



TITLE: Return of Service Bursary	
POLICY NUMBER: ADMIN-58	
LEGAL AUTHORITY:	
APPROVED BY COUNCIL: September 12, 2018	
EFFECTIVE DATE: September 12, 2018	REVISED DATE: January 23, 2019

Policy Statement

Big Lakes County will implement a Return of Service Bursary Policy to help incentivize post-secondary graduates to provide their skills and expertise within County boundaries following graduation. This policy is for residents within Big Lakes County boundaries who meet the eligibility criteria set forth in this policy and plan to pursue a career within our County's boundaries following graduation. All applicants will be dealt with in a courteous and timely manner.

Policy

Definitions:

For the purposes of this policy:

"County" shall refer to Big Lakes County. This includes any Hamlets, Towns, Métis Settlements, First Nations Reserves or Localities located within Big Lakes County boundaries.

"Post-Secondary" shall refer to a post-secondary program designated for provincial funding by the Ministry of Advanced Education.

"Applicant" shall refer to any individual who has submitted an application for the Big Lakes County Bursary Program.

"Recipient" shall refer to anyone who has successfully completed the Big Lakes County Bursary Program application and has received bursary funding.

"Return of Service Agreement" shall refer to the agreements signed between Big Lakes County and Bursary recipients to ensure their return to the County following graduation.



Delivery of Program:

1. Big Lakes County will be responsible for the implementation of the bursary program and will monitor the recipient's enrollment at least once per year, verify their location of employment six months following graduation, and confirm their employment one and a half years following graduation.

Eligibility Requirements:

2. Be a resident of the County for a minimum of one year immediately preceding their "application of bursary" allowing for new graduates as well as mature student applicants.
3. Be enrolled full-time in a post-secondary program designated for provincial funding by the Ministry of Advanced Education
4. Complete an application through Big Lakes County online portal before the May 15 deadline to be considered for funding in the current year.
5. Supply a minimum of 2 letters of reference.
6. Students must disclose in the Big Lakes County Bursary Application Form the names of other bursaries approved during the current year, and the amount in which they were approved for.

Bursary Amounts:

7. Post-Secondary students may apply for bursary funding in the amount of \$3,000.

The Grants Officer shall:

8. Review applications to ensure sufficient information is provided and that the applicant meets eligibility requirements, and;



BIG LAKES COUNTY POLICY


9. Present applications to Council at the first Council meeting in June, for consideration.

All Applicants Shall:

10. Be given priority in the last year of enrollment of their program.
11. Be eligible to receive bursary funding for one year.
12. Preference will be given to applicants who are enrolled in a specialty program, such as, medicine and dentistry.

All recipients shall:

13. Each student approved for a bursary must sign a contract to commit to live and work within the County within a 6-month period following graduation. The return of service required is three months of residency for each \$500 in total bursary support. Students may be required to submit proof of residency and employment.
14. Recipients who do not graduate within six years of applying to the program or do not meet the return of service commitment must repay the bursary in full.



Reeve



Chief Administrative Officer

Jan 24 / 19

Date of Final Signature