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## SCHOLARSHIPS, AWARDS AND BURSARIES

### - POLICY -

The Board of Education of School District No. 85 (Vancouver Island North) strongly encourages its students to seek scholarships, awards and bursaries as a means to extend their educational goals.

Consequently, staff are expected to promote this involvement by being of assistance to the students in their schools in making timely decisions regarding scholarships, awards and bursaries.

## SCHOLARSHIPS, AWARDS AND BURSARIES

### - REGULATION -

#### 1. DEFINITIONS

- 1.1 Scholarship:  
A grant-in-aid to a student by a college or a foundation.
- 1.2 Award:  
Something that is conferred or bestowed especially on the basis of merit or need.
- 1.3 Bursary:  
A monetary grant to a student.

#### 2. RESPONSIBILITY FOR COMPILING SCHOLARSHIPS, AWARDS AND BURSARIES

- 2.1 The Board expects principals/vice-principals and/or counsellors to catalogue and compile a list of scholarships, awards and bursaries each year.

2.2 By March 15th each year, the School Board Office will provide to each respective school a listing of all scholarships, awards and bursaries that have come to the attention of the district office, complete with descriptions of the donor(s), criteria and application forms, if provided.

### 3. PROCEDURES FOR PROMOTING APPLICATIONS FOR SCHOLARSHIPS, AWARDS AND BURSARIES

3.1 All scholarships, awards, and bursaries available to students in the school district will be:

3.1.1 outlined and explained at the school level to the eligible student body at appropriate times throughout the school year, keeping in mind the timelines of each scholarship, award, and bursary;

3.1.2 provided to each eligible student, by written summary, by April 1st each year;

3.1.3 publicized in a such manner so as to inform the parents/guardians of all eligible students by April 15th each year.

3.2 Interested students are to be counselled by counsellors and/or teaching staff on the merits and demerits of scholarships, awards, and bursaries that are consistent with their goals and interests.

3.3 Criteria information, application forms and addresses and other pertinent information are to be made available by school personnel to students in support of their goals and post-secondary education objectives.

3.4 Students are to be given assistance by a school counsellor and/or principal/vice-principal in completing application forms and written documentation in support of their applications.

### 4. SELECTION PROCEDURES

4.1 Where selection of recipients is the responsibility of the school, such selection will be made by a panel of not less than three people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.

4.2 Where selection of recipients is the responsibility of the school district office, the school shall ensure that all applications are forwarded to the Superintendent's office prior to the due date. Selection will be made by a panel of not less than three people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.

4.3 Selection of the **Dogwood District/Authority Award** shall be made by a sub-committee established under the authority of the District Scholarship Committee made up of two Trustees, one Principal and two parents (one parent from each of the North and South Zone).

4.3.1 The conditions and selection criteria outlined by the Ministry of Education shall be followed.