



BC EXCLUDED EMPLOYEES' ASSOCIATION

## BCEEA SCHOLARSHIP/BURSARY POLICY 2018

The BCEEA supports post-secondary education and provides both scholarship and bursary opportunities for its members. The scholarship is intended to reward academic excellence and community service while the bursary is intended to address financial need and reward academic excellence.

An announcement will be sent to BCEEA members annually with details related to that year's scholarship and bursary award. The expenditure is reviewed annually and implemented in accordance with the budget adopted by the Board of Directors.

### A. Definitions

For the purposes of this policy, the following definitions will apply:

<b>Award</b>	A non-repayable sum of money, hereafter described as an award, presented to an eligible student.
<b>Scholarship</b>	A non-repayable sum of money presented to an eligible student entering their first year of post-secondary education, such award based on academic excellence and community service.
<b>Bursary</b>	A non-repayable sum of money presented to an eligible student entering their second or later year of post-secondary education, such award based on financial need.
<b>First year</b>	A first-year student is one with no previous post-secondary experience.
<b>Relative</b>	Spouse as defined by BC Bill 21, 2000 Definition of Spouse Amendment Act, 2000 and parent, child, grandchild or legal dependent.
<b>Legal dependent</b>	As recognized by the Canada Revenue Agency for the year that the scholarship or bursary is paid. The sponsoring member must sign a declaration, or offer proof to that effect before the scholarship or bursary is paid.

### B. Eligibility

1. Applicants must be BCEEA members in good standing a minimum of 12 months prior to making application, or relatives of BCEEA members meeting these criteria.
2. Recipients shall be eligible to receive an award (of up to \$1,000) once in a lifetime.
3. Applicants for the *scholarship*, must:
  - a. be registered, or in the process of being registered, as evidenced by an institutional acceptance letter, as a full-time "first-year" student in an accredited program of study in a public university, university college, college or technical institute in Canada.

Students who take a break between their last year of secondary school and their first year of post-secondary education are eligible to apply for the scholarship.

4. Applicants for the *bursary*, must:
  - a. have successfully completed at least one year of post-secondary education; and,
  - b. be continuing their post-secondary studies, as a full-time student, in an accredited program of study in a public university, university college, college or institute in Canada for an upcoming educational session.
5. Awards will be forfeited to the BCEEA if the recipient does not claim the award within eighteen calendar months.

### C. Application Process

1. All applications are to be forwarded to the BCEEA office.
2. All applications must:
  - a. include the name and contact information of the BCEEA member;
  - b. identify the relationship of the applicant to the BCEEA member;
  - c. include the applicant's Social Insurance Number;
  - d. include the applicant's contact information (phone number, mailing address and email address); and,
  - e. be received by the specified due date noted in the invitation forwarded to BCEEA members.
3. *Scholarship* applications must also include:
  - a. a transcript of scholastic achievements for the last full school year;
  - b. a transcript of scholastic achievements in the current year to date;
  - c. a brief summary (**maximum** 1,000 words) describing special recognition or accomplishments in community service, or contributions in the arts and/or sports;
  - d. two or more references (family members may not be referees) supporting your application; and
  - e. a brief letter setting out the applicant's education goals.
4. *Bursary* applications must also include:
  - a. a brief letter setting out the applicant's education goals and a description of the financial pressures they face and how the award will assist them;
  - b. a completed statutory declaration of financial need;
  - c. a brief summary (**maximum** 1,000 words) describing special recognition or accomplishments in community service, or contributions in the arts and/or sports; and,
  - d. two or more references (family members may not be referees) supporting your application.

### D. Conditions

1. An ad hoc Scholarship/Bursary Committee will be selected by BCEEA.
2. No applicant or her/his relative shall be eligible to serve on the Scholarship/Bursary Committee.
3. The ad hoc Committee will be a mix of staff, directors and members (experience with Student Aid preferred).
4. If an insufficient number of suitable applications are received, the Committee has the option to cancel the award for that year.

5. Before applications are provided to the Committee, identifying information will be removed from the applications and identification numbers substituted for names.
6. *Scholarships* are awarded based on demonstrated outstanding academic achievements and community service.
7. *Bursaries* are awarded based on financial need and educational goals. If more than one candidate is deemed deserving a decision will be made on the basis of a lottery.
8. Notification of the scholarship and bursary awards will be given to the successful applicant before the end of June.
9. Scholarships and bursaries will be paid directly to the successful applicant upon receiving proof of full-time enrolment in an accredited educational program.
10. If a scholarship or bursary winner is disqualified, the Committee will determine whether to award the scholarship or bursary to the runner-up or transfer the funds to the BCEEA general operating account.
11. The successful applicants will be announced by the BCEEA, pending approval from the recipient.

## E. Appeals

Provided it is consistent with this policy, a decision of the Scholarship/Bursary Committee shall not be subject to appeal. The executive shall hear and conclude any claim that indicates that a decision of the Scholarship/Bursary Committee is in violation of this policy.

## F. Deferral

1. Payment of an award may be deferred due to extenuating circumstances.
2. Deferral is at the discretion of the Committee.
3. A written request must be received from the student –
  - a. No later than the last day of the first month of the semester/term in which the award is tenable.
  - b. The student must provide proof of enrolment, when they reapply for payment.

A sample of the Statutory Declaration form for the Bursary application follows.



## STATUTORY DECLARATION FOR BCEEA BURSARY APPLICATION

I, \_\_\_\_\_ of \_\_\_\_\_ (city)  
in the Province of British Columbia, do solemnly declare that:

I am in financial need and the bursary plays a significant part in assisting with my educational pursuits.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same legal force and affect as if made under oath.

Declared

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_