

Queen Elizabeth II Aiming for the Top Scholarship

Memo B

For students who are applying for a Queen Elizabeth II Aiming for the Top Scholarship and are planning to attend an Ontario postsecondary institution other than

- a college of applied arts and technology
- a degree-granting postsecondary institution

To: Ontario High School Guidance Counsellor

Re: Request for Official Final High School Transcript

I am planning to apply for the Queen Elizabeth II Aiming for the Top Scholarship, and will be attending an Ontario private postsecondary institution in 2009-2010 that is listed on the OSAP website as approved by the Ministry of Training, Colleges and Universities for purposes of this scholarship program. To allow me to be considered for this scholarship, please provide to the OCAS Application Services Inc. (formerly known as the Ontario College Application Services (OCAS)) on my behalf:

- My Final High School Transcript
- A completed High School Marks Transmittal Form (attached).

I understand that you will send my final transcript and completed High School Marks Transmittal Form, which must be received at OCAS Application Services Inc. no later than **July 17, 2009**, so that I may be considered. Please note that the High School Marks Transmittal Form that I am providing to you as part of my request includes a section (Part 2) for completion by Guidance Counsellors. By completing the other sections of the form, and signing it, I have provided my consent to the indirect collection and disclosure of the requested information first to OUAC, and then through OUAC to the Ministry of Training, Colleges and Universities.

Please submit these materials to OCAS Application Services Inc., 60 Corporate Court, Guelph, ON N1G 5J3, Attention: Queen Elizabeth II Aiming for the Top Scholarship Project.

Sincerely,

Signature:

First Name :

Last Name:

Date: