



Town of Onoway

Council Policy

Nistration

Number	Title			
C-COU-SBU-1 <small>(1.2, 3.1,3.6)</small>	Student Bursary			
Approval	Originally Approved		Last Revised	
<small>(CAO initials)</small>	Resolution No:	039/24	Resolution No:	240/24
	Date:	February 8, 2024	Date:	August 8, 2024
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

To provide financial assistance to Onoway High School students who are entering or enrolled in a qualified post-secondary institution.

Policy Statement

The Town of Onoway is committed to providing financial assistance to deserving and qualified students within the community who are entering or enrolled in a qualified post-secondary institution.

Definitions

For the purposes of this policy:

- a) “Chief Administrative Officer” means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer’s designate.
- b) “Council” means the duly elected Council of the Town of Onoway, as defined by the Alberta Municipal Government Act.
- c) “Qualified Post-Secondary Institution” means a designated education institution on the Government of Canada “Master List of Designated Education Institutions.”
- d) “Town” means the Town of Onoway.

Service Standards/ Expectations

1. Bursary Amount

- a. The amount of the bursary is \$500.00 and will be awarded to a maximum of three recipients annually. Both the value and number of bursaries may be reviewed by Council when required.

2. Selection Committee

- a. Town of Onoway Council will have full authority in the selection of the recipients.

3. Primary Considerations

- The student:
 - Must currently be attending Onoway Jr./Sr. High School.
 - Must currently be a resident of the Town of Onoway or Lac Ste Anne County or municipalities within Lac Ste Anne County and must provide proof of such.
 - Must provide proof of registration and acceptance to a qualified post-secondary institution in a full-time or part-time program (if awarded) and;
 - Must be attending first year of studies.

4. Secondary Considerations

- Based on good citizenship demonstrated through community and social participation, volunteer work, etc.

5. Criteria

- a. The recipient must claim the Bursary award within the first year of post-secondary studies.
- b. Only applicants going into first year of studies are eligible to apply.
- c. Higher consideration will be given to a student that is both a resident of the Town of Onoway and currently attending Onoway Jr./Sr. High School.
- d. Applicant Financial need will be considered.
- e. The Bursaries will be awarded by Council resolution. The identity of the applicants will be concealed to support a fair and accountable process. Council will discuss and consider all applications received by deadline date. All decisions made by Council are considered final.
- f. Current Municipal elected officials, Town Staff and their immediate families are not eligible to participate in this Bursary program. Immediate family shall include: spouse, children, residents of the current municipal official's household or any other person claimed as a dependent on the municipal official's tax return.

6. Application Procedures and Dates

- a. The Town of Onoway Bursary Application will be made available at the Town Administrative Office or on the Town Website.
- b. The applicant must complete the application form, and submit accompanying documentation electronically to info@onoway.ca or in-person at the Town Office no later than June 1 at 11:59 pm of the current year.
- c. Applications postmarked after June 1st will not be accepted.
- d. Awards to be disbursed by the Town of Onoway to the recipient by August 31, annually.
- e. The availability of the bursary will be advertised annually from March to May each year.
- f. If not, all annually allocated funds have been distributed, the Town may re-advertise the bursary application however any remaining bursaries will not be carried forward into future years.

7. Policy Review

This policy will be reviewed on a four-year basis by Administration with any changes being recommended to Council for approval.

Revisions:

Resolution Number	MM/DD/YY
240/24	08/08/24