



### Objective

The purpose of this program is to promote post-secondary education by helping the children of employees obtain a university degree or college diploma.

### Number, Value and Duration of Scholarships

Up to twelve (12) scholarships at the bachelor degree level or at the diploma level.

For Canadian students: These scholarships are valued at \$2,500 CAD, available for one academic year.

For American students: These scholarships are valued at \$2,500 US, available for one academic year.

### Eligibility

Eligible applicants must:

- be the dependent child of regular full-time Flynn employees who have completed one or more continuous years of service as of the application deadline date. Continuous service means employment with no breaks longer than 6 months. In the case where an employee has more than one dependent applying, only one dependent will be eligible to receive the scholarship. Dependent children are described as biological or legally adopted children, wards in legal guardianship and stepchildren;
- dependents of employees at the Director/Executive level and dependents of Shareholder/Unitholder employees are not eligible to apply;
- be planning to enter the first year or already be enrolled towards a first bachelor or diploma;
- have a minimum cumulative average\* of:
  - 60% (or equivalent) over the last three terms of available marks for applicants at the diploma level;
  - 70% (or equivalent) over the last three terms of available marks for applicants at the bachelor degree level;
  - Non-academic courses such as career or personal development related courses will not be considered.

\*Universities Canada's policy on calculation of average has been developed in consultation with university and college admissions and financial aid officers from across the country. There is enormous diversity among the applicants for this scholarship program. The applicants come from different geographical regions and have reached various levels of studies. Furthermore, and of great significance, is the fact that grading systems differ among educational institutions. It is Universities Canada's policy to calculate the academic average of applicants so that it reflects an academically well-rounded individual, while recognizing the differences in programs of study. For this purpose, the most recent, followed by the highest available grades of four courses will be considered. In the case of high school transcripts, the following categories will be considered: Language, Social Sciences, Mathematics and Sciences. Six courses are chosen for each applicant, with no more than two in each category. If there are not enough available courses, the calculation of academic average may be based on four or five courses.



Eligible institutions:

- Canadian and American educational institutions which have recognized provincial degree/diploma-granting powers, or their affiliates (e.g., universities, colleges/CEGEPs - technical diploma).

## Field of Study/Program Requirements

- There are no restrictions on the program of study or discipline;
- Program must be of a minimum of two years in duration;
- University preparatory programs in any jurisdiction are not eligible (e.g., CEGEP- pre-university diploma).

## Conditions / Restrictions

- Depending on the curriculum, an Applied Bachelor Program may be considered either as a university level program or a college level program;
- Students who have commenced their post-secondary studies in January are eligible for the summer competition of the same year;
- Students who have previously held a Flynn Scholarship may re-apply within the same category (i.e., bachelor degree or college diploma). However, they are not eligible to apply in the other category.

Flynn retains the right to change and/or end the sponsorship of the scholarship plan without notice.

## Selection Process

The pre-selection of candidates is made by a committee of Canadian university and college representatives chosen by Scholarship Partners Canada (SPC). Final selection of winners will be made by a Selection Committee from Flynn. Once complete, the selection committee's decision is irrevocable.

Evaluation criteria:

- Academic performance;
- Quality of the essay;
- Quality and relevance of the reference letters.

Preference will be given to candidates who have never won a Flynn Scholarship.

All applicants will receive confirmation by email of the results of the selection process.

## Successful Applicants

Successful applicants will receive confirmation of their scholarship in August. Recipients will be required to complete the online scholarship acceptance process and forward any required documentation such as proof of registration from the educational institution they will be attending. It is the responsibility of the recipient to keep



SPC informed of any changes to their contact information through the online portal.

Successful applicants will be photographed and their success will be shared on social media and in the company magazine Flynn Flash.

