

# Lethbridge County Policy Handbook

**EFFECTIVE:** February 20, 2020

**SECTION:** 100 NO. 182 Page 1 of 2

**APPROVED BY:** County Council

**SUBJECT:** Bursary Policy

**REVISED DATE:**

---

## **PURPOSE:**

To provide Lethbridge County Students an opportunity to receive a bursary for post-secondary education.

## **OBJECTIVE:**

To provide some financial assistance to Lethbridge County citizens who are pursuing a post-secondary education.

## **PARAMETERS:**

1. Bursary Amount: The amount of and number of bursaries available will be determined annually by Council through the annual budget process.
2. Selection Committee: Lethbridge County Council will have full authority in the selection of the recipients.

## **CRITERIA:**

1. Primary Considerations:

Open to any student or adult as qualified by the undernoted conditions:

- a) Shall be a resident of Lethbridge County who is attending school within Lethbridge County's Municipal boundaries.

**OR**

- b) Shall have at one time attended school within Lethbridge County's Municipal boundaries.

2. Secondary Considerations:

Based on an academic standing sufficient to achieve stated goals. Based on good citizenship demonstrated through community and social participation, volunteer work, etc.

# Lethbridge County Policy Handbook

**EFFECTIVE:** February 20, 2020

**SECTION:** 100 NO. 182 Page 2 of 2

**APPROVED BY:** County Council

**SUBJECT:** Bursary Policy

**REVISED DATE**

---

3. Other Considerations:

- Financial need will be considered.
- Applicant need not be a High School student but must provide proof of enrolment in a post-secondary education institute.
- Is a resident of Lethbridge County and must provide proof of such.
- Only students going into first year of studies are eligible to apply.
- Has not received the Lethbridge County bursary in the past.

## **APPLICATION PROCEDURES AND DATES**

- The Lethbridge County Bursary Application, as per Schedule "A" will be made available at the Lethbridge County Administrative Office or on the Lethbridge County Website.
- Applications can be received by hand delivering to the Lethbridge County Administrative Office or by email, in .pdf format to [mailbox@lethcounty.ca](mailto:mailbox@lethcounty.ca)
- Applications postmarked after June 1<sup>st</sup> will not be accepted.
- Transcripts of marks must accompany application.
- Awards to be disbursed by Lethbridge County to the recipient by August 31, annually.
- The availability of the bursary shall be advertised annually in March of each year.

LETHBRIDGE COUNTY BURSARY APPLICATION  
Schedule "A"

Lethbridge County Council is proud to administer Bursary opportunities to County students as per the Lethbridge County Bursary Policy #182. A representative of County Council will award three County students a \$1,500 bursary each at the first County Council Meeting held in August of each year.

The student must plan to attend a post-secondary or trade school within 18 months of winning the bursary and provide proof of enrollment prior to the disbursement of funds. Lethbridge County Council will review the applications and choose the student best suited for this award. (A 2nd and 3rd place recipient will be chosen in case the 1st place recipient does not proceed with post-secondary plans). The decision of Council is final.

To be considered, please submit an application via email to [mailbox@lethcounty.ca](mailto:mailbox@lethcounty.ca) in a .pdf format preferably. **Application deadline is June 1<sup>st</sup>, without exception.**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_

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

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Post-Secondary School to be Attended: \_\_\_\_\_

Certification / Credentials Sought (Diploma, Degree, etc.): \_\_\_\_\_

Plans after Completing Post-Secondary Education: \_\_\_\_\_

Reason Applying for Bursary: \_\_\_\_\_

**SEE PAGE 2 FOR ITEMS TO BE ATTACHED WITH APPLICATION.**

**DECLARATION OF APPLICANT**

- All information is true and complete.
- I agree to allow my name and study plans to be released publicly if I receive this bursary.
- I authorize the release and exchange of my personal information by and between Lethbridge County and any federal and provincial government departments, boards or institutions to verify the information I have provided.

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

\_\_\_\_\_  
Date

## LETHBRIDGE COUNTY BURSARY APPLICATION Schedule "A"

*The following information must accompany your application:*

### **EDUCATIONAL BACKGROUND**

Your most recent complete transcript of marks, including all high school courses completed to date, or a copy of your high school report cards to date, must accompany this application.

### **WRITE A SUMMARY DESCRIBING THE FOLLOWING:**

- Yourself
- Interests
- Goals and objectives
- Past accomplishments
- School related activities (i.e. Student Council, Sports, Drama etc.)
- Community related activities (i.e. Clubs, Church, Cultural etc.)
- Other information you wish to provide (i.e. volunteering, academic accomplishments, awards or recognition received, favourite school memory etc.)

**Deadline date for submission of applications – June 1<sup>st</sup>.**

**APPLICATIONS WILL NOT BE ACCEPTED IF POSTMARKED OR SENT BY E-MAIL  
AFTER JUNE 1<sup>st</sup>.**

Deadline date for submission of most recent marks (high school or post-secondary) – JUNE 1st.

LATE SUBMISSION OF TRANSCRIPTS WILL RESULT IN DISQUALIFICATION.

**Completed applications can be hand delivered or mailed to:**

**Lethbridge County Bursary  
#100, 905 4<sup>th</sup> Avenue South  
Lethbridge, Alberta T1J 4E4**

**OR may be e-mailed to: [mailbox@lethcounty.ca](mailto:mailbox@lethcounty.ca) (.pdf format preferred)**

*All applicants will be notified of the status of their application after marks become available to the committee.*

*Please **do not** include proof of enrolment with your application. You will be asked for proof of enrolment if you are chosen to receive an award.*

Under the Freedom of information and Protection of Privacy Act (FOIP) s.33(c) personal information is collected for the purpose of applying for the Community Grant pursuant to provisions of the Municipal Government Act. Question regarding the collection of personal information can be directed to the FOIP Coordinator at (403)-328-5525 or [FOIP@lethcounty.ca](mailto:FOIP@lethcounty.ca)