



## PRIVACY AGREEMENT CONSENT FORM ARBOUR SCHOLARSHIPS

### **PREAMBLE**

The Arbour Foundation ("the Foundation") awards Arbour scholarships ("scholarships") to MBA, MSc and PhD students in engineering, computer science and business administration at the following Quebec universities: Bishop's University, Concordia University, École de technologie supérieure, HEC Montréal, Institut national de recherche scientifique, McGill University, Polytechnique Montréal, Université de Montréal, Université de Sherbrooke, Université du Québec à Montréal and Université Laval. In accordance with a partnership agreement with these universities, they administer the scholarship competition and submit the best candidates selected by a peer review committee to the Foundation. The personal information of these candidates is therefore transmitted to the Foundation, which complies with all applicable laws regarding the use and retention of personal information.

Please address any questions, concerns, or complaints regarding the Foundation's compliance with these laws to the President and CEO by e-mail at [info@fondationarbour.ca](mailto:info@fondationarbour.ca), by telephone at 514-844-5990, or by mail at 1434 Sherbrooke Street West, Suite 300, Montreal, Québec, H3G 1K4.

By submitting this document, you consent to the use and retention of your personal information. Please take the time to carefully read the details set out below.

### **CONSENT**

Your personal information is collected for the processing and evaluation of scholarship applications, interviews, selection of scholars, and administration of their files, as well as the administration and the payment of the scholarships. This information is provided by you, your referees or the institutions as per your application. The selection process requires that your information be disclosed to members of the Arbour Selection Committee and to any other person who may require it for audit, evaluation, selection, administrative or mentoring purposes.

In addition, your personal information may be used in the future to contact you to follow up on your scholarship application or to solicit your support for the Foundation's planned or other giving program. Your name, field of study and/or research topic may also appear in our annual report or any other communication related to the announcement of the scholarship competition results in which you are participating.

Your personal information will also be used to compile statistical data. The Foundation will securely retain the personal information of candidates selected by the universities and whose files they have received. The Foundation shall not to share or sell this information for any other purpose.

No other use or disclosure of your personal information will be made by the Foundation, unless required or permitted by law or authorized by you. The personal information collected as part of this application is limited to that which is necessary for the purposes of evaluating your application and for the purposes indicated in this document.

You may consult your personal information in your file by contacting the Foundation's administration.

You may withdraw your consent at any time. If this withdrawal takes effect during your period of eligibility for the scholarship, your eligibility and our ability to administer payments may be reduced or terminated (i.e., you may not be awarded the award or its payment may be cancelled after you have withdrawn your consent).

By signing and attaching this consent form to your application, you agree to the collection, use, disclosure and retention of your personal information for the above-mentioned purposes.

Date:

Applicant's signature:



# GUIDELINES AND SELECTION CRITERIA

## Arbour Scholarship

### MBA

#### Eligibility

The Arbour scholarship MBA competition is open to full-time students registered at one of the MBA programs in these universities: Concordia University, HEC Montréal, McGill University, Université de Sherbrooke and Université Laval. MBA Arbour scholarships are only available to permanent residents or Canadian citizens.

To be eligible, students must:

- be permanent residents or Canadian citizens;
- be enrolled **full-time** in an MBA program at Concordia University, HEC Montréal, McGill University, or Université de Sherbrooke;
- have a university average grade of **at least 75%** (cumulative average of the last diploma obtained or of the last session(s) of the current diploma);

Students are eligible to receive an Arbour scholarship if they have at least two full semesters remaining in their program at the time of the payment of the first scholarship instalment (one fall and one winter semesters).

#### Selection criteria

Academic performance (min 75 %)	30%
Leadership / Entrepreneurship	30%
Valid and recognized financial need *	20%
Professional experience	20%

\* Financial need is a key criterion for the Arbour Foundation. The Foundation recognizes that each case is unique and is committed to evaluating each bursary application taking into account the particular situation of each student. **However, it is important to note that any student receiving an external source of funding (other bursary or family assistance, for example) in excess of \$30,000 for the year of study for which he or she is applying for an Arbour Scholarship will not be awarded a scholarship.**

**A 30% quota is imposed on each university as to the number of international student applications that may be forwarded to the Foundation's selection committee, i.e., approximately one-third of all applications submitted (all types of scholarships combined).**

## **Instructions to submit an application**

A complete application file must include:

- The application form for the MBA Arbour Scholarship duly completed including the consent form for the Arbour privacy policy (downloaded online from the Foundation's website and completed with web browser or Acrobat Reader) – pay attention to the maximum number of words indicated;
- The following supporting documents:
  - √ Proof of Canadian citizenship or permanent residency
  - √ All **official** university transcripts in **French, English, or Spanish**
  - √ Letter of support from the last employer
  - √ CV
  - √ Performance reports (if applicable)

**Applications must be submitted directly to the university at which the candidate is enrolled.** Each university sets its own procedures and deadlines. **It is the student's responsibility to get the proper information.** Applications sent to the Foundation by candidates will not be accepted nor considered. This applies to the application form, transcripts and letters of support or any document sent separately to the Foundation.

