Mental Health Scholarship

Flowchart for the Application Process

APPLICANT

1. Determine your course eligibility
2. Complete the *Application Form*
3. Attach the following:
   - Your *Assessment Criteria* response
   - Your brief *Resume*
4. Submit to the Mental Health Scholarship Coordinator by 5pm on the due date
5. Accept offer and provide QCMHL with:
   - Written advice within 10 days
   - Signed *Terms and Conditions Form*
   - Confirmation of enrolment in study
6. Decline offer in writing / email
7. Commence Scholarship

If NOT commencing study

8. Notify in writing within 10 days of your:
   - Deferral
   - Cessation of study
   - Termination of QH employment
9. To claim your scholarship, each semester, you will need to submit to the Mental Health Scholarship Coordinator:
   - Completed claim form
   - A copy of subject/s results
   - Receipt for fee payment
10. On completion of your Scholarship:
    - Submit a copy of results to the Mental Health Scholarship Coordinator
    - Apply for qualification allowance

SCHOLARSHIP COMPLETED!

SCHOLARSHIP PROCESS

1. Send *Receipt of Application Confirmation* letter / email to applicant
2. Scholarship Selection Panel meet and make recommendations to the Senior Director, Mental Health Branch
3. Advice to applicants and District Managers if:
   - Successful: Send *Letter of Offer*
   - Unsuccessful: Provide written advice of outcome and reason/s
4. Offer Scholarship to applicant on reserve list, where appropriate