

High School Bursary Guidelines

1. Bursaries are provided to high school students that cannot attend school in their home communities because they do not offer the credits needed to meet minimum graduation requirements. The purpose of the bursaries is to subsidize students' room and board while they attend high school in neighboring communities. Qualifying students receive a monthly payment.
2. To qualify for bursaries, students must:
 - 2.1 Be a Level I, II, III, or IV student in the upcoming school year.
 - 2.2 Demonstrate that their home communities do not offer the high school credits needed to meet minimum graduation requirements.
 - 2.3 Demonstrate that school bus transportation is not available between their home communities and the communities where the students wish to attend school.
 - 2.4 Demonstrate that their parents or guardians reside in their home communities.
 - 2.5 Board in the communities where they will attend high school.
 - 2.6 Attend school regularly.
 - 2.7 Make satisfactory progress in their course work.
 - 2.8 Complete a Student Bursary Application (Form 1) and forward it to the school principal in their home community no later than June 1. Applications must be made annually.
3. To support students' bursary applications, the school principals in students' home communities must:
 - 3.1 Receive Student Bursary Applications (Form 1) and forward them to the Assistant Director of Education (Programs) in their region no later than June 8.
4. To support students' bursary applications, the Assistant Director of Education (Programs) representing the students' home communities must:
 - 4.1 Receive Student Bursary Applications (Form 1) from school principals.
 - 4.2 Complete Section 1 of the Student Bursary Applications (Form 2).

- 4.3 Submit Student Bursary Applications (Forms 1 and 2) to the Assistant Director of Education (Programs) representing schools where students wish to enroll no later than June 15. Applications must be made annually.
5. To support students' bursary applications, the Assistant Director of Education (Programs) representing schools where students wish to enroll must:
 - 5.1 Receive Student Bursary Applications (Forms 1 and 2) from the Assistant Director of Education (Programs) representing the students' home communities.
 - 5.2 Complete Section 2 of the Student Bursary Applications (Form 2).
 - 5.3 Submit Student Bursary Applications (Forms 1 and 2) to the Director of Student Support Services at the Department of Education and Early Childhood Development no later than June 22. Applications must be made annually.
6. To support students' receiving bursaries, the principals of the schools the students attend must:
 - 6.1 Complete Bursary Monthly Reports on the last teaching day of each month.
 - 6.2 Submit Bursary Monthly Reports to the Director of Student Support Services at the Department of Education and Early Childhood Development on the last teaching day of each month.

Students will receive a monthly payment, or partial payment, only if completed Bursary Monthly Reports are received at the Department of Education and Early Childhood Development and the information contained in them is satisfactory.

**STUDENT BURSARY APPLICATION
(Form 1)**

To be completed by **Student** and signed by **Parent/Guardian**.

PLEASE NOTE:

Your application **will not** be processed if:

1. The community school offers sufficient credits to enable you to graduate having completed the minimum graduation requirements, or
2. If you neglect to attach a copy of school marks.

1. Name: _____ MCP#: _____
(Surname) (Given Name and Initial)

2. Name of Community: _____

Parent/Guardian's Name: _____

Parent/Guardian's Address:

Street: _____ P. O. Box: _____

Community: _____ Postal Code: _____

Tel. #: _____

3. Current Grade: _____ **(ATTACH A COPY OF SCHOOL MARKS VERIFIED BY PRINCIPAL)**

School and Community of Current Grade:

4. Indicate the number of bursaries received when you were in each grade listed below:

Level I _____ Level II _____ Level III _____ Level IV _____ Total: _____

5. If you received a Bursary last school year, give the name of the school attended.

School: _____ Community: _____

6. School you wish to attend on Bursary: _____

DATE

SIGNATURE (PARENT/GUARDIAN)

PLEASE FORWARD TO THE PRINCIPAL IN YOUR HOME COMMUNITY BY JUNE 1

STUDENT BURSARY APPLICATION
(Form 2)

To be completed by the **Assistant Director of Education (Programs)** for the school in the **home community** in which the student **is enrolled**, and forwarded to the **Assistant Director of Education (Programs)** for the school in which the student **wishes to enroll**.

Section I: To be completed by the Assistant Director of Education (Programs) for the **home community**.

1. Region: _____
2. **Home community (All questions here refer to the school in the student's home community where Parents/Guardians reside).**

The school in this applicant's **home community** is offering grades _____ to _____
Year: 20/____ to 20/____

Total school enrolment this school year is (will be) _____

Bus transportation is available from the **home community** to the assigned school.
YES ____ NO ____

This transportation is being provided by:

- _____ Your region
- _____ Another region without your involvement
- _____ Another region with your cooperation

3. All information provided by the application is verified YES ____ NO ____
4. This application meets the requirements of all Bursary Regulations YES ____
NO ____
5. Recommendation: This student **is** recommended for a Bursary _____

This student **is not** recommended for a Bursary _____

Comments:

DATE

Assistant Director of Education (Programs)

Please forward to the Assistant Director of Education (Programs) for the school in which the student wishes to enroll by June 15.

Section II: To be completed by the Assistant Director of Education (Programs) for the school in which the student **wishes to enroll**.

1. Region: _____

2. The student will be assigned to _____

DATE

Assistant Director of Education (Programs)

Please forward to the Director of Student Support Services, Department of Education and Early Childhood Development, P. O. Box 8700, St. John's, NL, A1B 4J6 by June 22.

FOR THE STUDENT SUPPORT SERVICES DIVISION ONLY

- Acknowledged _____ Date _____
- Approved _____ Date _____
- Rejected _____ Date _____

Reason for Rejection: _____

Bursary Monthly Report (Form 3)

FOR THE MONTH OF: _____

INSTRUCTIONS TO PRINCIPAL

Please complete and return one form (Form 3) for **each** student. Students will receive a monthly payment, or partial payment, **only** if a completed form is received at the Department of Education and Early Childhood Development, the form is completed in full, and information contained in it is satisfactory.

Please complete all questions in relation to the student identified below. **COMPLETE ON THE LAST TEACHING DAY OF EACH MONTH** and forward to: Director, Student Support Services, Department of Education and Early Childhood Development, P. O. Box 8700, St. John's, NL, A1B 4J6

1. **NAME:** _____
(surname) (given name and initial)

NAME OF SCHOOL: _____

REGION: _____

2. **This student:**

(a) Commenced school on: _____ (give exact date)

(b) Is making satisfactory progress to date, in his/her studies: _____

(c) Has missed _____ school days this month due to **unexcused** absence.

3. If this student has ceased to attend school, please give last date attended:

4. (a) Is this student boarding? **YES** _____ **NO** _____

(b) If no, please explain: _____

(c) If yes, please give the name and **full** address of the person with whom this student is boarding.

Name: _____

Street: _____ **P.O. Box:** _____

Community: _____

Postal Code: _____

5. **Comments:** _____

I hereby certify the above information to be true and correct, and recommend the release of his/her bursary monthly allowance.

DATE: _____ **PRINCIPAL:** _____