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**IMPORTANT NOTICE REGARDING
THE ST. JOHN'S PORT AUTHORITY'S (SJPA'S)
SCHOLARSHIP AWARDS**

DATE: April 13, 2018

TO: - Commercial Port Users – Port of St. John's
- International Longshoreman's Association
- SJPA

RE: Scholarships Awarded by the St. John's Port Authority

VALUE: Two (2) Scholarships Valued at \$1,000.00 each

DEADLINE: 3:00 p.m., Friday, July 27, 2018 (selection in August 2018)

Please find attached a copy of the notice inviting applications for the SJPA's two \$1,000.00 post-secondary scholarships to be awarded in August 2018. Applicants must be dependents of:

- full-time employees of commercial users of the Port of St. John's (commercial Port user is defined as those users enumerated on the annually-updated list maintained by the SJPA for the purposes of the *Canada Marine Act*); or
- members in good standing of the International Longshoreman's Association regularly working at the Port of St. John's (as provided by the administration of the Association); or
- full-time employees of the SJPA (as provided by SJPA management).

Please note that, given the timing of public examinations, **the deadline for scholarship applications is 3:00 p.m., Friday, July 27, 2018**, with the announcement of the selected candidate(s) and disbursement of funds in time for the September academic year.

These two scholarships represent the SJPA's specific recognition of the value of those associated with the Port of St. John's. They are provided in addition to the three SJPA scholarships annually awarded at Memorial University.

Please refer to the attached SJPA's Scholarship Program Terms of Reference for additional information.

Sean Hanrahan, LL.B.
President & CEO



ST. JOHN'S PORT AUTHORITY

SCHOLARSHIP PROGRAM TERMS OF REFERENCE

1. PURPOSE

To support and encourage the pursuit of post-secondary education for dependants of:

- full-time employees of commercial users of the Port of St. John's (commercial Port user is defined as those users enumerated on the annually updated list maintained by the Port for the purposes of the *Canada Marine Act*); or
- members in good standing of the International Longshoreman's Association regularly working at the Port of St. John's (as provided by the administration of the Association); or
- full-time employees of the St. John's Port Authority (as provided by Port administration).

2. WHERE TENABLE

The scholarships are available toward post-secondary education at any recognized public college or university in Canada or any private institution in Canada which is in receipt of a Provincial Government student aid designation.

3. NUMBER, VALUE & DURATION

Two (2) scholarships valued at \$1,000 each, in Canadian funds, for at least an eight (8) month academic year, to be awarded in August of each year.

The SJPA reserves the right to not award one or both scholarships should all applicants fail to meet qualifications in a given year.

4. ELIGIBILITY

Candidates must be admitted to a post-secondary institution in their first year (as referred to above) on a full-time basis in an academic year of at least an eight (8) month duration.

Should the employees of the foregoing entities leave their employment voluntarily or involuntarily, the scholarship granted will remain in effect for the duration of the academic year for which it was granted.

5. QUALIFICATIONS

Candidates must have obtained at least a seventy per cent (70%) academic average or equivalent in their secondary schooling results during the preceding two (2) consecutive years prior to application. Official final transcripts from the provincial Department of Education must be submitted at the time of application.

Selection will be based upon the student's academic record. However, in cases in which two or more candidates have academic averages which are equal, the determining factor in awarding the scholarship will be each candidate's extra-curricular activities/community involvement.

6. ADMINISTRATION

All applications will be thoroughly reviewed by an Individual/Committee selected by the President and CEO of the SJPA. The review shall be conducted in an anonymous manner without reference to individual identity. Decisions of the Individual/Committee are final and binding on all parties.

7. METHOD OF PAYMENT

Payment of the scholarships will be made in a single lump sum directly to the student prior to the commencement of the academic year for which it is granted.

8. DEADLINE/DOCUMENTATION

A letter of application must be submitted to the President and CEO of the St. John's Port Authority by July 31 of each year for those who have completed Grade 12 and who are entering their first-year in a post-secondary institution. The application must be accompanied by:

- (a) a copy of certified secondary school transcripts for the last two (2) years of secondary school.
- (b) documentation confirming admission into a post-secondary institution. (While an application may be considered without proof of admission, the scholarship will not be awarded until this condition is met);
- (c) The letter of application itself must identify the relationship of a candidate to a commercial Port user, or the LSPU, or the SJPA, and ought to detail a candidate's extra-curricular/community involvement. Résumés may be included.

The Individual/Committee reserves the right to require additional documentation in support of an application.

9. FURTHER INFORMATION

Please contact: Sean Hanrahan, LL.B.
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St. John's Port Authority
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