

# POLICY

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No. E.7

## DISTRICT STUDENT AWARD – ACADEMIC

### *THE RAJ JASWAL AWARD*

*Adopted: 88-01-11  
Amended: 93-05-10  
Amended: 00-05-08  
Amended: 02-02-11  
Amended: 05-09-12  
Reviewed: 12-03-13  
Reviewed: 13-03-12  
Reviewed: 14-05-12  
Reviewed: 15-04-13*

### **Policy**

The pursuit of academic excellence is a major goal of education. In recognition of achievement in this area, the Board will annually award academic scholarships. These awards will be given to the students who best meet the criteria laid out in the regulations of this policy.

# REGULATION

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#### **Regulation**

1. This scholarship award will be \$1000 in each academic year.
2. This award will be known as the Raj Jaswal Award.
3. The presenter of the award should remind the recipient and audience of the reasons for naming the award. Mr. Raj Jaswal passed away in August of 1986 following service as the Principal of Ray Watkins Elementary School. Mr. Jaswal was an educator in School District 84 for approximately 18 years, also serving as Principal of Captain Meares Elementary Secondary School for a significant portion of that time. This scholarship was established to honour Mr. Jaswal's contribution to education in the District and to recognize, on an on-going basis, his dedication by supporting a student each year to post-secondary education.
4. The award is dependent upon the graduating student attending a post-secondary institution for at least one year.
5. The award must be taken up within two years of graduation.
6. The scholarship is open to any graduating student provided that they have spent two secondary years in a School District 84 school.
7. The closing date for submissions is May 1 in each year.
8. Each student is responsible for making his/her own submission. The student is responsible for informing the school Principal of the intent to apply.
9. Schools are required to:
  - a. inform graduating students of the existence of the award no later than March 1 in each year;
  - b. forward to a Selection Committee the required information for a student submission.
10. The Board will select a committee to meet before May 30 in each year. The committee will comprise of a Trustee, the Superintendent of Schools/Secretary-Treasurer and one Administrative Officer. The Selection Committee will make recommendations to the Board based upon:

# REGULATION

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- a. the letter of application from the student; the official application form; a reference letter from the Principal;
  - b. reference letter from a teacher;
  - c. proof of high achievement in the academic criteria outlined in Section 11, below;
  - d. an interview of applicants, if deemed necessary.
11. The academic component for student selection will be based upon the following:
- a. the official permanent record letter grade standing for the following subjects:
    - English 11;
    - Social Studies 11;
    - a level 11 Science; and,
    - a second level 11 Science or French 11.
  - b. an official statement of letter grade standing for each of the schools terms to May 1 for the following courses:
    - English 12; and,
    - three (3) other level 12 academic courses appropriate for college or university entrance.



VANCOUVER ISLAND WEST  
SCHOOL DISTRICT NO. 84

APPLICATION FOR THE  
**RAJ JASWAL AWARD**  
A DISTRICT ACADEMIC AWARD

*(Please print or type all information, except signature.)*

Name of Student: \_\_\_\_\_

Start of Grade 11 in School District 84: \_\_\_\_\_  
Year Month

**The following must be included with this application:**

1. typed letter of application, providing reasons why you are a good candidate for this District Award and paying attention to grammar, spelling and quality of writing;
2. official statement of letter grades for required Grade 11 and 12 academic courses, signed by the Principal;
3. reference letter from the Principal;
4. reference letter from a teacher.

**An interview with the District Scholarship Committee  
will be included in the selection process.**

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received at the School Board Office: \_\_\_\_\_

**Note: The closing date of submissions is May 1 in each year.**

# ADDENDUM

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## **Guidelines for Organizations Presenting Awards and Scholarships to Students in Vancouver Island West School District No. 84**

The District Scholarship Program is very much appreciated. Continued support from many community groups provides motivation and needed financial assistance to our students. These guidelines have been drawn up to provide consistency among organizations and schools regarding how scholarships are awarded and how schools receive this information.

### **Advertising Awards and Scholarships**

Organizations providing scholarships should review their terms of reference for their scholarships and if there are any changes, the school should be informed as soon as possible. Terms of reference should include:

- deadline for applications;
- criteria for selection of recipients; and,
- requirements for such things as letters of application, letters of reference, proof of academic achievement.

This information will be published in the school and will be available to every student.

### **Selection Procedures**

The selection procedure should be thought out in advance, and the procedure well established so that it is consistent from one year to the next.

### **Announcing Recipients**

When a recipient of an award or scholarship has been determined, the name of the recipient should be given to the Principal, in writing and confidentially, so that the announcement will be a surprise to the recipient at the commencement ceremony.

### **Presentation of Awards and Scholarships at Commencement Ceremony**

A representative of the organization should be present at the ceremony to present the scholarship. The name of the presenter should be given to the Principal for inclusion in the program before the ceremony. If no one is available, the Principal should be informed so that he/she can designate someone to present the award.