

**Title: Post-Secondary Bursary Program**

**Policy No: 6201**

**Approval: County Council**

Effective Date: April 16, 2002

**Revised Date: September 1, 2015**

Supersedes Policy No: May 5, 2015



**Policy Statement:** Woodlands County wishes to recognize outstanding community involvement and academic achievement of students to enhance the future of individuals within Woodlands County and to encourage Woodlands County students to pursue further education, and thereby enhance the ability to make meaningful contributions to their communities.

**Principals:** A student may apply for either a University/College and/or an Apprentice Bursary once in their lifetime; however they cannot apply for both bursaries at the same time.

## 1. University/College Bursary

### 1.1. Amount of Bursary

The University/College Bursary consists of a monetary grant of \$2,000 for first year bursaries and \$1,000 for second year bursaries for a total of \$3,000.00 over two years of their selected program.

### 1.2. Eligibility

1.2.1. Applicants must be residents of Woodlands County, or

1.2.2. Parents or the applicant owns property in Woodlands County and the applicant must have lived in the County within the past five (5) years. Proof of residency may be required.

1.2.3. Applicants must be full time students and enrolled in post-secondary courses in a recognized and accredited post-secondary educational institution enrolled in post-secondary courses that constitute part of a post-secondary degree/diploma, excluding upgrading of courses offered as part of any high school diploma program.

1.2.4. Applicants must successfully complete a minimum of three (3) courses per semester or trimester to qualify for that portion of the bursary.

1.2.5. Applicants may receive a University/College Bursary only once during their lifetime.

### 1.3. Number of Bursaries Available

A maximum of twelve (12) new two (2) year University/College Bursaries may be awarded each year.

#### 1.4. **Application Procedure**

1.4.1. Applications are to be submitted to:

Woodlands County Municipal Office Box 60, #1 Woodlands Lane Whitecourt AB T7S 1N3 Facsimile: (780)778-8402	or	Woodlands County Regional Municipal Office Box 33 Fort Assiniboine AB T0G 1A0 Facsimile: (780) 584-3988
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1.4.2. Applications must include:

- A completed application form answering all questions.
- Official transcripts of his/her high school marks (Note: photocopies are acceptable provided that the photocopy includes the signature of a school or municipal official, along with that official's confirmation that the photocopy is a true copy of the original).
- Proof of enrolment in post-secondary courses in the post-secondary educational institution.

#### 1.5. **Deadline**

Applications must be received no later than October 15<sup>th</sup>. University /College Bursaries will only be approved on an annual basis.

#### 1.6. **Judging Procedure**

1.6.1. All applications for the Post-Secondary Bursary Program will be reviewed by the Community Services Committee.

1.6.2. The successful candidate will be selected based upon a combination of the following criteria:

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|--|-----------|
| • Community/School involvement                             | 20 points |
| • Academic achievement                                     | 20 points |
| • Residency<br>(1 point/year you have lived in the County) | 5 points  |
| • Presentation and quality of references                   | 10 points |

1.7. **Payment of Bursary**

The University/College Bursary will be paid out proportionately on the successful completion of each semester or trimester. A cheque shall be issued in the student's name at the end of each semester or trimester upon successful completion of that semester or trimester and upon receiving an official transcript of the student's marks from the post-secondary institution for that semester or trimester.

2. **Apprenticeship Bursary**

2.1. **Amount of Bursary**

The Apprenticeship Bursary consists of a monetary grant of up to \$1,500 for first year bursaries and \$1,500 for second year bursaries for a total of \$3,000 over two (2) years of their selected program.

2.2. **Eligibility**

2.2.1. Applicants must be residents of Woodlands County, or

2.2.2. Parents or the applicant owns property in Woodlands County and the applicant must have lived in the County within the past five (5) years. Proof of residency may be required.

2.2.3. Applicants must be enrolled in a provincially recognized apprenticeship program.

2.2.4. Applicants must successfully complete the classroom portion of the program.

2.2.5. Applicants must declare that they are not receiving any subsidies or wages from their employer while attending school.

2.2.6. Applicants may receive an Apprenticeship Bursary only once during their lifetime.

2.3. **Number of Bursaries Available**

A maximum of six (6) new two (2) year apprenticeship bursaries may be awarded each year.

## 2.4. **Application Procedure**

2.4.1. Applications are to be submitted to:

Woodlands County Municipal Office Box 60, #1 Woodlands Lane Whitecourt AB T7S 1N3 Facsimile: (780)778-8402	or	Woodlands County Regional Municipal Office Box 33 Fort Assiniboine AB T0G 1A0 Facsimile: (780) 584-3988
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2.4.2. Applications must include:

- A completed application form answering all questions.
- Proof of enrolment in a provincially recognized apprenticeship program.

## 2.5. **Deadline**

Applications will be accepted on a year round basis and awarded on a first come first serve basis.

## 2.6. **Judging Procedure**

2.6.1. All applications for the Apprenticeship Bursary Program will be reviewed by the Community Services Committee.

## 2.7. **Payment of Bursary**

A cheque shall be issued in the student's name upon receiving a letter from the institution or provincial government confirming that the student has passed their classroom portion of training.