

## BURSARY FUNDING

### Background

The Board of Education encourages the improvement of professional skills and competencies through the completion of additional training programs.

The Board recognizes that these types of professional development experiences have a positive impact on student learning and help provide our students with the best possible educational experiences. Because of this, the Board would like to provide financial support to those employees who choose to dedicate their time and energy to bettering themselves professionally. Therefore, the Northwest School Division has established the following bursary program to assist with the costs associated with obtaining additional skills and training. The level of financial assistance will be dependent on the needs of the division, the cost of the tuition, and the resources available to the school division.

### Procedures

1. Any employee may apply to the Director of Education for the bursary funding through the Applitrack Employee Portal.
  - 1.1 \$300.00 per three-credit university course (or equivalent) up to a maximum of \$900.00 per year.
  - 1.2 Equivalency of program shall be determined by the Director or designate.
  - 1.3 Receipt of tuition payment may be requested.
  - 1.4 The bursary will be dispersed to the employee upon proof of successful completion of course work (final mark).
2. Bursary applications must be applied for in the academic year in which the course is taken. Applications will not be carried forward to the next year. Application deadlines:
  - 2.1 Fall Session: no later than October 15 of current course year
  - 2.2 Winter Session: no later than February 15 of current course year
  - 2.3 Spring and Summer Sessions: no later than May 15 of current course year.

3. In some circumstances, when employees need additional qualifications to meet the requirements of a particular position (for example, a special education teacher requires a certificate in special education); the Board may provide full cost of tuition (actual cost) to meet the minimum qualification requirements for that position. A bursary granted under these circumstances would be dispersed as follows:
  - 3.1 The maximum reimbursement per three-credit course will be based on the current post-secondary fee schedule or as approved by the Director.
  - 3.2 Equivalency and need of program shall be determined by the Director
  - 3.3 Receipt of tuition payment must be provided
  - 3.4 Bursary will be dispersed to the employee upon proof of successful completion of course work (course mark)
4. All bursaries described in this administrative procedure are subject to Director approval.

Approved: September 18, 2018