



Ziebarth Electrical Contractors Ltd.

Scholarship Program Post-Secondary Education Awards

Number: Three (3) Annually

Value: \$2,000 each

In 2012, Ziebarth Electrical Contractors Ltd. (ZEC) established a “ZEC Scholarship Program” to recognize both the importance of education and the need to have post-secondary graduates enter into the construction industry.

This program is for eligible children of ZEC employees who have been employed for a minimum of 3 years, and will remain employed through the duration of the scholarship.

Primary Objective/Intent:

To provide financial support for eligible children of employees of Ziebarth Electrical Contractors Ltd. (ZEC), who have been accepted into a program of study related to the construction industry, as defined below, at a recognized post-secondary institution.

Definition of “Construction Industry”:

The following areas of study would be considered as a component of the “Construction Industry”:
Please note that the following list is by no means exhaustive and is meant for illustration purposes only:

Architectural Technology, Civil Engineering Technology, Electrical Engineering Technology, Architectural Technician, Building Construction Technician, Cabinetmaking and Furniture Technician, Construction Engineering Technician, Electrical Engineering Technician, Heating, Refrigeration and Air Conditioning Technician, Powerline Technician, Interior Design, Welding and Fabrication Techniques, Green Architecture

Eligibility Criteria:

- Be registered full time (of a duration of at least 8 months) in an eligible program at a recognized University or College.
- For those who are entering an eligible full time (duration of at least 8 months) program at a recognized University or College, **for the first time** (i.e. 1st year of post-secondary education), the award will be based on academic achievement in the candidate’s previous high school academic year.

For those who are entering an eligible full-time (duration of at least 8 months) program at a recognized University or College and **are in their, 2nd, 3rd, or 4th year**, but are receiving the scholarship for the first time, they must demonstrate that they achieved a C (63-66) grade average or higher at the end of the previous post-secondary academic year.

- Be a child of a Ziebarth Electrical Contractors Ltd. (ZEC) employee, where the employee has been employed for a minimum of three (3) years; and remain employed through the duration of the scholarship with Ziebarth Electrical Contractors Ltd. (ZEC).
- Be a Canadian citizen or permanent resident, or have protected person status.
- Primary consideration will be given to those candidates who are enrolled in degree courses related to the construction industry offered by Canadian Universities and/or Ontario Community Colleges.
- **In the event that no applications are received from candidates whose area of study is within the construction industry, consideration may be extended to other candidates where the areas of study may be “outside” the construction industry.**

Basis of Selection:

In addition to meeting the eligibility criteria as outlined above, the Selection Committee will also take into consideration extracurricular activities, volunteer commitment to the community, and

work experience. When approaching an individual for a letter of referral, you may want to consider this list.

Candidates are required to fill out the application form and provide the Supporting Documents as outlined below, together with a summary of their chosen course of study, which will be an important aspect of selection.

Preference will be given to those pursuing a career within the construction industry.

Renewal Criteria:

Renewals are not automatic. A full application must be submitted. Scholarship renewal may be considered for a maximum of three years following your first year of study for the same amount, provided you:

- maintain full-time registration in a program approved by the Scholarship Committee;
- demonstrate the achievement of a minimum C (63-66) grade average or higher at the end of the previous academic year; and,
- complete a full application form.

Selection Process:

- The Scholarship Committee is appointed by the President of Ziebarth Electrical Contractors Ltd. (ZEC)
- List of recommended recipients will be submitted to the President of Ziebarth Electrical Contractors Ltd. (ZEC) by the appointed Scholarship Committee
- A decision of final recipients will be made by the Scholarship Committee and the President of Ziebarth Electrical Contractors Ltd. (ZEC).
- The decision of the Committee, along with the President of Ziebarth Electrical Contractors Ltd. (ZEC), is final.
- Reasons for the selection/decisions are strictly confidential.
- The Scholarship Committee reserves the right to not award any scholarships in any given year.

Supporting Documentation Includes:

Completed Application Form:

It is the candidate's responsibility to print and complete the entire application form. Please ensure that all information is legible, printed text and written in pen.

Two Letters of Support:

It is the candidate's responsibility to ensure that their letters of reference are submitted in sealed envelopes. The signature of the author is to be affixed to the back of the envelope located directly over the seal. This ensures confidentiality of the author's letter. Please do not supply more than two references, as additional references will not be considered. These letters will demonstrate

your volunteer commitment to the community, work experience, extra-curricular activities and character.

Official Transcript:

A transcript from the last year of school is to be submitted.

Proof of Completion

At the end of the academic year (for which they received a ZEC scholarship), the successful candidates are required to provide proof that they remained in school for the full academic year by submitting an official transcript, whether or not they plan to submit an application for renewal the following year. Failure to submit proof that they remained in school for the full academic year may result in the scholarship recipient being required to reimburse ZEC for the funding received for that academic year.

In the event that the recipient of a ZEC scholarship fails to remain in school for the full academic year, or is removed from the program by the post-secondary institution for disciplinary reasons, the recipient shall be responsible to reimburse ZEC for the award received for the incomplete academic year.

Application Deadline:

The deadline for submitting a “complete” application and supporting documentation is determined each year. A submission must be post marked prior to the set deadline date. Forms received after that date will not be considered, nor will they be held over for the next year.

All applicants, including the successful candidates will be advised of their selection results by letter.

Application Submission:

All complete application packages, including all supporting documents, can be either hand-delivered to the ZEC Head Office, mailed with post-marked **on or before** the determined deadline or emailed to lindar@zec.ca. Send your complete application package to:

Attention: Scholarship Committee

Ziebarth Electrical Contractors Ltd. (ZEC)
890 Boyd Avenue
Ottawa, Ontario K2A 2E3

Please note that your application material will not be returned under any circumstances, nor will it be used for subsequent years. In order to receive acknowledgement of the receipt of your application, the applicant must include their email address.

Method of Payment:

ZEC Scholarships are paid directly to the educational institution early in the fall term.