

## Mackenzie County

<b>Title</b>	<b>Bursaries</b>	<b>Policy No:</b>	<b>ADM049</b>
--------------	------------------	-------------------	---------------

<b>Legislation Reference</b>	<b>MGA, Section 1 b)</b>
------------------------------	--------------------------

### **Purpose**

To encourage and to afford an opportunity to Mackenzie County residents to pursue studying in priority fields which are critically appealing to the Mackenzie Region, and thereby enhance the residents' abilities to make a meaningful contribution to their communities.

### **Policy Statement and Guidelines**

#### **Statement:**

Mackenzie County Council recognizes the need for a skilled and knowledgeable workforce in the Mackenzie Region and therefore encourages further learning. In order to provide financial assistance to qualified applicants/students, a bursary fund is established during an annual budgeting process.

#### **Guidelines:**

##### **1. Student Eligibility**

- 1.1 First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- 1.2 Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- 1.3 Mature students are eligible to receive a bursary at the discretion of the Finance Committee. The student's immediate family must be living within Mackenzie County. These students will be given third priority.
- 1.4 Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- 1.5 Must be enrolled in a post-secondary education or certified trade institution.
- 1.6 Must commit to live and work in the Mackenzie region upon graduation from a post-secondary institution. Work experience must be obtained in the field of study for which the bursary was received. The length of return service will be based on the amount awarded as follows:

- \$500 – 3 months
- \$1,000 – 6 months
- \$1,500 – 9 months
- \$2,000 – 12 months

1.7 Must be able to demonstrate commitment to community and education.

## **2. *Return Service Agreement***

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work in the field of study the bursary was received for within the Mackenzie region. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

## **3. *Bursary Amount***

The amount of the bursary will be dependent on the length and field of study; the number and value of bursaries available each year may vary.

## **4. *Bursary Cancellation***

If a bursary is excluded or expelled from the institution or discontinues his/her studies on his/her own accord, the bursary shall be cancelled and the bursar shall have to repay the County the full bursary amount within one month of cancellation/discontinuation of studies. The bursar shall be responsible for notifying the County.

## **5. *Bursary Awarding***

The Finance Committee shall be responsible to review the applications and award the annual bursaries.

## **6. *Administrative Process***

6.1 The bursary applications (Schedule A) shall be advertised during the first two weeks of March with the closing date for applications being 4:30 p.m. on the last day of April.

6.2 Successful bursary recipients will receive notification within two weeks of the awards; however, the funds will not be provided until the Return Service Agreement (Schedule B) has been signed and confirmations of acceptance

from the post-secondary institution have been received. The deadline to receive required documentation for bursary payment will be September 30<sup>th</sup> of the year the bursary is awarded.

- 6.3 If not all annually allocated funds have been distributed, the Finance Committee may re-advertise the bursary applications.
- 6.4 Any unused funds in any given year shall be allocated to the Bursary Reserve established by Council.
- 6.5 County administration will follow up with bursary recipients, current and previous, at least once a year to update the recipient's status.
- 6.6 Upon extenuating circumstances, recipients unable to meet their commitments may request in writing to the Finance Committee for relief of their obligation because of the individual case.

**7. Administrative Responsibilities**

Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2011-04-12	11-04-347
<b>Amended</b>	2014-03-26	14-03-197
<b>Amended</b>	2015-08-11	15-08-547
<b>Amended</b>	2016-08-09	16-08-580
<b>Amended</b>	2016-09-28	16-09-689
<b>Amended</b>	2017-01-09	17-01-015
<b>Amended</b>	2017-08-08	17-08-562

## MACKENZIE COUNTY BURSARY APPLICATION (SCHEDULE A)

---

### General Guidelines

#### ***Student Eligibility***

- First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- Mature students are eligible to receive a bursary at the discretion of the Finance Committee. The student's immediate family must be living within Mackenzie County. These students will be given third priority.
- Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- Must be enrolled in a post-secondary education or certified trade institution.
- Must commit to live and work in the Mackenzie region for a six-month period upon graduation of post-secondary education for each bursary received.
- Must be able to demonstrate commitment to community and education.

Note: Bursary applications received after initial deadline will be awarded on a first come first served basis

#### ***Return Service Agreement***

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work within the Mackenzie region for a six-month period upon graduation of post-secondary studies for each bursary received. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

#### ***Bursary Amount***

The usual amount of the bursary is \$1,000.00; however both the number and value of bursaries available each year may vary.

Successful Bursary recipients will receive notification in May; however, the funds will not be provided until the Return Service Agreement has been signed and you have provided us with confirmations of acceptance from the post-secondary institution of your choice and of tuition paid.

***Application Must Include:***

First time applicants

- A cover letter including reason for application, the field of study, career goal and date of graduation.
- 3 reference letters: 1 public school or college or university related, and 2 personal references.

Returning applicants

- A cover letter including reason for application, the field of study, career goal and date of graduation.
- Proof of course completion (academic transcript) (To be submitted as soon as available)
- Proof of course registration or Receipt of tuition paid (To be submitted as soon as available)

***Application deadline***

The deadline for **receipt** of application is \_\_\_\_\_ at **4:30 p.m.** at the following address:

Finance Committee, Mackenzie County  
Box 640, Fort Vermilion, Alberta T0H 1N0  
Fax: (780) 927-4266  
Email: [office@mackenziecounty.com](mailto:office@mackenziecounty.com)

**MACKENZIE COUNTY BURSARY APPLICATION FORM (SCHEDULE A)**

---

**CONTACT INFORMATION** (please print)

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Street Address or Land Location: \_\_\_\_\_

Number of Years Lived in Region: \_\_\_\_\_

**EDUCATIONAL INFORMATION**

Name of Public School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Provide a list of the grade twelve subjects, with final grade, that you are using as entry level for post-secondary or trade education. (Please provide a copy of your transcripts if available.)

