The Quebec City English-Speaking Community Foundation

2000-1270, chemin Ste-Foy, Québec, QC, G1S 2M4

kpoulin@qcescf.org
581 397-1652

P. W. Sims Memorial Scholarship

General Information
This one-year scholarship is awarded to an outstanding student graduating from St. Lawrence College P. W. Sims Program and entering the first year of a university in a Business Administration Program.

The successful applicant must show outstanding academic achievement.

Application forms are available at the Guidance Department of Champlain-St. Lawrence College.

The P. W. Sims Memorial Scholarship application must be completed and submitted, along with all required documents, to be considered. The Bursary Committee will not consider any incomplete applications, and they will be automatically refused. All applicants must submit their applications; any documents submitted from third parties (school, parent, reference, etc.) will not be accepted.

Complete applications, including all supporting documents, must be submitted by email in **a single PDF file** to: **kpoulin@qcescf.org**

Schedule for obtaining the scholarship
Applications must be received by April 24, 2026, 11:59 p.m. All applicants must submit the following:

1) A fully completed application form;
2) A complete set of academic transcripts to date;
3) A personal letter outlining career plans;
4) Two letters of reference from recent or current teachers or academic supervisors who know the applicant and support the student's application.

The winner of the P.W. Sims Memorial Scholarship will be announced during the graduation ceremony at St. Lawrence College. A certificate and a letter of instructions will be given to the student during the graduation ceremony.

The scholarship, valued at $3,000, will be deposited directly into the student's bank account. Please note that this amount is subject to income tax as non-taxable revenue. To receive the scholarship, the winner must provide their Social Insurance Number (SIN) and proof of registration in a full-time university program, such as a letter from the registrar. The Quebec City English-Speaking Community Foundation will issue T-4A and Relevé 1 slips at the beginning of the following year.

It is the responsibility of the applicant to submit confirmation of their registration in full-time Business studies at their chosen university to the Quebec City English-Speaking Community Foundation as soon as it becomes available.

Section 1: Applicant Information (please print clearly if filling out by hand)

Legal Name: _____ Date: _____
Last First (yyyy-mm-dd)

Address: _____
Street Address Apartment #

_____
City Province Postal Code

Phone: E-mail:

Are you a: Canadian Citizen ☐ Permanent Resident ☐

Date of Birth (yyyy-mm-dd):_____

Section 2: Education and academic information

Name of high school you attended: _____

List the universities you would like to attend in order of preference:

1) _____ Program: _____
2) _____ Program: _____
3) _____ Program: _____

Give us a brief description of your extra-curricular activities (you may use an extra page if needed):

_____

_____

_____

_____

_____

Applicant's signature:_____ _____
(Signature) Date (yyyy-mm-dd)

Protection of Personal Information — Law 25 Compliance
The personal information collected through this application form is required for the evaluation and administration of the bursary program. It will be used exclusively for these purposes and will be accessible only to authorized personnel.

Your personal information will be retained for the period necessary to fulfill these purposes and to meet our legal and regulatory obligations, after which it will be securely destroyed or anonymized. In accordance with Québec's *Act respecting the protection of personal information in the private sector* (Law 25), you have the right to:

- Access the personal information we hold about you
- Request its correction if it is inaccurate, incomplete, or ambiguous
- Withdraw your consent to its use, subject to legal or contractual restrictions
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To exercise these rights, please contact our Executive Assistant at:
Kathleen Poulin
kpoulin@qcescf.org
581 397-1652

By submitting this form, you acknowledge that you have read and understood this notice and consent to the collection, use, and retention of your personal information as described above.