

# City of Courtenay Policy

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| <b>Section 15: Recreation and Cultural Services</b>              | <b>Policy # 7710.00.04</b> |
| <b>Subject: City of Courtenay Student Bursary Program Policy</b> | <b>Revision #</b>          |

**Purpose:**

The purpose of this policy is to provide for the approval of student bursary requests and to set the guidelines and criteria for which each bursary will be awarded and issued.

**Scope:**

This policy applies to all City of Courtenay student residents who wish to apply for a City of Courtenay Student Bursary and the schools participating in the program.

**Policy Statement:**

The City of Courtenay supports and encourages young people in their pursuit of further education. The student bursary program is a means of support and celebration of the efforts of those graduating students.

**Policy:**

1. All student bursary requests will be reviewed and approved by the Director of Recreation and Cultural Services before award.
2. Any student bursaries which have not been claimed by the awarded bursary holder after 15 months of the date of graduation will be deemed unclaimed and the applicants claim to the bursary will expire. Should a recipient require an extension to this due date, the recipient will need to request an extension in writing for the City to consider before the 15 month deadline. Requests for extension of the payment of the bursary will be considered due to extenuating circumstances and will be approved at the City's sole discretion by the Director of Recreation and Cultural Services.
3. The City will issue one student bursary in the following amounts to a grade 12 graduating students attending one of the following schools:

| <b>Name of School</b>      | <b>Bursary Amount</b> |
|----------------------------|-----------------------|
| Nala'atsi Alternate School | \$1,000               |
| Glacier View Secondary     | \$1,000               |
| Mark R. Isfeld Secondary   | \$1,000               |
| George P. Vanier Secondary | \$1,000               |
| Navigate (Nides)           | \$1,000               |

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| <b>AUTHORIZATION:</b> R11/2017 - 4.00.01 | <b>DATE:</b> June 12, 2017 |
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4. If a secondary school not listed above is interested in participating in the City of Courtenay Student Bursary Program in the next school year, they must make a written request to the City for consideration by September 30th and Council will consider the request in the budget approval process for the following fiscal year.
5. Eligible applicants must meet the following criteria:
  - i. Must be a Canadian citizen or a permanent resident.
  - ii. City of Courtenay residents.
  - iii. Demonstrated throughout the students secondary school career:
    - continued community involvement,
    - volunteerism,
    - successful academic standing,
    - participation in extra-curricular activities,
    - positive work habits.
  - iv. Students who demonstrate a financial need will be given priority.
  - v. Must not have previously received a bursary from the City of Courtenay Student Bursary Program.
6. The City will request the following from each of the participating schools:
  - i. That the City of Courtenay Student Bursary be publicized along with other school bursary programs.
  - ii. That the schools be responsible for the selection of the recipients.
  - iii. Provide the names & addresses of the recipients no later than May 15th of each year and no later than two weeks in advance of the awards ceremony so an official letter from the Mayor can be done for presentation to the recipient including details about the time, date and expectations for presenting the bursary.
  - iv. Provide a copy of the recipient's application form or a reference letter from the school demonstrating that the eligibility requirements have been met including the date of graduation.
  - v. Inform the City of any reasons for holding back the payment for the bursary.

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7. Bursaries would be paid out by the City of Courtenay to the recipients upon proof of registration of full time enrollment to an accredited “post-secondary” institution (includes colleges, technical schools, universities, and specialty schools). The City reserves the right and at its discretion to withhold payment in exceptional circumstances.
8. The City will publish the recipient’s names, attending school and the amount of bursary received on the City’s website and through advertisement in local newspapers.

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