---

---

---

---

***Returning Students: Please provide a copy of your most recent transcripts.***

Post-Secondary Institution: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Length of Program Studies you plan to attend:  1yr.  2 yr.  3 yr.  4yr.  more

Date you expect to graduate: \_\_\_\_\_ 20\_\_\_\_

**PERSONAL INFORMATION**

Please explain how your choice of post-secondary education will benefit the Mackenzie County area?

---

---

---

Please list any community involvement and past work experiences.

---

---

---

Please list any extracurricular activities, hobbies and interests.

---

---

**Your application may not be considered if information is missing.  
Have you answered all the questions?**

**APPLICANT DECLARATION**

I declare that:  
to the best of my knowledge, the information given on this application is true.

I agree to:  
provide any information needed to verify any statement made on this application.

I understand that:  
I may have to repay my bursary if I do not fulfil my return service agreement.  
I may be denied a bursary if I have made any false or misleading statements on this application.

I consent to:  
The use of my name and/or photograph by Mackenzie County for the purposes of publicizing the Mackenzie County Bursary Program.

X  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

## RETURN SERVICE AGREEMENT

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BETWEEN**

**Mackenzie County**  
(referred to as the "Sponsor")

**and**

\_\_\_\_\_  
(referred to as the "Student")

of the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Alberta

**WHEREAS** the Sponsor has established a bursary to provide assistance to eligible students and to promote the development of vocational or professional expertise within the Mackenzie region; and

**WHEREAS** the Student has applied to the Sponsor for a Bursary to assist him in his course of studies: and

**WHEREAS** a Bursary consists of a financial assistance award from the Sponsor; and

**WHEREAS** the Student has undertaken to work and provide services in the Sponsor region; now

**THEREFORE** the parties agree as follows:

1. For the purposes of this agreement, "sponsor region" means the area within the boundaries of the Mackenzie County.
2. Upon approval of the Student's application by the Sponsor and upon receipt of confirmations of the Student's registration in the course of studies and of tuition paid, the Sponsor will pay to the Student the sum of \$ \_\_\_\_\_ as an award in order for the Student to commence the course of studies as outlined in the Student's bursary application.
3. The Student
  - a) agrees and undertakes to obtain, within six (6) months from the last day of his/her studies, employment in the Mackenzie region for a continuous period of \_\_\_\_\_ months.



- b) agrees and acknowledges that his employment under (a) is to be in an occupation or field of endeavor which relates to his course of studies and is to be otherwise satisfactory to the Sponsor;
  - c) Must annually provide written information to the Sponsor regarding the status and location of employment; commencing on the date on which employment is obtained in accordance with this Agreement and until the completion of work commitments under this Agreement;
  - d) Must in writing notify the Sponsor within seven (7) days of the following events:
    - i) a withdrawal from the course of studies; or
    - ii) a failure to maintain a passing grade in his course of studies in any academic year; or
    - iii) a change of address.
4. The Sponsor may, in its absolute discretion, require repayment in full by the Student of the Bursary to the Sponsor for failure to comply with clause 3 of this Agreement or upon the occurrence of one or more of the events in clause 3(d). Repayment will occur according to the following schedule based on total value of awards received:
- ≤ \$500 repayment due within 3 months of invoice date
  - \$500-\$1000 repayment due within 6 months of invoice date
  - > \$1000 repayment due within 1 year of invoice date
5. If the Sponsor requires repayment of the financial assistance for failure to maintain employment in accordance with clause 3(a), the Sponsor may, in its absolute discretion, consider the employment commitment under clause 3(a), to be partially fulfilled and accordingly reduce the repayment obligations of the Student under this Agreement on a pro rata basis.
6. The Sponsor may waive a default of this Agreement only by written notice to the Student.
7. The Student agrees and acknowledges that he has the sole obligation to seek employment and lodging to fulfill his commitment under this Agreement and that there is no obligation upon the Sponsor to provide any employment position or lodging place to help fulfill this commitment.
8. The Student allows the Sponsor to release his name as a bursary recipient for advertising and recognition of the bursary.
9. All notices and other written communications required or permitted under this Agreement can be delivered by hand, or sent by registered mail or faxed to the addressee as follows:

To the Sponsor: c/o Mackenzie County  
P.O. Box 640  
Fort Vermilion, AB  
T0H 1N0  
Phone: (780) 927-3718  
Fax: (780) 927-4266

To The Student \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the date first written above.

**SIGNED IN THE PRESENCE OF**

_____ Signature of Witness	_____ Signature of Student or Parent/Guardian if Student is under 18
Printed name of Witness:	_____
Address of Witness:	_____
Postal Code of Witness:	_____
Phone Number of Witness	_____

**TO BE COMPLETED BY THE SPONSOR**

_____ Witness	_____ Signature of Sponsor
------------------	-------------------------------