

APPLICATION FOR NEW APPLICANTS

2019-2020 SYNCRUDE HIGHER EDUCATION AWARDS PROGRAM (SHEAP) Administered by Universities Canada

NOTE: This form is for NEW applicants only. If you have previously held a Higher Education Award from Syncrude Canada Ltd., please contact Universities Canada directly to receive a Renewal Package (*contact information located on last page of this document*).

1. APPLICANT INFORMATION			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Last Name:	First Name and Middle Initial:	
Permanent Address:			
Apt.:	N°. and Street:		
City:	Province:	Postal Code:	
Telephone N°:		E-mail:	
Married: YES <input type="checkbox"/> NO <input type="checkbox"/>		(Universities Canada will use this information as point of contact. Please add awards@univcan.ca to your safe senders in your junk email options.)	
Date of Birth:		Social Insurance Number:	
Have you previously held a Higher Education Award from Syncrude Canada Ltd.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
2. GUIDELINES			
I have read the Syncrude Higher Education Awards Program (SHEAP) guidelines and understand the eligibility requirements for this Syncrude Higher Education Awards Program. YES <input type="checkbox"/> NO <input type="checkbox"/>			
3. SCHOLASTIC DATA			
Background and History: list the educational institutions attended.			
	Name of School	From/To	Grade Completed
Secondary School			
College			
University			
4. POSTSECONDARY DATA			
Name of educational institution you plan to attend during the 2019-2020 academic year:		Campus and City:	
Start Date of Studies:	Degree or Diploma sought during the 2019-2020 academic year :		
Anticipated Graduation Date:	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Applied Bachelor <input type="checkbox"/> College Diploma <input type="checkbox"/> Associate's degree <input type="checkbox"/> Master's		
Proposed Field of Studies:	Maximum Length of Postsecondary Program:		
Will you be in a Co-op program? If 'YES' please attach Co-op schedule. YES <input type="checkbox"/> NO <input type="checkbox"/>			

5. APPLICANT CONSENT

Syncrude Canada Ltd has contracted with Universities Canada for the administration of their scholarship program. This administration role includes the application process, the evaluation and selection process, the processing of recipients' files and the administering of payments for the scholarship on behalf of Syncrude. The purpose of this statement is to set out Universities Canada's commitment to the protection of personal information collected, used, disclosed or retained in performing this function. Universities Canada will comply with the requirements of the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information provided by you in the course of your scholarship application.

Universities Canada has appointed a Privacy Officer with overall responsibility for Universities Canada's privacy compliance. Should you have any questions, concerns or complaints regarding the privacy of your personal information please contact the Privacy Officer by calling (613) 563-1236 or by writing to: Privacy Officer at 1710-350 Albert Street, Ottawa, ON K1R 1B1.

Please find below a summary of Universities Canada's privacy policies concerning the collection, use, disclosure and retention of the personal information you will be submitting in this application. Please read the information below carefully as by submitting your application you are consenting to the collection, use, disclosure and retention of your personal information as summarized below. A full version of Universities Canada's Privacy Code which outlines Universities Canada's complete personal information management practices, policies and procedures is available on line at www.univcan.ca or by requesting a copy from Universities Canada's Privacy Officer.

PURPOSE OF COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION

Your personal information is being collected on behalf of Syncrude for the purposes of processing and evaluating scholarship applications, selecting and processing scholarship recipients and administering scholarship payments once awarded. Your personal information will be collected from you and may also be collected from references, secondary and postsecondary educational institutions, government, community or other sources based on the information provided by you in this application. This process will include the release of any or all of your personal information to Syncrude and any other third parties where such release is necessary for verification, scholarship evaluation, selection, administration purposes as well as internal Universities Canada system administration purposes. Your personal information may be used in the future for the purposes of contacting you and by Universities Canada in evaluating outcomes associated with the scholarship program. There will be no other uses or disclosures of your personal information by Universities Canada unless required or authorized by law or unless you are contacted and your permission is requested. The personal information being collected in the application is limited to only that information which is necessary for the full consideration of your scholarship application and the purposes noted herein.

PROMOTION PURPOSES FOR RECIPIENTS

Syncrude may from time to time wish to announce scholarship winners, their current educational institution, the university or college where they intend to study and the course of study funded by the scholarship, as well as the amount of the scholarship, or to use or disclose recipient information for promotional purposes. Syncrude shall be responsible for obtaining the consent of recipients for such purposes.

ACCESS TO AND ACCURACY OF YOUR PERSONAL INFORMATION

Upon request to the Universities Canada Privacy Officer, you will be given access to your personal information held by Universities Canada. Should you wish for Universities Canada to delete your personal information, you may do so by contacting the Privacy Officer. If your personal information is deleted, you may no longer be able to participate in the scholarship program or receive payments associated with that program. To re-activate your account, you must contact Universities Canada directly. Universities Canada will, on request, correct inaccuracies in your information. Please be advised that inaccuracies must be brought to the attention of Universities Canada prior to the selection of a scholarship recipient. [

RETENTION OF PERSONAL INFORMATION

Universities Canada and Syncrude will securely retain personal information about applicants for the purposes of verifying applications, completing the assessment and evaluation, selecting a recipient, administering scholarship payments, and addressing any concerns regarding the program. Furthermore, Universities Canada and Syncrude will retain certain personal information collected throughout the application process for the purposes of contacting you in the future, for assessing the efficacy of the scholarship and for undertaking aggregate analysis with regards to Universities Canada programs. This personal information will be kept in accordance with *Universities Canada's Privacy Statement for Scholarship and Awards Programs*. Universities Canada will retain a permanent listing of the internal identification numbers of the recipients of the scholarship program in any given year. Universities Canada requires that Syncrude comply with Universities Canada's Privacy Policy as outlined herein or follows a policy with comparable privacy standards

CONSENT

You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit your scholarship eligibility and our ability to administer the scholarship payments. By completing and signing/submitting this application you are consenting to the collection, use, disclosure and retention of your personal information for the above stated purposes.

