2025 Kelman Scholarship

Water Environment Association of Ontario

6711 Mississauga Road, Suite 310 Mississauga, ON L5N 2W3
T: (416) 410-6933
W: www.weao.org E: scholarship@weaocommittee.org

FREQUENTLY ASKED QUESTIONS

Eligibility

Q. Who is eligible to receive the Kelman Scholarship?

A. Anyone currently in the final year of high school, who plans to attend College or University next year enrolled in an environmental/water quality related program.

Application Form

Q. Do you require a résumé or CV with the application form?

A. No, do not submit a résumé or CV. If you do, they will be discarded.

References (Professor & Employer)

Q. What is a "referee"?

A.   A referee is the person who gives you a reference; they must complete the Reference Form and submit it directly to WEAO.

Q. What do I give to my referee?

A. At a minimum, you must give your referee an electronic or paper copy of the Reference Form. In addition, you may wish to supply them with the Scholarship Brochure to tell them about the Kelman Scholarship, your résumé, and any other information you feel will help your referee to properly fill out the reference form.

Essay

Q. What if my essay is more than 500 words?

A. Your essay word count will be double-checked upon submission, and you will be penalized if your essay is over 500 words.

Q. How do I count the words in my essay? Does "a" and "the" count?

A. The word count is that determined by your word-processing software used to type your essay. For example, in Microsoft Word®, go to Tools --> Word Count and enter on your application form the number of words listed there. If your word count is higher than 500, you must edit your essay to be more succinct and decrease your word count to 500 or fewer.

Q. Can the essay include references? If so, how does this count towards my 500 word limit?

A. Yes, you can include citations in the text of your essay and include a list of references at the end. The word count will include only the in-text citations (e.g. "Smith et al. 2000"). The list of references at the end will not count towards the word limit.

Q. How do I reference my sources?

A. Reference using APA style. In text citations should be of the format "(Smith et all., 2000)". The reference list should be of the following format:

Smith, J.F., Smith, A.T., & King, A.G (2000). Phosphorus recovery in wastewater treatment. Sewage Works Journal 32, 344-348.

Submission Logistics

Q. How do I know if my email was received by WEAO?

A.   All submissions that are received at the scholarship@weaocommittee.org email address will be acknowledged by return email.

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This is true for both applications as well as reference forms. If you submitted an application or your referee submitted a reference form, but did not receive an acknowledgement within a week, please call the WEAO office at 416-410-6933.

Q. What is a "PDF file"?

A. PDF is a standard file format for documents. You can create PDF files using Adobe Acrobat, other software, and PDF print drivers. You can view PDF files using the freely-available Adobe reader (http://get.adobe.com/reader/) or other software packages.

Q. What if my PDF file is larger than 10 MB?

A. Separate the PDF file into enough files so that each individual file is <10 MB. Then email each file in a separate email. In the subject line of your email, indicate the # of emails; for example, if you have two files then send two emails including in your subject titles "1 of 2" and "2 of 2".

Q. I filled out my forms by hand and/or my employer and/or professor wrote their recommendation letter by hand. How do we submit it to WEAO?

A. Note that your referee must submit their reference form directly to WEAO; applicant's cannot submit it on their behalf. For electronic submission, a scanner can be used to convert the paper document into a PDF file. Copy shops should also be able to provide this service.

Q. How do I combine multiple PDF files into a single file? I don't own the full Adobe Acrobat software.

A. There are free software packages that will do this for you. An example is "PdfEdit995" available at http://www.pdfedit995.com/.