



# 2023 DAVID WALLACE CORNHILL SCHOLARSHIP APPLICATION PACKAGE




The David Wallace Cornhill Scholarship is named for AltaGas' founder and honours outstanding students who create social impact in their communities and demonstrate our core values. The scholarship application is open to eligible dependents of company employees in all areas of our operations and supports students between the ages of 17 and 25 who are entering a government accredited post-secondary program. Two scholarships are available, each valued at \$3,000 in the local currency of the recipient.

## APPLICANT ELIGIBILITY

- Dependents of regular employees of the AltaGas group of companies, including AltaGas, Petrogas, SEMCO, and Washington Gas.
  - Dependents are defined as any individual between the ages of 17 and 25 at the time of the close of the application period who is dependent upon a company employee for financial support.
  - A company employee is defined for this purpose as any individual who is a regular full-time or part-time employee of AltaGas, or any AltaGas subsidiary. (*no required minimum length of tenure for employees*).
  - The dependents of contractors are not eligible to apply for this Scholarship Program.
- Applicants must legally be residents of Canada and/or the United States at the time of the close of the application period.
- Applicants must be willing to provide proof of non-conditional acceptance to a government accredited, post-secondary program with registration in the program commencing Fall 2023, prior to the Scholarship being issued.
- Eligibility does not guarantee a Scholarship will be awarded to the applicant.
- Individuals who have previously received the David Cornhill Scholarship award are not eligible to apply to receive a second David Cornhill Scholarship award.
- Awardees must be willing to provide a photo of themselves, sign a photo-release form, and provide a quote about the impact that receiving the Scholarship award will have for them, by Sept. 1, 2023 sent to the listed Scholarship award contact.

## REQUIREMENTS (PLEASE READ CAREFULLY)



- All contents of the application package must be sent electronically to [community.investment@altagas.ca](mailto:community.investment@altagas.ca)
  - The application package must be submitted by the applicant themselves; it cannot be submitted by a parent or another individual on behalf of the applicant.
  - The email with the application package attachment(s) should have the subject line FIRST NAME, LAST NAME – 2023 DAVID CORNHILL SCHOLARSHIP PACKAGE.
  - Eligible applicants must fully complete the provided application form.
  - Eligible applicants must provide a pdf copy of a communication of acceptance (conditional or non-conditional) from a government accredited post-secondary institution, with studies commencing in Fall 2023 as part of the application package.
  - Eligible applicants must provide a properly formatted short essay in pdf format, no longer than 900 words, answering all the following questions:
    - How have you engaged in your community and contributed to positive social impact through your personal engagement?
    - In what ways do you demonstrate and put into action AltaGas' Core Values?
  - Eligible applicants must provide a letter of reference for at least one of the community engagement examples that they cite in their essay. More than one letter of reference will be accepted and considered if provided but is not a requirement and may not increase the likelihood of an applicant's potential to be selected for the Scholarship award.
  - All the above documentation must be included in one submission email. Applicants who provide the required documentation by sending more than one submission email containing various components of the application package will be considered to have not met the specifications for a complete application.
  - Applicants are not required to provide a transcript of their grades to be eligible for the Scholarship award.
  - Applicants are not required to demonstrate financial need to be eligible for the Scholarship award.
  - Applicants are entirely responsible for ensuring that their application package is complete and meets the specifications communicated.
-  Have a question about the scholarships or the application process? Please refer to the FAQs listed at the end of the application package or send your question to [community.investment@altagas.ca](mailto:community.investment@altagas.ca).

Scholarship Application begins on next page >



# SCHOLARSHIP APPLICATION



Applicant first name:

Applicant last name:

Applicant email address:

Applicant full mailing address:

Company Guardian employed by (check one):

AltaGas

SEMCO

WGL

Petrogas

Applicant Guardian first name:

Applicant Guardian last name:

Guardian work email address:

Location of Guardian (choose one):

Office

Field site

Name of post-secondary institution that applicant has been accepted to study at:

Area of study:

Year of post-secondary study that the applicant is entering as of Fall 2023:

Please answer the following question in no more than 600 words:

**How have you engaged in your community and contributed to positive social impact through your personal engagement?**

## SCHOLARSHIP APPLICATION



Please answer the following question in no more than 600 words:

**In what ways do you demonstrate and put into action AltaGas' Core Values?**

### **BY SUBMITTING THIS APPLICATION, YOU ARE ACKNOWLEDGING THAT THE FOLLOWING IS TRUE**

I have personally completed this application, and the information contained is accurate to the best of my knowledge.

As a condition of this application, I have provided a PDF copy of a communication of acceptance from a government accredited post-secondary institution, indicating that my studies for the program will commence in Fall 2023.

As a condition of this application, I have provided an electronic copy of a reference letter for at least one

of the community engagements examples that I have cited in response to the above application questions.

I agree that if I am chosen as a scholarship award recipient, to provide AltaGas with a personal photo, a signed photo release form, and a quote that can be used by AltaGas' in company publications.

I understand that the following components must be combined as attachments into one email sent to [community.investment@altagas.ca](mailto:community.investment@altagas.ca), prior to the stated due date, for my application to be considered complete.

## FREQUENTLY ASKED QUESTIONS



*Q: Are dependent(s) of regular Part Time employees of AltaGas, or any AltaGas subsidiary eligible to apply?*

**A: Yes**

*Q: Are dependent(s) of contractors providing services to AltaGas, or any AltaGas subsidiary eligible to apply?*

**A: No**

*Q: If a contractor becomes an employee after the Scholarship program application period opens, but prior to the Scholarship program application period closing can their dependent(s) apply for the Scholarship?*

**A: Yes, provided that AltaGas HR will verify this change in employment status for the employee, that the applicant meets all other eligibility criteria, and that the application is received no later than the application period deadline.**

*Q: If an employee leaves the company after their dependent(s) have applied for the Scholarship but prior to the Scholarship award being issued, will AltaGas still consider the applicant eligible?*

**A: Yes, if the employee leaves the company under regular circumstances after their dependent(s) have submitted a fully complete application for the Scholarship, but prior to the recipient selection, they will still be considered eligible.**

*Q: If the applicant has applied to the Scholarship in the past, but has been unsuccessful in receiving the award, can they re-apply?*

**A: Yes. If an individual has applied to the Scholarship in the past, and still meets all other eligibility requirements but has not received a previous Scholarship award payment, then this individual can re-apply for the Scholarship. Re-application does not guarantee a Scholarship award.**

*Q: If the applicant has been a previous recipient of the Scholarship award can they re-apply to receive another Scholarship award in a future year, if they still meet all other eligibility requirements?*

**A: No. If an individual has already once received the Scholarship award, they are not eligible to apply to receive the Scholarship Award again, regardless of if they still currently meet all other eligibility criteria.**

*Q: Must the applicant be entering their first year of study in any government accredited post-secondary program?*

**A: The applicant can be entering any year of study in any government accredited post-secondary program. Should they be selected as a recipient they must be willing to provide proof of non-conditional acceptance/enrollment continuation in a program where they are registered to commence study for Fall Semester 2023.**

*Q: Are there restrictions on which post-secondary programs of study the applicant must be registered for to receive the Scholarship?*

**A: Yes, the post-secondary institution must be a verifiable government accredited program. There are no restrictions on the area of study, the length of the program, or the type of accreditation or degree that the applicant may be conferred upon completion.**

*Q: If the applicant has been accepted and plans to attend post-secondary studies at a government accredited program outside of Canada and the United States are they still eligible to receive the Scholarship award?*

**A: Yes, if it is possible for the Scholarship administrator to confirm that a post-secondary institution is government accredited, and if the applicant is willing to provide proof of non-conditional acceptance to a program with study commencing in Fall 2023. There is no restriction on which country the applicant chooses to study in to be eligible to receive the Scholarship award.**

*Q: If the applicant has already been conferred a previous accreditation or degree or has previously partially completed a post-secondary program, and have been accepted into another government accredited post-secondary program commencing in Fall 2023 are they still eligible?*

**A: Yes, provided that the applicant still meets all other eligibility requirements, especially the age requirement.**

*Q: Must the applicant provide proof that they are registered for full-time studies in their program to be eligible?*

**A: No. Provided that the applicant still meets all other eligibility requirements, it doesn't matter if the applicant is planning full-time or part-time studies.**

*Q: If the applicant has confirmation of conditional acceptance at the time of application, but subsequently chooses to defer study or is declined full acceptance into their program prior to AltaGas issuing the Scholarship award payment, can the applicant (if chosen as an award recipient) still receive the award?*

**A: No. If a selected applicant chooses to defer study to later than Fall 2023 or is declined full acceptance into their program prior to the award payment being issued, then the selected applicant will become ineligible to receive the award payment and another applicant will be chosen. This applicant can then re-apply in a future year if they still meet all other eligibility requirements. Best practice would be for the applicant to notify the Scholarship contact as soon as they make the decision to defer study, or as soon as they receive notification from their post-secondary program that they have been declined full acceptance.**

*Q: If the applicant has been accepted (conditionally or non-conditionally) to more than one post-secondary program, must they choose to attend the post-secondary program that they used as information in their original Scholarship application?*

**A: No. If an applicant has been accepted (conditionally or non-conditionally) to more than one post-secondary program, it is their choice on which program to register for Fall 2023. The requirement is that prior to receiving the Scholarship award, the recipient must be willing to provide proof of full acceptance and registration for Fall 2023 to any government accredited, post-secondary institution.**

*Q: If the application package is incomplete or does not meet the communicated requirements prior to the close of the application period, will the applicant be notified to ensure that they provide the missing documentation or update their application to meet the application requirements?*

**A: No. It is an applicant's responsibility to resubmit a complete application package prior to the deadline, or the applicant will be disqualified from consideration for the Scholarship award.**

*Q: If I apply and want to make an update or entirely re-submit my application prior to the close of the application period what should I do?*

**A: If you need to resubmit your complete application package for any reason it must be done prior to the close of the application period. Please email the resubmission to the provided Scholarship award contact and include the following in the subject line: LAST NAME, FIRST NAME RESUBMISSION and the date of your resubmission.**