

Scholarship Application

BENEFICIARY

ESP AGREEMENT NUMBER

IMPORTANT INFORMATION: This form is important and must be completed by the Beneficiary. His/her signature is required to process your application. **The completed application must be received before August 15, 2010** to ensure prompt processing and payment. In mid August 2010, we will begin to make payments to Beneficiaries who have completed and submitted the required documentation. **Proof of Registration is required to receive the full benefits of your Education Savings Plan (ESP).**

EDUCATION FUNDING QUESTIONNAIRE		CHECK ONE
1.	Will the Beneficiary of this ESP be attending a post-secondary program in the 2010-2011 academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you answered NO to question 1 , would you like us to postpone your Scholarship payment to September 2011?	
2.	Certain conditions apply if postponements have been requested in the previous year(s). Please contact your local agency, if applicable, or Customer Service at 1.416.502.2500 for more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	A Proof of Registration form is required before we can issue the Scholarship. When would you be able to provide the Proof of Registration?	<input type="checkbox"/> September 2010 <input type="checkbox"/> January 2011
4.	Has the Beneficiary transferred/changed programs or institutions? An official letter or transcript is required from the Registrar that confirms successful completion of the previous academic level(s). Documentation may be faxed however, it must be sent from the Registrar's office.	<input type="checkbox"/> Yes <input type="checkbox"/> No

AUTHORIZATION AND ACKNOWLEDGEMENT

Beneficiary Signature _____ Date

NEXT STEPS		CHECK IF DONE
1.	Check if you answered all questions above.	<input type="checkbox"/>
2.	Date and sign Authorization and Acknowledgement section	<input type="checkbox"/>
3.	Mail the application form and the original Proof of Registration to your local agency, if applicable, or to the address above. Proof of Registration may be faxed directly to us from the Registrar's office.*	<input type="checkbox"/>

* Completed application must be received before **August 15, 2010**. Proof of Registration may come at a later date; however, it is a requirement to receive your Scholarship Payment.

What is required from us to receive a Scholarship?

The completed Scholarship Application which bears the Beneficiary's signature and Proof of Registration confirming the Beneficiary's full-time status in the requisite academic level are required to process your application.

What is a Recognized Institution?

Recognized Institutions include any educational institution that is a university, college, or other educational institution that provides courses at the post-secondary level.

Who is a Qualified Student?

A Qualified Student is a Beneficiary who attends a program of study of at least two years duration, requiring full-time attendance for at least six months of the year, at any post-secondary institution that is recognized by the Foundation (a "Recognized Institution") and the Ministry of Education.

When will the Beneficiary qualify for a Scholarship?

The Beneficiary may receive a Scholarship when he/she has advanced to the next year level and has successfully completed the previous academic year(s). Each post-secondary institution has a credit scheme or year equivalents for the programs available where students are categorized by year level according to the number of credits they have earned. Credits not completed may prevent advancement to the next academic year level. In such case, the Beneficiary will be disqualified from receiving a Scholarship.

Can my Scholarship payment be postponed?

Yes, but only your first Scholarship may be postponed for a maximum of two years, one calendar year at a time – i.e. 2010 to 2011 and 2011 to 2012.

What is a Deferment?

It is an extension of one year maximum, given to Beneficiaries who are eligible to apply for the 2nd or 3rd Scholarship at the set year but wish to delay receiving the pay-out. The Contract remains in the scholarship pool; however, the pay-out is not released until Proof of Registration has been submitted to our office by the deadline. Only one deferment is permissible.

The Beneficiary is taking an apprenticeship program. Does he/she qualify for a Scholarship payment?

Since the Beneficiary is studying in classes for less than 6 months in each academic year, he/she will likely not qualify for a Scholarship payment. In addition, a qualifying educational program does not include a program for which the student receives income in connection with or as part of the duties of an office or employment. However, this exclusion does not apply when a student accepts part-time or temporary employment to finance his/her education. The Self-Determined Option is most suitable for apprenticeship programs. Please contact your local agency, if applicable, or Customer Service at 1.416.502.2500 for more information.

If the Beneficiary fails a year of post-secondary education, will he/she still receive a Scholarship?

Yes, but not until he/she enrolls into the next academic level. In this case, the Scholarship may be postponed or deferred.

Are "back to back" programs (i.e. two 2-year college programs or four 1-year college programs) eligible under the Scholarship Option?

Yes, as long as the Beneficiary completes each program successfully.

The school term does not start until January or the Beneficiary is in a co-op program. Is there anything I need to know?

On the Scholarship Application, you may select the option to extend the deadline which will grant you an extension to submit your Proof of Registration form by **January 31, 2011**. If the Beneficiary is enrolled in a co-op program, we require proof that he/she is registered full-time in classes and in the next academic level, prior to issuing a Scholarship.

Can I fax the Proof of Registration form?

No, only the Registrar may fax the Proof of Registration form. You may send the original Proof of Registration for processing. All Proof of Registration forms must be fully completed, including the signature and seal/stamp of the Registrar's Official for the educational institution the Beneficiary will be attending.