Toronto School of Theology
General Information for Applicants – 2014

The deadline for applications is Friday, April 4, 2014, 5:00 pm

The table below shows the documents you are required to submit with your application(s). Please read the information carefully to ensure you include the required documentation and remember to sign the forms – this will ensure your application is accepted and processed. **Incomplete applications will not be considered.**

Please include all of documentation (except letters of support) in **one** envelope labelled with your name and the name(s) of the award(s) you are applying for.

Forms and templates are available at: www.tst.edu/academic/scholarships-and-bursaries

Required Materials	C. Douglas Jay Scholarship	Gordon Farquharson Scholarship	Margaret Fleck Scholarship	Order of Saint Lazarus Bursary	OSOTF Bursary Assistance	Donald Cameron Memorial Award	Marjorie Watson Powles Award	The Estate of Charles Gundy & J.T. Weir Memorial Fund
Covering Page (once only)	✓	✓	✓	✓	✓	✓	✓	✓
Applicant Statement (one per award application)	✓	✓	✓	✓		✓	✓	
Unofficial Transcript (once only)	✓	✓	✓	✓		✓	✓	✓
Residency Declaration (once only)	✓	✓	✓	✓	✓			
Demonstration of Financial Need (once only)	✓	✓	✓	✓	✓	✓		✓
Bursary Application Form								✓
Resume							✓	
Letter(s) of Support (per award application)	2	2	2	2	1		2	1
Letter of Reference from a Lay Person						✓		
Letter of Nomination						✓		
Statement of Research Interest	✓							

Covering Page: Applicants are required to complete and submit only **ONE** covering page.

Record of Post-secondary courses and marks: Applicants should submit only **ONE** unofficial copy of their transcripts showing courses and grades of their current program and of the degree immediately preceding their current studies. Finalists will have the accuracy of their record verified against official transcripts on file.

Applicant Statement: Applicants should identify clearly how they meet each of the criteria of the award. If you are applying for the Margaret Fleck Scholarship, C. Douglas Jay Scholarship, Gordon Farquharson Scholarship, Order of Saint Lazarus Bursary, and Marjorie Watson Powles Award you should state **clearly** how you meet the criteria of the award. If you are applying for the Donald Cameron Scholarship you should describe the activity or project, its impact on the wider community and the learning that you derived from it. Your statement should be a maximum of 1,000 words. **A separate Applicant Statement is required for each** award you are applying for.

Letter(s) of Support / Nomination: Applicants should request that faculty members, AD Director or DMin Director as defined by the requirements of the award, submit their letter(s) of support via email to *elizabeth.neilly@utoronto.ca* by the stated deadline. The email **MUST** contain the name of the scholarship/bursary/award in the subject line and **MUST** be received by the application deadline in order to be considered as part of the application.

For the Donald Cameron scholarship; if the project is not part of the student's program, the letter should indicate that the project is compatible with the objectives of the applicant's basic degree program.

Demonstration of Financial Need: Submit a copy of your OSAP application **OR** a copy of a completed TST college bursary application form you applied for **OR** the TST Supplementary Financial Information Form.

Bursary Application Form: This should be completed and submitted along with a copy of the application forms for the bursary assistance you have indicated on the form, with the financial information they require. If no such form is available, please fill out the Supplementary Financial Information Form.

Letter of Reference from a Lay Person: This letter should be in a **sealed** envelope which has been signed on the seal by the referee and given to applicant.

Statement of Research Interest: For applicants at the thesis stage, a copy of the thesis proposal meets this requirement.

Residency Declaration Form: Some bursaries and scholarships require the recipient to be an Ontario resident as defined by the Ontario Student Assistance Program (OSAP).

Resume: This should be not more than 2 pages.

Submission of Applications: Complete applications should be submitted by the application deadline to:

Scholarships and Awards Committee
Toronto School of Theology
47 Queen's Park Cres. East
Toronto, ON M5S 2C3

Complete applications may also be submitted in person to the Reception Desk at TST, Monday – Friday, 9:00 am – 5:00 (closed for lunch 12:00 – 1:00 pm).

Questions? Contact Elizabeth Neilly at *elizabeth.neilly@utoronto.ca* or 416-978-1285

The information listed above is collected so that TST awards committees can properly assess and judge awards application in accordance with awards protocol.

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