Finalists are selected by their universities amongst all the applications received. Each university then forwards the best application files to the Foundation.

The Arbour selection committees then select the candidates who will be invited for an interview amongst all the forwarded files. Any finalist not invited to the interview will be notified personally by the Foundation.

Selected finalists will be invited to an in-person interview (or virtual interview in the event of '*force majeure*') that will take place between mid-August and mid-September

After all the finalists have been interviewed, the Foundation will select the ones who will receive an Arbour scholarship. **Not all finalists will receive a scholarship.** By mid-September, all finalists will be informed of the decision of the Selection Committees as to whether or not they are awarded a scholarship.

### **Instructions for the letter of support**

MBA Arbour scholarship applicants must provide only one letter of support from their last employer describing their professional performance as the main theme and leadership as an optional theme. To be valid, this letter of support must be on the organization's letterhead, signed by the sponsor, with their title and contact information.

If you are unable to obtain a letter of support from your last employer, you can replace it with a letter from an association or organization for which you have worked or volunteered in the past. In this case, you must also provide an explanation as to why you were unable to obtain a letter from your last employer.

### **Value of scholarship and disbursement**

The value of an MBA Arbour scholarship is \$20,000. Scholarships are disbursed by the university in two equal instalments – one in the fall semester and the second in the winter semester – upon presentation of a full-time registration proof. MBA Arbour scholarships are not renewable.

### **Important note for potential scholarship recipients who speak little or no French**

The mission of the Arbour Foundation is first and foremost to contribute to Québec's economic growth through education. For this reason, it is important for international and Canadian students who speak little or no French to acquire this competence to fully participate in Québec's society and economy. The Arbour Foundation is currently working to facilitate their integration with a mentoring program, networking events and various other activities geared towards the same goal.

Since French is a key element in Quebec's cultural integration, the Arbour Foundation wishes to encourage all the students with little or no French skills to take French lessons on a regular basis. To this end, the Foundation is partnering with the *Fondation pour la langue française* to offer French training at various levels of fluency to its scholars.

As of September 2021, the following protocol will apply to new and returning scholars:

- The Arbour selection committee evaluates the French skills of each candidate during the one-on-one selection interview.
- Candidates getting a scholarship whose level of French is deemed inadequate are notified by the Arbour Foundation. They receive the first instalment of their scholarship in the fall semester (October), **but the second instalment (February) is conditional to attending on-line or in-person French training provided by the *Fondation pour la langue française* AND receiving a positive evaluation from their instructors.**
- Students are encouraged to participate **in weekly training (1 to 2 hours maximum each)** during both semesters (fall and winter).
- **There is no charge for these lessons**, as they are fully subsidized by the *Fondation pour la langue française*.
- Lessons are offered at various levels of fluency, either in groups or one-on-one. They can take place at various times during the week, especially over lunch, to best accommodate the students' busy schedules. The *Fondation pour la langue française* will assign each student to the most appropriate format.
- **There is no written exam, but simply an ongoing evaluation by the instructors from the *Fondation pour la langue française*. This evaluation is sent to the Arbour Foundation at the end of December of the current year and again at the end of June of the following year. If the December evaluation is positive, the second instalment of the scholarship is paid out in February as planned.**
- **Should the evaluation be negative, the Arbour Foundation reserves the right to cancel the second instalment (February). In the event the payment of the second part of the scholarship is cancelled, the student and his or her home university will be notified as soon as possible. It should be noted that the Arbour Foundation makes no judgment on the improvement of the scholar's level of French and relies exclusively on the recommendation of the *Fondation pour la langue française*.**

**\*PLEASE NOTE\*:** If the student decides to take a French course at his or her home university (or any other university in Quebec), he or she will not be required to take the French training provided by the *Fondation pour la langue française*. Their second installment will therefore be conditional on taking the French course and submitting the transcript to the Arbour Foundation upon receipt of his grade for the course.

