

## **SYNCRUDE HIGHER EDUCATION AWARDS PROGRAM (SHEAP) Program Guidelines**

### **1- OBJECTIVE**

The Syncrude Higher Education Awards Program (SHEAP) is intended to recognize the scholastic achievement of employees' and retirees' dependent children, and to encourage their further education by providing financial support.

### **2- VALUE AND DURATION OF THE AWARDS**

- Eligible applicants can receive SHEAP financial support of \$1,200 CAD per academic semester/term, up to a maximum of \$2,400 CAD per Academic Year;
- For the purposes of the SHEAP Program Guidelines, an Academic Year begins in September and ends in August of the next calendar year;
- For undergraduate studies, applicants can potentially receive SHEAP financial support, provided that they meet all eligibility requirements as outlined below, for a maximum of:
  - two years if pursuing studies at the college level (total potential SHEAP financial support available is \$4,800 CAD over 2 Academic Years); or
  - four years if pursuing studies at the university level, or a combination of a university level studies and college level studies (total potential SHEAP financial support available is \$9,600 CAD over 4 Academic Years).
- For graduate studies and studies towards a professional degree such as Law, Medicine, etc., SHEAP financial support is available for a period of two years over and above any support received while pursuing college level or university undergraduate studies (total potential SHEAP financial support available is \$4,800 CAD over 2 Academic Years – in addition to undergraduate support).

### **3- ELIGIBILITY REQUIREMENTS**

#### **a) Applicant Requirements**

In order to be eligible for SHEAP financial support, an applicant must be:

- i. A naturally born child, stepchild, legally adopted child, or a child under legal guardianship of an Eligible Syncrude Employee. For the purposes of the SHEAP Program Guidelines, Eligible Syncrude Employee is defined as a current, permanent employee of Syncrude Canada Ltd.; former, permanent employee of Syncrude or Northward who attained official annuitant status and who is receiving a pension from either company; or former, permanent employee of Syncrude or Northward who died while employed. Please review

Absences & Leaves Benefit Schedule regarding eligibility during a company leave of absence.

- ii. Financially dependent on the Eligible Syncrude Employee (or his or her Estate), or the surviving spouse regardless of the dependent's place of residence.
- iii. Entering into or already enrolled in full-time studies in a degree or diploma program at an Eligible Education Institution. For the purposes of the SHEAP Program Guidelines, Eligible Education Institution is defined as a Canadian, American or foreign educational institution that has recognized degree/diploma-granting powers, or their affiliates (e.g. universities, colleges, CEGEPs - technical diploma). For foreign postsecondary institutions, the applicant may be required to provide Universities Canada with documentation proving that the institution is properly accredited.
- iv. Under the age of 25 on September 1st of the Academic Year the application is made, or incapable of self-sustaining employment because of mental or physical disability, if the disability commenced while the child was a dependent under the age of 25.
- v. Married persons are not considered financially dependent and therefore do not meet the eligibility criteria for SHEAP financial support; however, if an otherwise eligible dependent who is receiving SHEAP financial support is married part way through an Academic Year, that person will continue to receive SHEAP financial support for the balance of the Academic Year. The applicant will not be eligible for SHEAP financial support in the Academic Year following the year in which he or she was married.

Applicants can apply for SHEAP financial support in the academic semester or term immediately following an Eligible Syncrude Employee's permanent hire date, provided that the applicant meets the other eligibility criteria. For further information about application deadlines, see Article 10 ("Application and Renewal Procedures").

#### **b) Application and Supporting Documents for New Applicants**

In order to be considered for SHEAP financial support, eligible applicants must submit the following:

- A completed and submitted Online Application (or a duly completed and signed **SHEAP Application Form**);
- a duly completed and signed **SHEAP Employee Consent Form** (available as part of the online application process or attached to the SHEAP Application Form);
- a **Statement of Fees**: a statement of fees (tuition invoice, account summary or letter from the Registrar's Office) from the academic institution which includes the student's current fees. 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**: 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.

- **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).

