



2509 Royal Canadian Signals Squadron Cadet Corps  
Signals Cadet Advisory Foundation

**BURSARY GUIDELINES**

**The 2509 Signals Cadets Advisory Foundation (the “SCAF”) has established a bursary to assist Alberta students with their post-secondary educational pursuits. The bursary is not intended to replace the primary financial responsibility of the student and/or parents. While the bursary is open to all Alberta students, preference will be given to applicants who were involved with 2509 Signals in some capacity.**

1. **OPEN TO ALL ALBERTA STUDENTS** enrolled full-time in a recognized university, community college, trade school or equivalent institution, and who make their first application prior to their 25<sup>th</sup> birthday. Full-time is considered to be a minimum of six (6) credit earning courses in an academic year.
2. Five (5) bursaries, up to \$1,000 (one thousand dollars) Canadian, are eligible to be awarded annually. Applicants may be awarded up to four (4) bursaries throughout their post-secondary career. Receiving an initial bursary does not guarantee future awards.
3. Should the applicant be placed on academic warning or receives failing grades, subsequent bursaries may be withheld until such time as the recipient has completed his/her educational requirements for that academic year.
4. Should the applicant withdraw from their semester of studies, withdraws from individual courses or in any way fails to carry the course load that qualified them as being a full-time student, they are no longer eligible for the bursary and any monies awarded must be returned in full to the 2509 SCAF. Future bursaries sought will be withheld until such time as the recipient has completed his/her education requirements for that academic year.
5. **THE APPLICATION MUST** include a copy of the acceptance letter to the post-secondary institution that the applicant will be attending together with proof that the tuition has been paid for the respective academic year. If the tuition has not been paid at the time the application is submitted, proof of payment must be provided prior to the issuance of the bursary cheque.
6. **THE APPLICATION MUST** include a letter to the 2509 SCAF explaining the reason for applying for the bursary, including experience gained from being an army cadet, financial need and future goals in pursuing post-secondary education.
7. **THE APPLICATION MUST** provide two (2) reference letters.
  - a. **One** being from a teacher, principal or officer in the CIC; and
  - b. **One** being from someone who has known the applicant for at least three (3) years and can speak to the applicant's character
8. **THE APPLICATION MUST** include an original transcript of the applicant's most recent academic year. A certified true copy of the transcript will also be accepted.
9. Mail or email completed applications to the address noted below by **NOVEMBER 11<sup>th</sup> EACH YEAR**. The 2509 SCAF will review applications and contact the applicants by **January 15<sup>th</sup>** as to the status of the application.
10. Late applications will only be contemplated should an insufficient number of applications be received by the deadline.

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