



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, 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, or Université Laval;
- 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 a student receiving a scholarship of \$35,000 or more for the year for which he or she is applying for an Arbour Scholarship will see his or her application rejected.**

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) – please pay attention to the maximum number of words indicated.
- The following supporting documents:
 - ✓ 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 Arbour 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 Arbour 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 the end of August. This year, **individual interviews will take place between August 18th and 22nd, 2025, inclusively.** The detailed schedule will be made available in due time. Candidates are required to make themselves available for this period. If they are unable to attend the interview in person, the request must be justified in writing. The request will be evaluated by the Arbour Foundation, which, if it deems it admissible, may allow the interview to take place virtually.

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 with no or little French skills 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 knowledge of the language to take French lessons on a regular basis. To this end, the Arbour Foundation will fund French-language learning courses for selected scholars.

The following protocol applies to new and returning scholars:

- The Arbour selection committees evaluate the French skills of each candidate during the selection interview.
- Candidates getting a scholarship whose level of French is deemed inadequate are personally 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 French lessons AND receiving a positive evaluation from their instructors.
- The same conditions apply for renewal applications for a second year.
- Students are encouraged to participate in weekly lessons during both semesters (fall and winter).
- There is no charge for these lessons, as they are fully subsidized by the Arbour Foundation.
- Training is tailored to the needs of each student and is offered on an individual basis. Lessons can take place at different times of the week, depending on the agreement between the student and the instructor;
- There is no written exam, but simply an ongoing evaluation by the instructors. 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 installment (February) of the scholarship is disbursed as planned. If the June evaluation is positive and, if it is possible for the student - according to the rules established by the Arbour Foundation - to apply for a one-year renewal of the scholarship, then the student may submit his application (Note: a positive evaluation does not grant automatic renewal; the regular selection criteria will also be applied by the Arbour selection committees).
- Should the evaluation be negative, the Arbour Foundation reserves the right to cancel the second instalment (February) and may not allow a student to submit a renewal application. 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 from the French instructor.

***PLEASE NOTE*:** If the student decides to take a French course at his university, he will not be required to take the French lessons offered through the Arbour Foundation. The second

installment will therefore be conditional on successfully completing the French course and submitting his or her transcript to the Arbour Foundation upon receipt of his or her grade for the course.



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, by telephone at 514-844-5990, or by mail at CP 55163, Station Mackay, Montréal, Québec, H3G 2W5.

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:

Application Form

Arbour Scholarship - MBA



☐ Concordia University ☐ HEC Montreal ☐ 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).

*** Your university will authenticate this information.**

**** 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)

Candidate's name (printed) _____

Candidate's Name (printed) _____

7. FINANCIAL SITUATION

The mission of the 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)

Candidate's Name (printed) _____

Name of applicant in block letters _____

BUDGET

	Last year/this year				Next 12 months	
	Summer	Fall	Winter	12 mths		
	1 May - 31 August	1 Sept – 31 December	1 Jan - 30 Apr	TOTAL	1 May – 30 Apr	Growth
School fees						
Tuition						
Books, school supplies, etc.						
Logement						
Rent						
Mortgage						
School and municipal taxes						
Home Insurance						
Telephone, cable, internet						
Food						
Groceries						
Transport						
Public transportation						
Car expenses (payments, repairs, gas)						
Car insurance						
Personal Exp.						
Leisure and activities (restaurants, outings, sport, etc.)						
Daycare expenses						
Alimony paid						
Personal expenses (clothing, articles and personal care)						
Conference expenses (your share)						
Medical and Dental fees (inc. health insurance)						
Family support (sent abroad for example)						
Other, specify _____						
Other, specify _____						
TOTAL EXPENSES						
REVENUES						
Employment revenues						
Employment insurance benefits						
Other gov. benefits (child allowance, etc.)						
Loans and grants						
Other grants (research)						
Alimony (received)						
investment and interest income						
Family support received (from abroad for ex.)						
Other, specify _____						
Other, specify _____						
TOTAL REVENUES						

REVENUES MINUS EXPENSES

BALANCE SHEET**Assets****At time of
application**

Money in the bank

Investments, specify _____)

Available line of credit (incl. credit card)

Other (specify) _____)

TOTAL ASSETS

Liabilities**At time of
application**

MEQ loans and grants

Loans (banks, family, other)

Credit cards

Other (Specify) _____)

TOTAL LIABILITIES

NET ASSETS

Candidate's Name (printed) _____

8. PERSONAL STATEMENT

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

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.

Applicant Name

Applicant signature

Date