# Application Form

## Arbour Scholarship - MBA



Concordia University  HEC Montreal  McGill University  Université de Sherbrooke  Université Laval

### 1. CANDIDATE'S INFORMATION

Name \_\_\_\_\_ First name(s) \_\_\_\_\_

Permanent Code \_\_\_\_\_ University ID # \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Local Address \_\_\_\_\_  
\_\_\_\_\_

Home Address (if different) \_\_\_\_\_  
\_\_\_\_\_

Country of origin \_\_\_\_\_ Canadian Citizen \*   
Permanent Resident\*  since \_\_\_\_\_

Date of birth \_\_\_\_\_ Mother tongue \_\_\_\_\_

Other language(s) spoken \_\_\_\_\_

Level of French\*\* None  Beginner  Intermediate  Advanced

I agree to have my CV forwarded to the Foundation's partner companies and organizations and I agree to be contacted by these organizations so that they can offer me a professional opportunity (internship or job).

**\* Attach a copy of your birth certificate OR passport OR citizenship card OR proof of permanent residency.**

**\*\* The Arbour Foundation's French policy is detailed in the guidelines. Please read it carefully.**

Candidate's name (printed) \_\_\_\_\_

## 2. GUIDELINES

I have read and understood the guidelines for the Arbour scholarships program, more specifically:

- all eligibility criteria;
- if the Arbour Foundation's selection committees judge my level of French to be insufficient, I will have to take French training provided by *the Fondation pour la langue française*. The second instalment of my scholarship (February) will be conditional upon confirmation from this institution that I have followed the training and that I have received a positive assessment of my progress, as per the guidelines.

## 3. TRANSCRIPTS

You must have a minimum average of 75 % or the equivalent in your most recent studies. This is an essential element of your application to the MBA Arbour scholarship. Please attach all the official university transcripts (in English, French, or Spanish only). Your overall grade average is \_\_\_\_\_ on 100.

## 4. ACADEMIC INFORMATION

### High School

Name of institution	Program	Diploma	Year
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### College/CEGEP

Name of institution	Program	Diploma	Year
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### Undergraduate studies

Name of institution	Program	Diploma	Year
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### Other studies completed

Name of institution	Program	Diploma	Year
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### Planned or current studies - MBA

Date of entry	Date of expected graduation	Total number of credits
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Candidate's name (printed) \_\_\_\_\_

**5. SOCIAL INVOLVEMENT**

The Arbour Foundation recognizes the importance of volunteering in our society. Please use the space below to list and describe any social involvement that you are particularly proud of. (Maximum: 500 words)

Empty response area for social involvement details.

Candidate's name (printed) \_\_\_\_\_

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the candidate to provide a response or drawing.

Candidate's name (printed) \_\_\_\_\_

**6. FINANCIAL SITUATION**

The mission of Arbour Foundation is to support the most deserving students who need financial assistance. Please explain briefly but explicitly why the financial support of the Arbour Foundation is important to you. (Maximum 500 words)

Empty response area for the candidate's answer.

Candidate's name (printed) \_\_\_\_\_

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the candidate to provide a response or drawing.



Candidate's name (printed) \_\_\_\_\_

<b>Total revenues carried forward (Sum of all 4 columns)</b>	_____	
<b>Total expenses carried forward (Sum of all 4 columns)</b>	_____	
<b>Difference between revenues and expenses <u>Write down</u> the cumulative surplus (deficit)</b>	_____	
<b>Other existing financial resources</b>		
Savings	_____	
Investments (specify _____)	_____	
Available credit margin (incl. credit cards)	_____	
Other (specify _____)	_____	
<b>TOTAL</b>	_____	
<b>Existing debts</b>		
Financial assistance and loans from MEQ	_____	
Bank or family loans	_____	
Credit card balance	_____	
Other (specify _____)	_____	
<b>TOTAL</b>	_____	
<b>Scholarships to date</b>		
_____	_____	_____
Year	Institution	Amount
_____	_____	_____
Year	Institution	Amount
_____	_____	_____
Year	Institution	Amount
_____	_____	_____
Year	Institution	Amount

Candidate's name (printed) \_\_\_\_\_

**7. PERSONAL STATEMENT**

In your own words, first describe your study objectives and then your career goals. Explain how you will subsequently contribute to society. (maximum 750 words)

Empty box for writing the personal statement.

Candidate's name (printed) \_\_\_\_\_

**I have read and signed the consent form regarding the Privacy Policy on personal information of the Arbour Foundation.**

**I hereby certify that my statements in this application form are true.**

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date