



Bursary Award 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.

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 AND 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.

ATTACHMENT

Bursary Nomination Form



BURSARY NOMINATION FORM

PLEASE PRINT OR TYPE

Burnaby Secondary School: _____

Nominee: _____

Student Name

Address

Postal Code

Home Phone Number

Criteria Which **Must** be met as per City of Burnaby Bursary Policy:

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

\$30,000 and under	
\$30,000 to \$50,000	
\$50,000 to \$70,000	
\$70,000 to \$90,000	
\$90,000 to 100,000+	

Detailed description of student's participation in a community program:

Secondary School Principal

Date

Forward this Bursary Award Nomination Form to the City of Burnaby Mayor's Office by May 01.