Date:

Signature of Applicant:

6. AUTHORIZATION FOR THE DISTRIBUTION OF PERSONAL INFORMATION

In compliance with Privacy Law, personal information about your application will not be released except where such release has been specifically authorized by you. If you want any third parties (parents, guardians, etc.) to have access to your file or access to information regarding the status of your application, you must authorize this in advance. Please provide the names of up to two parties to whom you would like to grant this access in the spaces below. Please also designate a confirming password. File access will be granted only to those individuals who have been specifically named below and who can provide the designated password. It is your responsibility to ensure that the parties named below are aware of the designated password.

Parties who may have access to your file:

Name:	Password:
Name:	
Date:	Signature of Applicant:

7. DECLARATION

I certify that all information provided in this application form and attached documents is true and accurate to the best of my knowledge. I understand that acceptance of this application or receipt of any scholarship/award issued to me may be revoked without notice if any information in this application is subsequently found to be false.

Name printed:	Date:
Signature of Applicant:	

Dear Parent:

Your dependent has an opportunity to apply for a scholarship because of your employment with Syncrude Canada Ltd. The administration of a scholarship program involves dealing with various parties – the student, the parent, the sponsor, the university, etc. It is very ***important*** to note that Universities Canada’s relationships with the various parties are all distinct. Appeals under the *Income Tax Act* have shown that a scholarship benefits a dependent only as the parent has no legal obligation to pay for the cost of postsecondary education for their dependents. As such, the scholarship is not a taxable benefit to the parent – the employee. The sponsor, the parent, and the dependent are all considered as separate parties. According to the Canadian privacy laws, your dependent has also specific rights for the protection of his/her personal information. As such, even though you are the parent and even though your dependent has only access to the scholarship program because of you, it does not give you automatic access to your dependent’s information. Please see section 6 above for more details on how to access the information in your dependent’s file.

Thank you for respecting these requirements.
Scholarship Partners Canada Division

EMPLOYEE CONSENT

Last name of Employee:	First name of Employee:	
Employee Number:	Department:	Location:
Employee Status: <input type="checkbox"/> Active employee <input type="checkbox"/> Annuitant <input type="checkbox"/> Deceased – date of death _____ <input type="checkbox"/> On Loan Assignment	Hire Date (as permanent employee):	
<p>Declaration of Employee Eligibility</p> <p>After reviewing the Syncrude Higher Education Awards Program information, I confirm that I meet all employee eligibility requirements.</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>Privacy Statement</p> <p>The information above is being collected on behalf of Syncrude Canada Ltd. by Universities Canada in preparation for a Syncrude Higher Education Awards Program application by your dependent. This information is necessary in order to confirm that your dependent is an eligible scholarship candidate under the terms of the Syncrude Higher Education Awards Program. The information will not be used or disclosed for any other purpose unless required or authorized by law. By completing and signing/submitting this form you are consenting to the collection, use, disclosure and retention of this personal information for the above stated purposes. You may refuse to provide this information to us or withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. In either case, this may limit your dependent's scholarship eligibility.</p> <p>A full version of Universities Canada's Privacy Code which outlines Universities Canada's complete personal information management practices, policies and procedures is available on line at www.univcan.ca or by requesting a copy from Universities Canada's Privacy Officer. Please contact the Privacy Officer by calling (613) 563-1236 or by writing to: Privacy Officer at 1710-350 Albert Street, Ottawa, ON K1R 1B1 should you have any privacy related questions or concerns.</p> <p>Employee signs below to indicate eligibility and consent.</p>		
Date:	Signature of Employee:	

<p>If the employee is deceased, the applicant is to complete the form, confirm that the Syncrude Higher Education Awards program requirements are met, and sign below.</p>	
Date:	Signature of Applicant:

8. BANKING INFORMATION

Award payments will be deposited directly to an account at a financial institution designated by you. **Please attach a voided cheque or an official notice of account information provided by the financial institution.**

Date:

Signature of Applicant:

9. CANDIDATE'S CHECKLIST

Please provide the following documents:

- A duly filled out and signed application
- A statement of fees from your educational institution – Documentation must include student name and/or student ID number and school name and/or logo. We accept documentation originating from the academic institution (i.e. the Registrar); alternatively, we also accept documentation from a web account, provided that the documentation includes the URL from which the webpage originated from;
- A proof of registration (tuition invoice, timetable or letter from the Registrar's Office) confirming that you are registered as a full-time student. Documentation must include student name and/or student ID number and school name and/or logo. We accept documentation originating from the academic institution (i.e. the Registrar); alternatively, we also accept documentation from a web account provided that the documentation includes the URL from which the webpage originated from.
- The signed *Employee Consent* form.
- A void cheque or account information provided by the financial institution must be in the student's name and not the parent's. (Canadian bank accounts only).

Postmarked **application** must be sent to Universities Canada as per the following deadlines

- For the academic session commencing in September; **November 15, 2019**
- For the academic session commencing in January: **February 15, 2020**
- For the academic session commencing in May: **June 15, 2020**

IMPORTANT: You are responsible for ensuring that the post office postmarks your envelope by the due date.

Please send it to the:

Scholarship Partners Canada
Universities Canada
Ref: **Syncrude Higher Education Awards Program**
1710-350 Albert Street
OTTAWA, ON K1R 1B1
Tel.: (613) 563-1236
Fax: (613) 563-9745
E-mail: awards@univcan.ca