#### 4- FIELD OF STUDY / PROGRAM REQUIREMENTS

- There are no restrictions on the program of study or discipline.
- Programs must be a minimum of two years of academic studies.
- Co-op terms or internships are not considered when calculating years of academic studies. Therefore, applicants are not eligible to receive SHEAP financial support for a semester or term spent working on a co-op rotation or an internship. However, if participation in a co-op term or internship extends a program beyond 2 or 4 Academic Years, as the case may be, provided all other eligibility criteria are met, the applicant is still eligible to receive SHEAP financial support up to the maximum dollar values outlined in Article 2 ("Value and Duration of Awards").

#### 5- RENEWAL OF SHEAP AWARDS

An applicant is eligible to be considered for renewal of SHEAP financial support, if the applicant:

- a) maintains full-time status each semester as defined by their applicable Eligible Education Institution;
- b) passed all courses in the last Academic Year where SHEAP financial support was received. Grades or marks obtained in supplementary or repeated examinations taken in the same Academic Year, including summer sessions, will be considered in determining whether an applicant has passed all courses;
- c) meets all other eligibility requirements of the Syncrude Higher Education Awards Program; as outlined in Article 2 ("Value and Duration of the Awards") and Article 3 ("Eligibility Requirements"); and

In addition to meeting the above reference eligibility criteria, in order to be considered for renewal of SHEAP financial support an applicant must complete the online renewal process and provide the following documentation to Universities Canada on an annual basis on or before the deadlines outlined in Article 10 ("Application and Renewal Procedures"):

- a) a **completed and submitted online renewal process**; (*provided by Universities Canada*);
- b) a **Statement of Fees**, as outlined above in Article 3, Section b) ;
- c) a **Proof of Registration**, as outlined above in Article 3 Section b); and
- d) an **Official Transcript** of marks at the end of each academic year. An official transcript will be considered acceptable if it meets the following criteria:

- a. The transcript is issued directly by the eligible institution (ie. the Registrar) and bears the appropriate signature(s) and/or seal of the institution.
- b. The transcript indicates the final results of the student's performance.

Web based transcript print-outs or interim results are not considered acceptable. Payment of the renewed scholarship will be processed as per Article 7 ("Payment") below.

- e) **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).

## 6- REINSTATING AWARD

- Reinstatement of SHEAP financial support may be necessary where a recipient who has previously received SHEAP financial support fails to meet the applicable eligibility requirements in an Academic Year. This may include a situation where an applicant fails to achieve adequate academic standards to qualify for SHEAP financial support in the next Academic Year (ie. the applicant did not pass all his or her classes).
- Where necessary, students may qualify for reinstatement of their SHEAP financial support if, after failing to achieve the applicable academic standards to renew SHEAP financial support, the student completes an Academic Year of postsecondary studies, at their own expense, while maintaining a full time status each semester and passing all courses.
- In determining whether a recipient has met the academic standards in a year to allow that recipient to qualify in the next Academic Year, marks obtained in supplementary or repeated examinations taken in the same Academic Year, including summer sessions, will be considered.
- A student, who has previously been a recipient of SHEAP financial support but has been out of the SHEAP for any length of time, must contact Universities Canada to receive a Renewal package.

## 7- PAYMENT

- Universities Canada will forward payment of the award to the student on behalf of Syncrude Canada Ltd.;
- It will take approximately 9 weeks from the time the completed\* application or renewal package is submitted/received by Universities Canada to when you will receive the award in your bank account;

\*a complete application or renewal package includes all required supporting documentation such as statement of fees, proof of registration and official transcript (where applicable).

Once the award amount is approved by Syncrude Canada Ltd., the payment of the award will be sent by Universities Canada. It will be sent by electronic fund transfer (EFT) to the bank account provided by the award holder. It is important to keep your banking information updated in your file.

Electronic Funds Transfer (EFT) payments can only be made to a Canadian bank account. Please note that the bank account must be in the student's name and not the parent's

- It is the student's responsibility to ensure that payment of tuition fees is made within the defined timeframe set by the educational institution regardless of the timing of the scholarship payment;
- Payment is based on proof of registration for the Academic Year. If applicants can only provide Statement of Fees and Proof of Registration for one semester, they will only receive half of the SHEAP financial support (\$1,200 CAD). To receive SHEAP financial support for the second semester of the same Academic Year, applicants need to submit or send their Statement of Fees and Proof of Registration as noted above;
- A SHEAP online application or renewal process /Application Form is not required for second payments in the same year; however, the rest of the necessary documentation listed above (Statement of Fees and Proof of Registration) is still required; and
- A T4A slip will be issued to each recipient.

