

 CBET Canadian Registered Charity No:80114 6101 RR0001

365 Stoneway Drive, Nepean, Ontario, K2G 6G8, Canada.

Website: [http://www.cbet.ca](http://www.cbet.ca/); Email: info@cbet.ca

**A to Z of CBET scholarship: Detailed Procedures**

 1. CBET is a Canadian Registered non-profit charitable organisation that awards scholarships to students to continue with their higher education in college, university, vocational and technical institutes.

2. Please form a CBET **scholarship committee** as soon as you receive the application form and other documents via email or as soon as you print the forms and the documents from our website ([www.cbet.ca](http://www.cbet.ca/)). **The committee should consist of five members with the Principal or Acting Principal as head of the committee and three college teachers and one college committee member or guardian as members**. Please acknowledge the receipt of our email and the other documents via email and send the names of the scholarship committee members to info@cbet.ca and cc/copy Mr. Abdul Matin at abumatin@hotmail.com, as early as possible.

3.  Please note, you can print the application form and the relevant papers from our website: [www.cbet.ca](http://www.cbet.ca/) (**Just open the site please, then click Menu, Scholarship, arrow next to Scholarship and then Forms**) if you have any problem downloading the form and papers from the email, sent by CBET. **Alternatively, you can open this site** and print the form and the other documents: <http://www.cbet.ca/scholarship/forms/>. But you can only do that when you receive an email from us asking you to submit applications for CBET scholarship.

4. Please inform all the students about the CBET scholarship by putting the CBET scholarship notice (attached) on your institution’s notice board and web site if any and also by word of mouth.

5. In 2019, we will award **5 (five) scholarships of** **Taka 11,000** each by two instalments to class eleven/1st year students of your institution. Out of five scholarships, one scholarship will be **reserved for an orphan student**. It should be stated in the income Certificate that the student is an orphan. In the case of more than one orphan, we will first select one orphan for the orphan quota out of all the orphans based on their merits and financial conditions and the applications of the rest of the orphans will be judged with the other students.  Each student will first receive Taka 5000.00. The second instalment award of **Taka 6000.00** depends on their **good performance and result** in the class eleven/1st year final examination. We advise colleges to send class eleven/1st year final results of those five students to Shurovi, Dhaka as soon as the examination result is published.

6. Students should submit applications as soon as possible but **no later than the deadline** mentioned on the notice with relevant documents stated in the application form, such as, JSC and SSC Mark sheet and JSC and SSC Certificates, family income certificate and character certificate to the Principal or acting Principal or the teacher in charge of scholarship application process.

**Students can get income certificate and character certificate from the Principal or any teacher of the college or their Union Chairman/ Ward Councillor. It should state their name, their parents/guardian name, address and their family income. It should be written either on the office headed paper or stamped if written on a white paper.**

7. The college CBET scholarship committee **will call a meeting as soon as the deadline on the notice is over** and verify the application forms and the documents and then prepare a recommendation list of **seven students** in the prescribed form. The form must be signed and dated by all the members of the scholarship committee. CBET Ottawa will select five students out of seven students.

8. The college will email applications along with students’ supporting documents, recommendation of seven students, a short covering letter **in pdf (first preference) or word (second preference) format** before the deadline set by CBET to info@cbet.ca and cc/copy Mr. Abdul Matin, UK, in the email.  His email address is abumatin@hotmail.com. If for any reason, you can not send the files/documents in **PDF or Word format**, you can then send in **JPG format**. But if we face any problem in opening the files/documents or any other problem with JPG format, we will then have no choice but to ask you to send everything in **PDF or Word format**. **We generally do not encourage you to send files/documents in the JPG format.**

Please note**, Mr. Abdul Matin**, LLB. Honours, LL.M (DU), 7th BCS (Judicial) (Former Judge in Bangladesh, currently working as Senior Government Officer in the UK) has been appointed as **CBET scholarship Liaison Adviser for Bangladesh** in order to assist the colleges in Bangladesh regarding CBET scholarship. He will primarily check all the scholarship applications and other papers once received. He will also contact the colleges if anything is missing, i.e. if any further document is needed to complete the students’ application. Therefore, please contact him on his mobile number **00447738788336** (only on Saturday or Sunday from 4.00pm onwards Bangladesh time) or via his email, abumatin@hotmail.com, for assistance, advice and support with regard to CBET scholarship. You can also contact him via WhatsApp/IMO/Messenger if you want.

