

Department:	<u>Office of the CAO</u>	Policy No.:	<u>COU-010</u>
Sub-department:	<u></u>	Created By:	<u>Wendy Olsson</u>
Approved By:	<u></u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

POLICY PURPOSE

The Village Bursary is a financial award of two thousand dollars (\$2000), which recognizes students who demonstrate outstanding citizenship, leadership, volunteerism and who intend to pursue post-secondary education. The award considers financial need in order to provide assistance and encouragement to promising young students challenged by the costs of education.

POLICY

To be eligible for the Village Bursary (the “Bursary”), students must meet the following criteria:

- Be a resident of the Village of Pemberton;
- Be graduating from Pemberton Secondary School the year of application;
- Be entering part-time or full-time first-year studies at a post-secondary institution;
- Be entering a post-secondary institution within two (2) years of graduation;
- Demonstrate leadership, extra-curricular and community activities, financial need and sound academic record.

In order to apply for the Bursary, applicants must complete the online application form on the Village of Pemberton website and attach the following documentation:

- A Cover Letter, stating career goals and the manner in which the applicant plans to finance their studies;
- Two letters of reference attesting to the character of the applicant and providing reasons to support the applicant’s consideration (letters should be from the student’s coach, teacher, instructor, supervisor, employer, community group leader or individual with similar relationship);
- Academic transcripts for Grades 11 and 12.

Applications must be submitted to the Village of Pemberton by April 30th of the graduating year.

Following receipt of the Bursary award, the successful applicant will be required to submit to the Village:

- Proof of acceptance to a post-secondary institution;
- Brief biographical outline for publication in the Village eNews; and
- A post-year Letter of Experience outlining the student’s first year of studies.

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PROCEDURE

Council will review the applications following the submission deadline and award the Bursary based on established selection criteria by May 31st of each year.

Village Staff will inform Pemberton Secondary School Administration of the Council's decision via correspondence two weeks prior to the Pemberton Secondary School Graduation Ceremony.

A Village representative (Mayor or Council Member) will present the award at the Graduation Ceremony.

Mike Richman
Mayor
Village of Pemberton

Nikki Gilmore
Chief Administrative Officer
Village of Pemberton