## **8- REFUNDS**

- If for any reason you do not attend classes or withdraw from your post-secondary institution, it is your responsibility to request a refund. The refund must be returned to Universities Canada, c/o the SHEAP program administrator at the address indicated below.
- If you do not follow this process, upon renewal of your award for the next Academic Year – you would not be eligible for the payment of the amount already awarded as it was already awarded to you in the previous year where you did not attend full-time studies.
- Note: The company reserves the right to request the return from the student or parent of any awarded amount not used to pursue studies at a qualifying post-secondary institution.

## **9- SCHOLARSHIP ADMINISTRATOR**

Universities Canada administers the scholarship program on behalf of Syncrude Canada Ltd.

Universities Canada's mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries. Universities Canada is associated with leading firms in nearly every sector of the economy through its provision of scholarship services and management of more than 130 different scholarships programs on behalf of corporations, government agencies and private foundations throughout North America. For additional information, please visit [www.univcan.ca](http://www.univcan.ca).

## **10- APPLICATION AND RENEWAL PROCEDURES**

It is important that the individual who completes and submits the application (the applicant) is the individual who, if successful, will be the student receiving the scholarship and not the employee. The applicant is considered as the owner of the application and must be eligible for the scholarship according to the program guidelines.

### NEW! Online Application:

1. Submit an online application by visiting <https://portal.scholarshippartners.ca>
2. Applicants can access the dependent scholarship program using the company code: **310SHEAP2019**
3. Applicants must complete the application process as instructed online.
4. The employee will be required to complete and sign the Employee Consent Form asking them to provide details such as an employee number and their consent to the collection of this information for the purpose of verifying eligibility to the dependent scholarship program. The applicant will be required to upload this form as part of their application.
5. It is the applicant's responsibility to ensure that all supporting documents have been received and accepted. The status of documents can be found in the online portal.
6. An application and all supporting documentation must be submitted or received to Universities Canada no later than the application deadline of:
  - For the academic session commencing in September: **November 15 of that year**
  - For the academic session commencing in January: **February 15 of that year**
  - For the academic session commencing in May: **June 15 of that year**

### Paper Application:

1. Applicants may complete a paper version of the application and send it by mail to the address indicated below.
2. Paper applications and all supporting documentation must clearly indicate a postmark of no later than the application deadline of:
  - For the academic session commencing in September: **November 15 of that year**
  - For the academic session commencing in January: **February 15 of that year**
  - For the academic session commencing in May: **June 15 of that year**
3. It is recommended that you send your application by registered mail or courier, to ensure the package can be tracked. Your application will be acknowledged in writing once it has been received and processed by Universities Canada. To ensure that all supporting documents have been received and accepted, visit <https://portal.scholarshippartners.ca> to review your scholarship application information. To access your account, you will require your login information, which will be provided in your acknowledgement email.
4. While paper applications will be accepted, award renewals and account maintenance will be conducted online.

### Renewal:

The program administrator will send the renewal notice to students by email in July of each year. Award recipients must complete the online renewal process on or before the deadline dates outlined above and must be completed after each academic year or semester using the online portal.

Further information may be requested directly from Universities Canada at the address noted below. Please refer to the Syncrude Higher Education Awards Program (SHEAP)

Scholarship Partners Canada  
Universities Canada  
**Ref: Syncrude Higher Education Awards Program (SHEAP)**  
1710-350 Albert Street  
Ottawa, Ontario K1R 1B1

Telephone: (613) 563-1236  
E-mail: awards@univcan.ca

Facsimile: (613) 563-9745  
Internet: www.univcan.ca

## **11- SYNCRUDE RESERVATION OF RIGHTS**

Syncrude Canada Ltd. retains the right to change, revise, update and/or end the sponsorship of the SYNCRUDE HIGHER EDUCATION AWARDS PROGRAM (SHEAP), at any time, without notice. Syncrude Canada Ltd. also retains sole discretion to determine scholarship eligibility, interpret the SHEAP Policy Guidelines and adjudicate any particular claim or application. All decisions made by Syncrude Canada Ltd. are final.