximum value of the scholarship that may be allocated is \$5,000. The amount of the scholarship granted will be split equally over the course of the program up to a maximum of six years.

2. Eligibility Criteria

- a. To be eligible for a SOT Scholarship, applicants must be family of a currently serving member of the CAF or a veteran as defined within the NPP Eligibility matrix and must be:
 - i. A Canadian citizen or have permanent resident status in Canada; and
 - ii. Enrolled in an undergraduate program leading to a degree, diploma or certificate at a recognized publicly funded Canadian college or university.
- b. A student who plans to attend a program outside of Canada as part of a year-abroad program is eligible to apply provided he/she is participating in an exchange program as part of the undergraduate course curriculum at a recognized publicly funded Canadian college or university and the degree issued is from a recognized publicly funded Canadian college or university.
- c. Employees, directors, and officers of Canadian Forces Morale and Welfare Services (CFMWS) and its subsidiaries, and any family of any of the foregoing are not eligible for the scholarships. For greater certainty, “family” shall be defined as a person whose parent or legal guardian is an employee, director or officer of CFMWS or any of its subsidiaries.

3. Application Process

- a. Applications to the program are available on the CFMWS website, and are to be submitted on-line. Deadline to apply is 31 July of each year at 23:59hrs EST.
- b. Applications may be completed in either official language (French or English).
- c. Applications are to include the following documentation:
 - i. A proof of enrolment in the program, or a letter of acceptance into a program from the college or university;
 - ii. A current resume;
 - iii. A letter of recommendation supporting the application from a professor, academic advisor or community leader; and

- iv. A maximum 500 word essay describing the impact of military life and the importance of a scholarship.
- d. Incomplete applications will not be considered and will be returned to the applicant.

4. Adjudication Process

- a. The Scholarship Administrator will review all eligible applications and provide a shortlist of applicants for consideration by the CFMWS Scholarship Board.
- b. Applications will be prioritized based on the following:
 - i. Civic Engagement, Extracurricular, Volunteer and Work Experience - 30% of total score;
 - ii. Essay Answer – 30%
 - iii. Letter of Reference - 25%; and
 - iv. Financial need – 15%.
- c. The essay will be evaluated based on the following:
 - i. Clarity of thought and communication of arguments – 25%;
 - ii. Persuasiveness – 25%;
 - iii. Creativity/originality – 25%; and
 - iv. Potential positive impact – 25%.
- d. Submissions will be reviewed by the CFMWS Scholarship Board in early August to determine the recipients of the Scholarship. At the sole discretion of the CFMWS Scholarship Board, an applicant may be asked to meet with the Board via phone, video conference or in person depending on where the applicant resides.
- e. All decisions rendered by the Board are considered to be final.

5. Applicant Guidelines

- a. The applicant certifies that all the information provided on the application form and in all the accompanying documents is true, accurate, and complete to the best of their knowledge. The applicant understands that the provision of false information will render them ineligible for this Scholarship program.
- b. By submitting the scholarship application, the scholarship candidate authorizes CFMWS and its employees, agents, contractors and those of its affiliates to release any information provided in or relating to the scholarship application to its representatives, the CFMWS Scholarship Board, Administrator, and respective representatives who need to know such information for purposes of administering and promoting this and other CFMWS programs.
- c. The applicant authorizes CFMWS, the Scholarship Administrator, and respective representatives to collect, use, store and confirm information about the applicant; the application; the service arrangements applicant has made with or through CFMWS, high school, college, university, government, or community sources; and from references the applicant has provided to CFMWS, our Administrator, and their respective representatives in the application for the purposes of administering and promoting this Scholarship program. The information CFMWS, Administrator and their respective representatives may collect, use, store and confirm includes, but is not limited to, personal evaluations and transcripts.
- d. The applicant hereby authorizes third parties, such as universities, government or community sources to release information required for the scholarship to CFMWS, Scholarship Administrator and respective representatives who need to know such information for purposes of administering the SOT Scholarships. This information may include personal evaluations, verification that student information is correct and transcripts.
- e. In the event that an applicant is a scholarship recipient, the applicant authorizes CFMWS the worldwide right to use the applicant name, image, likeness, city and province of

residence, university name and any direct quotes made by the applicant in respect of the Scholarship program for marketing and publicity purposes in any and all media without further compensation.

- f. Scholarship recipients (in the case of minors, a parent or legal guardian) will be required to sign a Declaration of Compliance, Publicity and Liability Release before being awarded a scholarship. The signed declaration will include the recipient's consent to the use of their name, city and province or territory of residence and photograph, image or likeness without further compensation, in any publicity carried out by SOT in respect of the Scholarship program.

6. Other

- a. The SOT Program reserves the right, in its sole discretion, to modify, amend (including extending the Scholarship application deadline) or cancel this Scholarship program at any time without individual notice.

Families includes:

- The member's spouse or common-law partner who is normally residing with the member at the member's place of duty or who, if living separately, is doing so for military reasons;
- A relative by blood, marriage, common-law partnership, adoption legally or, in fact, who is normally residing with the member and for whom the member may claim a personal exemption under the Income Tax Act;
- A child who is normally resident with the member and for whom the member would have been eligible to claim a personal exemption under the Income Tax Act if the child were a relative by blood, marriage, common law partnership, adoption legally or, in fact, for whom the member has accepted full financial responsibility and has commenced adoption proceedings;
- A child or legal ward of the spouse or common-law partners and the member who is single and in full-time attendance at school or university and is under the age of 26; and
- A family member who is permanently residing with the member, but who is precluded from qualifying as a dependant under the Income Tax Act because the family member receives a pension.

¹Canadian Forces Members included Regular Force Members and Reserve Force Members:

- CF, Regular Forces Members: includes officers and non-commissioned members who are enrolled for continuing, full-time military service. Includes students on full-time study status (such as Regular Officer Training Program).
- CF, Reserve Force Members: includes the Primary Reserve (serving on one of three classes of service – A, B, and C), the Canadian Rangers and the Cadet Organization Administrative and Training Service.

²Canadian Forces Veteran:

- The Government of Canada officially recognizes as "Veterans"- for public recognition purposes only- those members of the Canadian Forces who have successfully completed Basic Military Training; and, have been released from the Canadian Forces with an honourable discharge. These requirements apply equally to those Canadian Forces members who have served in the Reserves.