

HAMILTON GAULT MEMORIAL FUND

EDUCATIONAL BURSARY TERMS OF REFERENCE -2025 Version

1. Amount and Number of Bursaries. The number of bursaries per year will be determined by the HGMF Board of Trustees based on recommendations from the HGMF Education Bursary Committee.
2. Eligibility. In order to be eligible for a HGMF Educational Bursary, you must:
 - a) be a serving member, or a former or retired member of the Regiment **in good standing with the PPCLI Association**, or their spouse, child or grandchild or a member of a PPCLI Cadet Corps, or a relative of a deceased member of the PPCLI;
 - b) be enrolled in an accredited post-secondary institution (proof required); and
 - c) not have already received three (3) HGMF bursaries in the previous 10 year period.
3. Post-Secondary Institutions. An eligible educational institution is defined as any accredited degree or diploma granting post-secondary institution (i.e. university, community college, or technical school), located anywhere in the world. Distance learning at an accredited institution are eligible for an Educational Bursary.
4. Application Procedure. Applications, at Appendix 1, are available through the HGMF Educational Bursary Coordinator at bursaries@hgmf.ca. Applications must be received, no later than **18 July 2025**, by the HGMF Educational Bursary Coordinator via mail:

Hamilton Gault Memorial Fund
Educational Bursary Coordinator
39 Edinburgh Ct, N St Albert AB T89 6M8

Or e-mail (preferred): bursaries@hgmf.ca

5. Obligation. The bursary recipient(s) must enter the post-secondary institution of his/her choice in the year of application and maintain a course of study leading to a diploma or degree. **Part-time, correspondence, or evening courses are not admissible.** It is the obligation of the recipient to maintain satisfactory progress and to submit the Certification Form to the HGMF Educational Bursary Coordinator on completion of the year. A Statement of Understanding must be completed prior to the first semester. (Appendixes 2 and 3 will be sent to those selected for a bursary).
6. Selection. The HGMF Educational Bursary Committee will use the selection criteria, based on the applicants' submission as outlined at Appendix 4 in order to prioritize applicants.

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EDUCATIONAL BURSARY APPLICATION FORM

The educational bursary program was established to provide financial assistance for the purpose of advancing the post-secondary education of applicants. To be eligible, an applicant must be enrolled with an accredited post-secondary institution. The bursary awards are applicable to post-secondary students enrolled full-time in university, technical school, community college, or any other accredited degree or diploma granting institution anywhere in the world. Distance learning at an accredited institution are eligible for an Educational Bursary.

Applications must be fully completed and received by the HGMF Educational Bursary Coordinator via mail:

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not later than **18 July 2025**. Applicants must have completed Grade 12 or equivalent prior to being accepted to receive a bursary. In addition to this form, applications must include:

a detailed cover letter explaining the primary reasons for making an application for the HGMF Educational Bursary, and the importance the PPCLI has had in your life;

an official transcript of last academic marks (Grade 12 or previous year post-secondary);

letter(s) of reference from important (non related) individuals in your life which could include high school principal/teachers/counsellors, coaches, employers that would give a summary of your character and academic or extra-curricular achievements;

letter(s) of reference from the unit Commanding Officer (if still serving);
and/or

if a cadet, a letter of reference from the Cadet Corps CO giving the applicants accomplishments.

Bursary recipients are required to acknowledge their commitment to successfully completing their year of studies (or face reimbursement of the monies) prior to the year end. Previous bursary winners wanting continuation of the subsidy must reapply in full each year, in competition with new applicants.

Recipients will receive a bursary in the name of either Hamilton Gault, a past member of the Regiment deserving of recognition or one of the prime financial contributors as decided by the Hamilton Gault Memorial Fund Board of Trustees, whose decision is final.

