

Village of Port Clements

Bursary Application Policy

Policy No. 02, 2009

Adopted: February 2nd, 2009 by Mayor and Council

Amendment: October 6, 2014

Amendment: July 17, 2017

Last Reviewed: July 4, 2017

Next Review Date: May 2019

Objective: To set guidelines for the issue of Bursaries to Graduating Students living in Port Clements

Policy: The Village of Port Clements will issue on an annual basis two \$500.00 bursaries. Total Budget for each year \$1000.00.

Bursaries will be extended to graduates that attend high school on Island, and whose parents/legal guardians live in Port Clements.

Procedure:

AUTHORITY

1. Clerk/Treasurer shall identify, for inclusion in the Annual Budget, funds for two bursaries. In the case where bursaries are not expended the funds will be held in a restricted reserve account in the event that more applications are considered in the future, with a limit of \$2500.00 at any time in the reserve account.

GENERAL

2. Students wishing to receive a bursary are to complete the attached form with Proof of application to an accredited post-secondary institution. Follow up proof of acceptance will be required before funds are released.
3. Bursary applications are due to the office annually by the first Monday of July at 1:00pm.
4. Where there are more applicants than funds the bursaries will be awarded based on grade point average.
5. When there are more bursaries than the current budget Council may, by resolution access Bursary Reserve fund and allocate, only if there are funds available.



Urs Thomas,
Mayor



Ruby Decock,
Deputy Clerk

**Appendix "A" to Policy 02-2009
Bursary Application Form**

Name: _____

Address: _____

Phone: _____

Graduating High School:

Grade Point Average:

Post Secondary Institution attending:

Concentration:

Reasons for applying for Bursary:

Applicant Signature
Date: _____