

The May Court Club of Ottawa

“Enriching the lives of others as well as our own”

SUSAN ANDERSON MEMORIAL SCHOLARSHIP

**Master’s Program in Information Studies
At the University of Ottawa**

APPLICATION FORM

All correspondence to be sent to:

**The Chair, Susan Anderson Memorial Scholarship Committee
The May Court Club of Ottawa
114A Cameron Avenue
Ottawa, Ontario K1S 1X1**

Application Deadline: May 25, 2012 at 12:00 noon

Phone: (613) 733-4681
www.maycourt.org

Fax: (613)733-5197
e-mail: secretary@maycourt.org

TERMS OF REFERENCE

Name of Scholarship:

THE MAY COURT CLUB OF OTTAWA
SUSAN ANDERSON MEMORIAL SCHOLARSHIP

Purpose of Fund:

To award one scholarship to a deserving individual pursuing the Master's Program in Information Studies at the University of Ottawa.

Value of Award: \$5,000.00 (non renewable)

Frequency of Award: Annual

Eligibility Criteria:

- Proof of completed undergraduate degree
- Proof of acceptance in the Master's Program in Information Studies at the University of Ottawa
- Proof of Canadian Citizenship
- Evidence of Community Service
- Three letters of reference

Application Procedure:

All completed application forms must be sent to:

Chair of the Scholarship Committee of The May Court Club of Ottawa,
114A Cameron Avenue, Ottawa, ON K1S 1X1

The May Court Club of Ottawa Board of Directors' decision is final

**Deadline for Applications: Received at the May Court Office at the above address by
May 25, 2012 no later than 12:00 noon**

No applications will be reviewed after the posted deadline regardless of post marked date

**THE MAY COURT CLUB OF OTTAWA
SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

INSTRUCTIONS AND CONDITIONS

1. References from three referees are required detailing the candidate's scholarship, potential, 1) personal qualities, 2) work experience and 3) community service. Ideally, these references should represent more than one department and/or institution. They must accompany the application. Each letter of reference must be in a sealed envelope with the signature of the referee across the flap. The letter of reference for community service must be from a supervisor of volunteer work detailing activities and time commitment.
2. Official transcripts of all of the candidate's university/college records bearing the official seal of the institution must be either enclosed with the application or received separately no later than *noon May 25, 2012*.
3. The Committee assumes no responsibility for making inquiries beyond the papers submitted. All documentation except transcripts (see #2) must be included in the application package. The scholarship will be based on academic achievement, volunteerism, future goals and personal qualities. The Scholarship is not renewable. The acceptance of the scholarship implies the obligation on the part of the successful candidate to devote himself/herself to study or research as outlined in his/her application. The recipient is required to write a letter of acceptance of the scholarship and provide proof of registration into the proposed program of study within two weeks of receiving official notification by mail from the May Court Club of Ottawa.
4. The recipient of the May Court Club of Ottawa Susan Anderson Memorial Scholarship shall send two reports of his/her work to the Chair – the first to be submitted before the end of *January 2013* and the second at the end of his/her academic year of tenure. The report should reflect on the goals outlined in the letter of intent. Each report is to be accompanied by a statement of progress and quality of the student's work from the professor or other supervisor.
5. The scholarship is payable in two equal installments. The first installment is payable in *September, 2012* and the second installment is payable in *February, 2013* upon receipt by the Chair of the Scholarship Committee of a report of satisfactory progress.
6. The May Court Club of Ottawa should be recognized in the acknowledgments of any publications resulting from work done during the tenure of the award.
7. Applications and supporting papers will not be returned to the applicant, and become sole property of the May Court Club of Ottawa. **If there are no suitable applicants, this scholarship will not be awarded.** Incomplete applications will be disqualified.

**THE MAY COURT CLUB OF OTTAWA
SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

APPLICATION FORM

PLEASE PRINT

SURNAME: _____ **GIVEN NAMES:** _____

Other name(s) under which documents may be recorded _____

Present Address: _____
(City) (Prov.) (Postal Code)

Permanent Address: _____
(City) (Prov.) (Postal Code)

Contact Numbers:
Telephone #: (____) _____ Fax: (____) _____ E-Mail: _____

Degree and Field of proposed study or research

University: _____ Full-Time (Y/N): _____

Date of start of program ____/____/____ Estimated date of completion ____/____/____
yy mm dd yy mm dd

Faculty Advisor/Supervisor (if applicable):

Name: _____

Telephone: (____) _____ Position: _____ Faculty: _____

Address: _____ Postal Code: _____

How did you hear about this Scholarship? _____

List all post-secondary degrees/diplomas in chronological order:

Degree	Date	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICATION DEADLINE: *May 25, 2012 (12:00 NOON)*

Signature: _____

Date: _____

**THE MAY COURT CLUB OF OTTAWA
SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

RELEASE FORM

I, _____ give permission to the Chair;
Susan Anderson Memorial Scholarship Committee to contact any/all referees for
further information.

Signature: _____ Date Submitted: ____/____/____
yy mm dd

**THE MAY COURT CLUB OF OTTAWA
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REQUIRED DOCUMENTATION

Letter of Intent

Should not exceed 500 words, typed or word-processed with the following information included

A description of your short-term and long-term goals and future plans following completion of the Master's Program in Information Studies at the University of Ottawa, and projected application of research or study

Your personal motivation for embarking on such work

Challenges faced by you as a graduate student and future plans related to completion of this degree

Resumé

A brief summary of any professional work experience and any experience with teaching, research, publications and other professionally related activities, administration, business, volunteerism, and extra-curricular experiences

Letters of reference – three required – see instruction #1 (page 3)

Photocopy of letter of acceptance to the Master of Information Studies at the University of Ottawa

Photocopy of proof of Canadian citizenship, for example: birth certificate/passport

Transcripts from university/college to be sent to the Chair, The May Court Club of Ottawa Scholarship Committee, The May Court Club of Ottawa, 114A Cameron Avenue, Ottawa, Ontario. K1S 1X1

Signed release form