9. CBET will finally select **five students from the recommendation list of seven students** on the basis of students’ merits and their families’ financial conditions. On behalf of CBET, SHUROVI, a Bangladeshi NGO at Dhaka, will send five A/C payee cheques for the students to the principal or acting Principal in two instalments. College will also receive another of 4000.00 taka in 2019 for the expenses relating to the scholarship distribution ceremony.

10. We work on **the first come first served basis**, so we strongly advise that you submit students’ applications and documents as soon as possible before the deadline. **Please remember, there is no guarantee that your college will get scholarship, even if the applications are submitted on time because CBET is a charitable organisation and its funds are limited**. Please help us to help you. The sooner you submit applications and the relevant documents/papers, the quicker students’ application will be processed.

11. **The institution must hold a CBET scholarship award ceremony in the college auditorium/class room to hand over the scholarships cheques to the students**. The Principal or acting Principal or the teacher in charge of CBET scholarship will complete the **expense sheet** provided by Shurovi, Dhaka and send it to Shurovi as soon as the programme is finished. The students will also complete their **expense sheet** and hand it over to the Principal or vice Principal, so that they can send it to Shurovi along with the college expense sheet. Regarding these matters including the distribution ceremony etc, please always act as per the instructions from Shurovi.

12. From time to time, we might ask Principal or acting Principal to submit report mentioning how the students used the scholarship money and how the students benefited from our scholarship.

13. After sending all documents to CBET **, the college should send all the paper copies of the applications and documents to SUROVI,** House # 16, Road # 05, Dhanmondi R/A, Dhaka-1205, Bangladesh. Tel: +88 02 966146. Except the queries relating to scholarship distribution programme, expense sheet, cheques, or missing cheques etc,

**Please do not call Shurovi to chase the progress of student’s applications for CBET scholarship. We strongly discourage this**.

14. If unfortunately it happens that one of the students who received CBET first instalment **died or got married or suspended or expelled or left college for any other reason**, the Principal or acting Principal should inform CBET or Mr. Abdul Matin as soon as possible. In that case, the second instalment cheque will not be issued for that student.

15. We would love to hear **success story**. What it means, if a student who received our scholarship has made a good progress and got admission into one of the top educational institutions of the country, please advise students to write a short article as to how he benefitted from CBET scholarship, in other words, how CBET scholarship helped him to get admission into the top institution and send it to CBET or Mr. Abdul Matin. We will put it on our website.

16. **CBET expects that the college adopts an impartial and fair selection procedure throughout the whole process**. If we receive any allegation of unfair means, adopted in the selection process and the allegation is proved true, your college will be **disqualified from receiving the CBET scholarship for two years or more or even for ever depending on the severity of the allegation**.

17. When you choose the guests for the scholarship distribution ceremony, **please do not invite any political leader/person** unless he or she is a member of College committee.

18. As soon as the scholarship distribution ceremony is finished, in addition to what you do as per instructions from Shurovi, **please send few photos of the programme and newspaper link if any to CBET or Mr Abdul Matin**, so that we can put it on our website.

19.  Please visit our CBET website, [www.cbet.ca](http://www.cbet.ca/), as often as you can and leave your feedback or suggestion on it, so that we can improve our process and do better in future. Please also feel free to send your comment or suggestion to info@cbet.ca and cc/copy Mr. Abdul Matin in the email.



Dr Emdad Khan, PhD. President, CBET.