

CANADIAN OFFICE PRODUCTS ASSOCIATION SCHOLARSHIP FUND

Application Criteria and Guidelines

Applicants must read this before completing the Application Questionnaire.



Application Criteria and Guidelines

To be eligible for this scholarship you must:

- Have worked for a period of at least six months in the previous 18 months or be a current employee of a COPA member company OR your parent, guardian, or grandparent must be employed by a COPA member company
- NOT be a previous recipient of the COPA Scholarship—repeat winners are not permitted, however, if you applied and was not selected as a winner, you may reapply.
- Reside in Canada and be attending or enrolling in an approved Canadian college or university
- Be a Citizen or Permanent Resident of Canada (proof required, international students studying in Canada DO NOT qualify for the COPA Scholarship)
- Have received a high school diploma within the last five years
- Have achieved an overall average of at least 80 percent in the final year of high school prior to graduation or a GPA of at least 75 percent in first year of college or university
- Be enrolling in your first or second year of study at a university or college recognized by the Association of Universities and Colleges of Canada (in the year of application), and must provide confirmation of your admission prior to receiving the scholarship

A completed application consists of:

- The online application questionnaire – application form requires the latest version of Adobe Reader which can be downloaded free of charge at <http://get.adobe.com/reader/>
- A letter of employment from your employer or your parent/grandparent/guardian's employer verifying your connection to a COPA member company
- Proof of your Canadian Citizenship or Permanent Resident status
- A copy of your official transcript for the past academic year
- First year students – A copy of your preliminary acceptance letter from college or university
- Second year students – A copy of your tuition invoice

Winner selection process:

- All qualifying applications that meet the minimum criteria will be placed in a ballot draw
- Applicants with GPA averages of 85% and above will receive three ballots; applicants with averages of 80-84% will receive two ballots; all other qualifying averages will receive one ballot
- Scholarships will be distributed across Canada according to the following:
Western Canada - 10% (MB, AB, SK, BC, YT, NU, NT); Central Canada - 70% (ON, QC);
Eastern Canada - 20% (NL, PE, NS, NB). Each application year, all or partial funds may be shifted from regions that do not provide sufficient applications.

Award structure:

- The number of scholarships and award amounts available varies each year based on funds raised in the previous year and are determined by the COPA Board of Directors.
- Applicants selected as winners will be notified by end of August in the application year, only winners will be contacted

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Supporting documents:

These documents must be sent by registered mail to the COPA office at the address below. Submit in the following order:

- A printed copy of your application form
- Letter from your employer, or your parent/grandparent/guardian's employer
- Official transcript for your last academic year
- Copy of proof of Canadian Citizenship or Permanent Resident status
- Preliminary acceptance letter from college or university (if first year student); or tuition invoice, if available

Submission procedure:

- The application form must be submitted online and a printed copy sent with all supporting documents by registered mail
- Receipt confirmations will be sent for online submissions within 2 business days, applicants must check with their mail carrier for the status of mailed documents

Supporting documents must be sent by registered mail to:

Canadian Office Products Association
Attn: COPA Scholarship Fund
300 - 2585 Skymark Avenue
Mississauga, ON L4W 5L6

Contact Information

E-mail: scholarship@copa.ca
Call: 905-624-9462 ext. 224
Visit: www.copa.ca/scholarship-fund/

Important - Application Checklist

- ☐ Application form completed and submitted online
- ☐ Proof of Canadian Citizenship or Permanent Resident status
- ☐ Letter of employment verifying connection to COPA
- ☐ Official transcript for your last academic year
- ☐ 1st year student: Preliminary acceptance letter from college or university
- ☐ 2nd year student: A copy of your tuition invoice
- ☐ Your electronic signature or name on the Privacy Statement and Application Agreement

All documents submitted by registered mail must clearly indicate the applicant's name and email address. Incomplete or illegible applications cannot be considered. Please retain copies of application materials as originals cannot be returned.