

INSTRUCTOR REFERENCE FORM

TO THE STUDENT – Please note the following:

- Assist the instructor by completing the information below and ensure your request has been submitted within a reasonable period of time to allow the instructor to return it to Student Awards & Financial Assistance prior to the appropriate application(s) deadline. Instructors also have the option of emailing references directly to the Scholarships & Awards Coordinator.
- Students are reminded to only seek references from instructors who are familiar with their past academic performance.
- The information provided in this reference to the Student Awards office, will not be released to the student, unless otherwise authorized by the instructor signing this form.

LAST NAME:		FIRST NAME:	
STUDENT NUMBER:			
INSTRUCTOR'S NAME:		COURSE:	TERM: (i.e. 200910)
PLEASE INDICATE WHICH AWARD PROGRAM(S) YOU ARE APPLYING TO:			
i.e. General, Graduation, Horticulture etc.		Awards	

TO THE INSTRUCTOR:

The above named student is applying for a Kwantlen Polytechnic University Scholarship or Award which requires the support of an instructor's reference letter. A committee will be reviewing each application and appreciates your honest assessment of the student's academic performance in your class. Please complete this form and return it directly to Student Awards & Financial Assistance on any campus. *Confidentiality is ensured.*

For your convenience you may prefer to email a reference directly to the Scholarships & Awards Coordinator at: teresa.mcleod@kwantlen.ca (Surrey campus)

Comments: Please include reference to grades, program achievement, class participation and contribution. The committee prefers that an instructor's statement should express candid opinions on the student's eligibility for scholarships and awards. If you require detailed descriptions of the awards which are available, please refer to the Online Awards Guide, available on the Student Awards website at: www.kwantlen.ca/awards. Thank you for your assistance with this student's application.

Instructor's Signature

Date dd/mm/yyyy