

# ADMINISTRATIVE REGULATIONS

TITLE: SCHOLARSHIPS, DISTRICT / AUTHORITY AWARDS AND BURSARIES  
CATEGORY: ADMINISTRATION  
NUMBER: 1255

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## I. Rationale

The Board of Education of School District No. 46 (Sunshine Coast) recognizes the value of scholarships, awards and bursaries as a means to support students in achieving their educational goals. The board appreciates community organizations, companies and individuals that support lifelong learning and student achievement by way of donations towards new or existing scholarships and bursaries.

## II. Responsibility for Compiling Scholarships, Awards and Bursaries

- A. A list of scholarships, awards and bursaries will be compiled on a yearly basis.
- B. By March 1<sup>st</sup> 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.

## III. Procedures for Promoting Applications of Scholarships, Awards and Bursaries

- A. All scholarships, awards and bursaries available to students in the school district will be:
  - 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;
  - 2. provided in summary to each eligible student by April 15<sup>th</sup> of each year; and,
  - 3. publicized in such a manner so as to inform the parents/guardians of all eligible students by April 15<sup>th</sup> each year.
- B. Interested students are to be informed by staff on the merits of scholarships, awards and bursaries that are consistent with their goals and interests.
- C. 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.
- D. Students are to be given assistance by school staff in completing application forms and written documentation in support of their applications.
- E. Students may only submit an application to their school of record for scholarship and bursary purposes.

## IV. Selection Procedures

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- A. Where selection of recipients is the responsibility of the school, such selection will be made by a panel of not less than three (3) people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.
- B. Where selection of recipients is the responsibility of the school board office, the school shall ensure that all applications are forwarded to the Director of Instruction's office prior to the due date. Selection will be made by a panel of not less than three (3) people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.
- C. Where selection of recipients is the responsibility of the donor or a community group:
  - 1. the criteria for award must be broad enough so as not to limit the application process to any specific student – donors are encouraged to consult with school staff when drafting such provisions,
  - 2. there shall be a clearly documented and transparent selection process that includes all eligible students, and
  - 3. the donors shall inform the schools of their selection at a time outlined by the school.
- D. Donors who wish to award an individual student without a fair process may not have their funds administered by the school district or present their award at the graduation ceremonies.
- E. Selection of District / Authority Awards shall be the responsibility of the school and the nomination process shall be determined by a fair process in accordance with specific criteria outlined by the Ministry of Education. Each school shall submit their selected nominees to the School Board Office for submission to the Ministry. Nominees are submitted to the ministry through the School Board Office by June 30.

## V. Unclaimed Awards

- A. In the case of scholarships or bursaries disbursed through the school district, recipients will have up to two years to claim their award, unless otherwise stated by donor.

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- B. If an award remains unclaimed after the two-year period, the donor will be notified and the award will be decommissioned for that year's recipient.
- C. At the discretion of the donor, the criteria for the award may be expanded.
- D. In the case of District / Authority Awards disbursed through the Ministry of Education, recipients have until the expiry date on their voucher to redeem their award – up to five years from September 30th of their graduating year from high school.

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**References:** Handbook of Procedures for the Graduation Program