

# CITY OF BURNABY BURSARY AWARD PROGRAM

## POLICY

### POLICY PURPOSE

The City of Burnaby Council recognizes the importance of a post-secondary education in a student's career pursuits and the value of a well-trained workforce in the region's continued economic vitality. To that end, the City of Burnaby Bursary Award Program is intended to enhance the future of Burnaby public secondary school students by recognizing leadership qualities, volunteerism, and community involvement, and encourage them to pursue post-secondary education and training.

### POLICY STATEMENT

The City of Burnaby Bursary Award Policy recognizes eligible Burnaby public secondary school students, residing in Burnaby, who are working towards successful completion of Grade 12 and are continuing their education and training with a post-secondary institution. The financial needs of a student are taken into consideration in order to prioritize and provide assistance and encouragement to promising students that may be challenged by the cost of post-secondary education.

### ELIGIBILITY CRITERIA

To be eligible for a City of Burnaby Bursary, students must meet the following criteria:

- » Be a Canadian citizen or a permanent resident of the City of Burnaby;
- » Be in Grade 12 and eligible to graduate (within the year of application) from a public secondary school in Burnaby School District 41;
- » Be accepted to a program of studies at a post-secondary institution in Canada, such as universities, community colleges, technical schools – proof of registration in a minimum of three courses in a post-secondary institution shall be required before any bursary award payment is made to a recipient;
- » Preference will be given to a student who has participated in a community program prior to graduating and can demonstrate outstanding community involvement and volunteerism; and,
- » Students who demonstrate financial need (family income below \$50,000) will be given priority.

For the purpose of processing City of Burnaby bursary awards, a student's personal information will be collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 26(c). A student's personal information is used for the purpose of verifying eligibility, selecting successful candidates, and processing the scholarship payment.

APPLY BY:  
**SATURDAY,  
MAY 1, 2021**

### BURSARY AWARD

A bursary award of \$1,000 shall be awarded to one student in each public secondary school in Burnaby each year, and shall be based on established eligibility criteria.

### SELECTION & NOMINATION PROCESS

The City of Burnaby Mayor's Office shall forward the Nomination Form, by February 1 of each year, to appropriate personnel at each School District 41 public secondary school (Attachment).

Each Burnaby public secondary school shall nominate three potential bursary award recipients based on established eligibility criteria, and shall complete and return the Nomination Forms to the City of Burnaby Mayor's Office by May 1, of each year. A copy of the post-secondary registration form must be attached to the Nomination Form to confirm registration with a post-secondary institution.

Subsequent to review of submitted Nomination Forms by the Mayor and two members of the Executive Committee, the Mayor's Office shall forward a congratulatory letter to the successful recipient, with a copy to the appropriate secondary school principal. A certificate will be presented by a City Councillor or designate to the recipient at a succeeding Council meeting.

### PAYMENT OF BURSARY AWARDS

The City of Burnaby Mayor's Office shall complete payment requisitions for each bursary recipient and forward to the Finance Department for processing.

# CITY OF BURNABY BURSARY AWARD PROGRAM

APPLY BY:  
**SATURDAY,  
MAY 1, 2021**

## 2021 BURSARY NOMINATION FORM

### ELIGIBILITY CRITERIA

- » Be a Canadian citizen or a permanent resident of the City of Burnaby;
- » Be in Grade 12 and eligible to graduate (within the year of application) from a public secondary school in Burnaby School District 41;
- » Be accepted to a program of studies at a post-secondary institution in Canada, such as universities, community colleges, technical schools – proof of registration in a minimum of three courses in a post-secondary institution shall be required before any bursary award payment is made to a recipient;
- » Preference will be given to a student who has participated in a community program prior to graduating and can demonstrate outstanding community involvement and volunteerism; and,
- » Students who demonstrate financial need (family income below \$50,000) will be given priority.

### STUDENT INFORMATION

BURNABY SECONDARY SCHOOL \_\_\_\_\_

### NOMINEE INFORMATION

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

Family Income per year: (Please check-off one box)

\$30,000 & under     \$30,000-\$50,000     \$50,000-\$70,000     \$70,000-\$90,000     \$90,000-100,000+

**Detailed description of your intended post-secondary program or field of study**

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## 2021 BURSARY NOMINATION FORM

APPLY BY:  
**SATURDAY,  
MAY 1, 2021**

Detailed description of your participation in a community program

### CONSENT TO DISCLOSE INFORMATION

The City of Burnaby requires your written consent to disclose student information, such as your name and your secondary school's name for the purpose of public notification and recognition at a future Open Council meeting if you are a successful recipient of the 2021 City of Burnaby Bursary Award.

Provision of consent is voluntary. Your response will not impact your eligibility for the bursary.

I, \_\_\_\_\_, provide consent to have my name and name of secondary school I attend released to the public in an Open report to Council regarding receipt of the City of Burnaby Bursary Award.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary School Principal

\_\_\_\_\_  
Date

Please forward this Bursary Award Nomination Form to the City of Burnaby Finance Department by 2021 May 1 or email your completed form to [finance@burnaby.ca](mailto:finance@burnaby.ca).