## Payment

- Scholarship payment(s) will only be issued upon completion of the scholarship acceptance process and review and acceptance of all required supporting documentation by SPC.
- SPC will forward payment of the scholarship to the educational institution on behalf of Flynn;
- It is the student's responsibility to ensure that payment of tuition fees is made within the defined time frame set by the educational institution regardless of the timing of the scholarship payment.
- Payment by the institution to the student will be made in accordance with the normal practice of the educational institution.
- Note that, depending on method of payment, receipt of payment can take 6-8 weeks following the applicant's acceptance of the award or submission of the online renewal.

## Application Process

The student is considered the owner of the application and must be eligible for the scholarship according to the program guidelines. The application must be completed and submitted by the student, and not the employee of Flynn Group of Companies. Please add [awards@univcan.ca](mailto:awards@univcan.ca) to safe senders in your junk email options so that you continue to receive important messages from SPC.

1. Submit an online application by visiting <https://portal.scholarshippartners.ca>
2. Access the dependent scholarship program using the company code: **289FLY2023**.
3. The Flynn Group of Companies employee is required to complete and sign the Employee Consent Form to provide details such as an employee number and consent to the collection of this information for the purpose of verifying eligibility to the dependent scholarship program. The applicant is required to upload this form as part of the application.
4. The application and all supporting documents must be submitted to SPC no later than **1:00 PM EST, May 10, 2023**.
5. Documents will be reviewed by SPC staff to ensure all requirements have been met.
6. Receipt of applications will be acknowledged by email following processing by SPC.
7. It is the applicant's responsibility to ensure that all supporting documents have been received and accepted by visiting <https://portal.scholarshippartners.ca> to review their scholarship application status.
8. Account maintenance will be conducted online.

### Paper Application (Spanish only):

1. Applicants may complete a paper version of the application (in Spanish only) and send it by mail to the address indicated below.
2. Paper applications and all supporting documentation must be submitted to SPC no later than the application deadline of **May 10, 2023**. Paper applications must clearly indicate a postmark of no later than the application deadline.
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



SPC. 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, account maintenance will be conducted online.

## Supporting Documentation

The supporting documentation described below is required as part of this application. If any of these documents are not received and accepted, the application will be considered incomplete and will not be evaluated. SPC will send a final follow-up email to the applicant on May 6, 2023, requesting any missing or incomplete documentation. Any applicant submitting supporting documents after this date will not receive a follow-up email.

### Employee Consent

The Flynn Group of Companies employee must complete the Employee Consent Form and include it with the application. The information is required to confirm that the applicant is an eligible scholarship candidate under the terms of the program. This information will not be used or disclosed for any other purpose unless required or authorized by law.

### Reference Letters

Each reference letter must be written by a separate individual who is not related to the applicant. All letters must be dated, typewritten, signed with an electronic signature and include the reference's contact information. The person writing the reference letter should describe their relationship to the applicant in the letter. Reference letters must be dated within one (1) year of the supporting document deadline.

#### Reference Letter (Academic)

One letter must come from a past or present teacher who knows the applicant and is familiar with their academic history.

#### Reference Letter (Extracurricular)

One letter must come from a person who is familiar with the applicant's volunteer, community involvement and/or extracurricular activities and must not be the same individual who provided the academic reference.

### Essay

Provide an essay describing the reason for choosing your field of studies/program, your volunteer/community involvement and/or extracurricular activities and why you think you should be selected as one of the recipients for the scholarship (max. 500 words).

### Transcript

Provide a transcript of the last three terms of available marks, that is, marks for the period of September 2021 to December 2022. If the applicant was not enrolled during this time, marks for the last three available terms will be accepted. Home school grades will only be accepted if they have been validated through a recognized, independent evaluation process.



**PLEASE NOTE:** If any of the requirements noted above are not met, the application will be considered incomplete. Deadline extensions will not be granted.

### Administrator

Scholarship Partners Canada, a division of Universities Canada, administers the scholarship program on behalf of Flynn. 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).

### Contact Us

**Scholarship  
Partners Canada.**  
**Partenaires en bourses  
d'études Canada.**

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