



**THE CANADIAN CREDIT INSTITUTE EDUCATIONAL FOUNDATION  
LA FONDATION SCOLAIRE DE L'INSTITUT CANADIEN DU CREDIT**

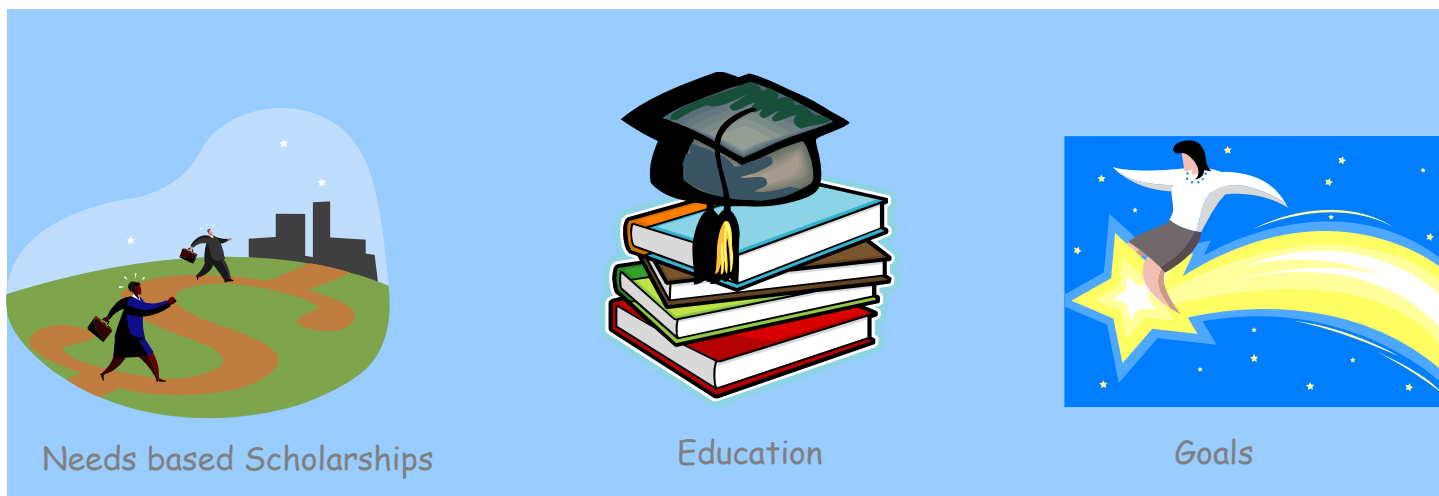
(CCIEF)

Suite 211, 3 Concorde Gate, North York, ON M3C 3N7

Website:

[www.creditinstitute.org](http://www.creditinstitute.org)

Email: [ccp@creditedu.org](mailto:ccp@creditedu.org)



## **CCIEF Scholarship Application Package**

**Note> Application Deadlines: all  
submissions must be post marked by  
May to be eligible for the  
following fall session.**



The Credit Institute of Canada was created by a special Act of Parliament on June 11, 1928 and **is the only organization which grants official designations to professionals in the Canadian credit field**. The objective of the Institute is to provide its members with the most current and comprehensive educational programs in credit and financial management to meet the needs of students and the business community.

### **Mission Statement**

Our professional association provides credit management resources, education and certification. Members provide an integral service to businesses, which profit from our values and expertise through accountability, compliance and protection of assets. Our certified credit professional designations, CCP (Certified Credit Professional formerly FCI, Fellow Credit Institute) and ACI (Associate Credit Institute) are recognized in today's global marketplace as a symbol of excellence in credit management.

The Certified Credit Professional CCP Program consists of 8 courses, 6 of which are general financial management courses, integrated from the foundation levels of the CGA (Certified General Accountants Association), and 2 in-depth credit management courses. Students who have successfully completed the Certified Credit Professional CCP Program with five years of practical experience are eligible to receive the CCP designation.

### **Membership Types**

The CCP (Certified Credit Professional), Credit Specialist\*, ACI (Associate Credit Institute) and CCP (Emeritus) designations are highly respected and recognized throughout Canada as standards for excellence and integrity in credit management. Affiliate membership is available to persons interested in credit-related seminars, conferences, networking opportunities and/or the balance of membership benefits available to Credit Institute of Canada members.

