

TERMS OF REFERENCE FOR AN OSOTF ENDOWED FUND

TITLE OF ENDOWED FUND (OSOTF¹)

MERCEDES GERMAINE KLEIN MEMORIAL BURSARY

INTRODUCTION

With the support of family and friends, Leslie (Coates), Randy, Robin and Steve established the Mercedes Germaine Klein Memorial Bursary in 1999 in memory of their mother, Mercedes Germaine Klein (BA=78). Mrs. Klein started her university studies at McGill University but left to raise her family. Twenty-three years later, she became a single mother, returned to school and graduated from Lafortune College with a secretarial diploma. While working full-time as secretary to the Dean of Arts at Algonquin College, she also studied part-time at Carleton University and proudly obtained her first bachelor=s degree in 1969. In 1978, she obtained a B.A. Honours degree in French-English translation. When this fund was created, Mrs. Klein had completed two-thirds of the Spanish Translation graduate program at the University of Ottawa School of Translation and Interpretation. Her children wish to recognize her strong affiliation to the School and honour the tradition linking their family to the University of Ottawa. Their grandfather, Louis Dagenais, was also a University of Ottawa alumnus.

The founders of this fund wish to thank the donors, as well as the Government of Ontario who helped create this fund through their generous matching contribution.

PURPOSE OF FUND

Award an annual bursary to a student registered at the School of Translation and Interpretation of the Faculty of Arts at the University of Ottawa.

Priority will be given to a single mother who is returning to school.

SCHOLARSHIP DETAILS

Eligibility Criteria

Applicants must:

1. be registered in a program at the School of Translation and Interpretation;
2. meet the Ontario residency requirement, as per OSAP² rules; and
3. demonstrate financial need, as determined by the Financial Aid and Awards Service of the University of Ottawa.

Note: Priority will be given to single mothers who are returning to school.

Value of the award: Min. \$500; variable, according to the income available in the fund and at the discretion of the selection committee.

Number of awards: Min. one; variable, according to the income available in the fund and at the discretion of the selection committee.

¹ OSOTF: *Ontario Student Opportunity Trust Fund*

² OSAP: *Ontario Student Assistance Program*

Frequency of the award:	Annual
Level or program of study:	Undergraduate or Graduate
Application contact:	Director, Financial Aid and Awards Service
Application deadline:	September 30 or February 28, as determined every year by the Financial Aid and Awards Service.

APPLICATION PROCEDURE

Application must be made to the Director, Financial Aid and Awards Service, and should include:

1. a completed OSOTF application form, including the “Financial Questionnaire”, available online at uozone.uottawa.ca;
2. a copy of the applicant’s transcript; and
3. a short letter (max. 250 words) describing the applicant’s goals pertaining to his/her program of study. If applicable, this letter should also state if the applicant is a single mother and explain the reasons for returning to school and choosing translation as a career.

AWARDING PROCEDURES

The Financial Aid and Awards Service will:

1. verify that the recipient is in good standing;
2. confirm the granting of this award in writing to the recipient and to the School of Translation and Interpretation; and
3. arrange to have the amount credited to the recipient’s University account.