Appendix One

HAMILTON GAULT MEMORIAL FUND

EDUCATIONAL BURSARY APPLICATION FORM (2025)

Applicant Name: _____ Telephone: _____

E-mail Address: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Date of Birth: _____ Year Grade 12/equivalent completed: _____

Name and Rank of sponsoring PPCLI member (if applicable): _____

Relationship of PPCLI sponsor to applicant (if applicable): _____

PPCLI Cadet Corps (if applicable): _____

Institution to be attended: _____ Location: _____ Faculty: _____

Registering in year of program: 1st () 2nd () 3rd () 4th () 5th ()

I hereby certify that the information contained within this application is true and complete in all respects and consent to having clarification sought from any individual listed herein, or in any accompanying letters of reference.

Date: _____

D/M/Y City Province

(Signature of Applicant)

Appendix Two

HAMILTON GAULT MEMORIAL FUND

EDUCATIONAL BURSARY STATEMENT OF UNDERSTANDING (2025)

I, _____, having applied and been accepted for an HGMF Educational Bursary understand and agree to the following terms:

- a. that I will be subsidized to the extent possible, in the opinion of the Selection Committee of the Hamilton Gault Memorial Fund, for the completion of the current year's academic/technical program;
- b. that subsidization is for one academic year only. In order to continue to receive bursaries, I must reapply in full prior to the next year's deadline;
- c. that if successful, I agree to submit Appendix Three (Educational Bursary Certification) upon completion of the school year/academic/technical program;
- c. that to the best of my knowledge I meet all eligibility requirements as outlined in the terms of reference; and
- d. that in the event I, without good cause (as determined by the Trustees of the Hamilton Gault Memorial Fund), terminate my current study program, or fail to complete the academic year successfully, I shall reimburse the Hamilton Gault Memorial Fund any or all monies granted to me by the said fund in such amount as the Trustees may deem appropriate.

(Signature)

(Date)

(Place)

RETURN PRIOR TO THE BEGINNING OF THE ACADEMIC YEAR TO:

Hamilton Gault Memorial Fund
Educational Bursary Coordinator
39 Edinburgh Ct, N St Albert AB T89 6M8

Or e-mail: bursaries@hgmf.ca

Appendix Three

HAMILTON GAULT MEMORIAL FUND
EDUCATIONAL BURSARY CERTIFICATION (2025)

This is to certify that _____ (Name)
has/has not successfully completed the course load during academic year _____
of studies for _____ (Course/Program)
at _____ (School/Institution)
on _____. (Date of completion)

(School/Institution Dean/Registrar)

(Date)

NOTE: Upon completion of the school year/academic/technical program, this certificate is to be completed and returned to:

Hamilton Gault Memorial Fund
Educational Bursary Coordinator
39 Edinburgh Ct, N St Albert AB T89 6M8

Or e-mail: bursaries@hgmf.ca

Appendix Four

**HAMILTON GAULT MEMORIAL FUND
EDUCATIONAL BURSARY COMMITTEE GUIDELINES (2025)**

Applicant's Name _____ Committee Member Name _____

1. The Hamilton Gault Memorial Fund Educational Bursary Committee are to use the following four scoring criteria when determining the priority of HGMF Educational Bursary applicants. The scoring range shall be from a low of one (1) point to a high of five (5) points for each criterion. The applicants with the highest overall scores shall be awarded student bursaries, in priority over the lower scoring applicants.

2. The criteria and scoring breakdown are as follows:
 - a) Last Academic Marks : From the last year of high or post-secondary school attended:
 - (1) 'A' average or GPA equivalent – 5 points _____
 - (2) 'B+' average or GPA equivalent – 4 points _____
 - (3) 'B' average or GPA equivalent – 3 points _____
 - (4) 'C+' average or GPA equivalent – 2 points _____
 - (5) 'C' average or GPA equivalent – 1 point _____

 - b) Letters of References:
 - (1) Leadership potential : 1 – 5 points _____
 - (2) Community services: 1 – 5 points _____
 - (3) Strong academic effort and desire to succeed: 1 – 5 points _____
 - (4) Is responsible: 1 – 5 points _____
 - (5) Works well with others: 1 – 5 points _____

APPLICANT'S TOTAL SCORE: _____