\*Credit Specialist is an important milestone in the pursuit of the CCP designation and is presented to students upon successful completion of the first five courses in the CCP certification program: Financial Accounting, Economics, Law, Credit Management and Finance. Three years practical experience in a credit position is required prior to applying for the Credit Specialist Certificate.



**“To Provide Funding in Support of Credit Initiatives to Enhance Performance of Professionals Dedicated to Excellence”**

## **Canadian Credit Institute Educational Foundation**

### **History of the Foundation:**

The Canadian Credit Institute Educational Foundation was federally chartered as a non-profit organization in 1967 to assist in furthering Credit and Financial Education in Canada. Its original mandate covered many areas of credit education.

### **Scholarship Committee:**

The scholarship committee consists of four members, each holding a Credit Institute designation. Each of individuals on the scholarship committee is an active Credit Institute member.

### **❖ Benefits of Becoming an CCP:**

- \* Earn 5 – 10% additional income (Source: Robert Half Salary Guide)
- \* Receive a broad range of credit management education
- \* Flexibility to continue studies towards a BaccS degree (University of Calgary) and/or a CGA (Certified General Accountant Association) designation
- \* National industry respect and recognition as a designated professional
- \* Participate in a Professional Development Program to maintain Credit Industry skills and knowledge
- \* Access to a National Seminar Program on current, professional and industry related topics
- \* Network with industry peers through Chapter meetings, seminars, and social events
- \* Access to a full Credit Reference Library
- \* Seek employment opportunities through the Credit Institute Employment Referral Program
- \* Represented by an organization monitoring and reacting to legislative issues relevant to the Credit Industry
- \* Free newsletter 'To Your Credit' available to our members
- \* Discounts and offers through affinity relationships



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## The CCIEF Scholarship Program & Eligibility Requirements

The purpose of the Scholarship program is to promote education through the Credit Institute of Canada by providing financial support to students in pursuit of the CCP (Certified Credit Professional) designation. Scholarship available is valued up to \$2000 CAD and may be applied across several courses over a period of one calendar year from date of award. There are a total of four Scholarship awards available each calendar year, awarded by region\*. Scholarship funds are applied directly to the course of studies selected by the successful applicant and directed to the Credit Institute in the name of the Scholarship recipient.

Applications will be considered once the following eligibility requirements are met:

- a) There is a financial need for the scholarship
- b) Applicants employer does not reimburse tuition/course costs
- c) Applicant has at least two years experience in the credit/financial field with a long term goal in the credit or financial management field(s)
- d) Applicants must be willing to become, or already involved with their local Credit Institute chapter and committed to completing all courses to obtain the CCP designation
- e) Applicant participates in local community or volunteer program and will provide a letter of reference
- f) Open to Canadian residents only. Must be eligible to work in Canada and a Canadian resident and/or citizen
- g) Must be willing to provide Social Insurance Number for Tax purposes if Scholarship is awarded
- h) Application forms are completed in their entirety and postmarked by the application deadline

**Thank you for applying to the CCIEF Scholarship program!**

\*There are four Scholarships awarded, one per region\*\* as follows: Western (West of On), Central ( On, PQ ), Maritimes and one scholarship to the Credit Basics program (Canada wide)

\*\*CCIEF reserves the right to distribute Scholarships regardless of student geographic location or region. If a successful candidate is not found in one region that Scholarship may be distributed in another region. Scholarships are distributed at the sole discretion of the CCIEF committee.



## Application Instructions:

1. Fully complete the attached application. All questions must be answered.
2. Provide letter of reference from your employer (addressing non refund policy for courses, verifying length of employment (minimum 2 years credit experience required, and outlining your role and responsibilities)).
3. Provide a letter of reference regarding volunteer or community involvement.
4. Return this application and above supporting documents by the application deadline.
5. Provide required signatures within the application.
6. Mail the completed application to:  
**Canadian Credit Institute Educational Foundation**  
**211 - 3 Concorde Gate**  
**North York, Ontario**  
**M3C 3N7**  
**Attention: Scholarship Committee**

Late applications will not be considered.



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## Canadian Credit Institute Educational Scholarship Application

Thank you for contacting the Credit Institute to be considered for the CCIEF annual scholarship. In order to properly evaluate your application, please complete the application below and postmark by mail, by the application deadline. Full and complete responses are required for each field below in order to accurately evaluate all submissions. Reminder to attach a letter from your employer and letter of reference regarding volunteer/community service.

Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_

Highest level of education: \_\_\_\_\_  
Total Gross annual income \_\_\_\_\_  
# years fulltime with this Employer: \_\_\_\_\_

Please state your long term goals:

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Please list any extracurricular activities, volunteer or community involvement:

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Outline the reason you feel you should be awarded a Scholarship:

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Have you previously applied for a scholarship from CCIEF? ☐ Yes ☐ No

Indicate the number of CCIEF scholarships you have received to date:

☐ Zero ☐ One ☐ Two ☐ Three ☐ Four ☐ Five ☐ Six ☐ Seven

Will you be receiving a scholarship from any other source? ☐ Yes ☐ No

The CCIEF reserves the right to change and/or end the scholarship program without notice. Late applications will not be considered. Must be a Canadian resident and/or citizen. Must be eligible to work in Canada.

# Signatures

- To the best of my knowledge the information on this application is complete and correct. By signing this application, I grant permission to CCIEF to make inquiries they deem necessary to verify the accuracy of the statements made on this application.
- CCIEF will not tolerate fraud, deceit or concealment with regard to the information on this application. If CCIEF determines that any such behaviors have occurred, it may deny any current or pending application and may not provide future assistance.
- Information provided to CCIEF is kept confidential except as required by law. CCIEF may decline any request for assistance at its sole and entire discretion.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Date



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Office Use only:

Date of application receipt \_\_\_\_\_

For consideration in term for: \_\_ Fall \_\_ Spring \_\_ Summer \_\_ Winter 20\_\_



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# Checklist

- ✓ Be sure you have fully completed the application form answering all fields
- ✓ Include documentation required – letter from employer confirming non refund of courses, confirming employment for minimum two years, and providing an outline of your role and responsibilities
- ✓ Provide a reference letter regarding your participation in community/volunteer programs
- ✓ Sign and date the Signature form attached herein
- ✓ Mail the following to the Credit Institute, **before** the application deadline
  - ✓ Application form, fully completed
  - ✓ Signatures page

## Mailing information:

**Canadian Credit Institute Educational Foundation**

**211 - 3 Concorde Gate**

**North York, Ontario**

**M3C 3N7**

**Attention: Scholarship Committee**

**Email: [ccp@creditedu.org](mailto:ccp@creditedu.org)**





# FAQ's



- 1. Q. How do I obtain an application and what if I need help completing the application?**  
A. Request an application package through the Credit Institute of Canada or online at [www.creditedu.org](http://www.creditedu.org). Questions may be directed to: [ccief@creditedu.org](mailto:ccief@creditedu.org)
- 2. Q. What happens if I miss the scholarship application deadline?**  
A. Unfortunately we are unable to accept late applications. If you miss the scholarship deadline we encourage you to submit again next term.
- 3. Q. How does CCIEF determine the scholarship amount awarded?**  
A. Award is up to \$2000 and applicable only to courses offered by the Credit Institute of Canada towards course cost and specific approved materials.
- 4. Q. I received a CCIEF Scholarship in the last calendar year, am I eligible to apply for another Scholarship for the next calendar year?**  
A. Yes, if the full funding has been used up. Please fill out and submit the full application package by May 31.
- 5. Q. I received a Scholarship once before, am I guaranteed to receive the same dollar amount in a subsequent Scholarship?**  
A. Scholarship is valued up to \$2000 and can be applied across multiple courses up to the maximum available (\$2000).
- 6. Q. When will I find out if my application has been approved?**  
A. CCIEF Scholarship Committee will review all applicants and advise 4-6 weeks after the official application deadline.
- 7. Q. I need a financial calculator for my course, will the Scholarship funds cover this cost?**  
A. Course tuition costs and specific approved supplies are covered which includes a financial calculator. Receipts must be submitted for one time reimbursement (eg. Purchase a financial calculator once).
- 8. Q. I take equivalency courses at the College and University. Can I apply the Scholarship fund to pay for these courses?**  
A. No. Scholarship applies only to courses offered by the Credit Institute of Canada.
- 9. Q. Will Scholarship funding cover the cost of College/University books and supplies related to my course?**  
A. No. Scholarship applies only to courses offered by the Credit Institute of Canada and applies to specific approved materials such as financial calculator.
- 10. Q. How many years of Scholarship assistance are available to any one individual?**  
A. Students may apply on an annual basis for a Scholarship and will be considered with all other applicants. There are potentially seven academic years of Scholarship available to qualifying students.

