

	Bursary Policy
	Council Approved
	Finance (FN) #1400
	Approved August ##, 2024
	Next Review Date N/A Policy expires November 30, 2028

1.0 POLICY STATEMENT

- 1.1 This policy outlines the eligibility criteria, application process, and conditions for awarding bursaries that target reducing barriers for students pursuing post-secondary education in the trades, technology and environmental programs related to the pipeline industry.

2.0 PURPOSE

- 2.1 To support students with financial needs in pursuing post-secondary education.
- 2.2 To remove barriers and promote access to education for eligible students.

3.0 SCOPE

3.1 Eligibility

- 3.1.1 Applicants must be residents of Hinton **or**
- 3.1.2 Parents, legal guardians, or the applicant currently own property in Hinton, and the applicant must have lived in Hinton within the last ten (10) years.
- 3.1.3 Applicants must be full-time students enrolled in post-secondary courses in a recognized and accredited post-secondary educational institution.
- 3.1.4 Applications will be accepted from individuals between eighteen (18) and thirty-five (35) years of age.

3.2 Enrollment

- 3.2.1 Post-secondary courses must constitute part of a post-secondary degree, diploma or trades certification, excluding upgrading or courses offered as part of any high school diploma program.
- 3.2.2 Applicants must be considered a full-time student in the program they are registered to attend or are currently attending.

- 3.2.3 Applicants are eligible to apply for bursary support for up to three (3) years, providing they are progressing towards completion of the program submitted in the originally approved application.

3.3 Bursaries Available

- 3.3.1 A maximum of eighteen (18) bursaries in the amount of two thousand eight hundred dollars (\$2,800) are available to be awarded between September 1, 2024, and November 30, 2028.
- 3.3.2 Members of Council reserves the right to determine the number of awards each year based on number of qualified applications received.
- 3.3.3 Bursary Program is deemed to cease upon full expenditure of \$50,400, or November 30, 2028, whichever comes first.

4.0 RESPONSIBILITIES

4.1 Application Process

- 4.1.1 Applicants must complete the official bursary application form available online at www.hinton.ca
- 4.1.2 Applicants must submit the following supporting documents along with the official bursary application:
- a) Proof of enrollment or acceptance from a post-secondary institution.
 - b) Official financial needs assessment form, available online at www.hinton.ca.
 - c) One submission of third (3rd) party documentation confirming program alignment with pipeline industry, including, but not limited to the following:
 - i) Recent career posting by pipeline company noting program being taken in the qualification section of advertisement.
 - ii) Industry brochure requesting specific post-secondary education stream.

- iii) Post-secondary institution and/or Apprenticeship and Industry Training in Alberta brochure aligning the program with the pipeline industry.
 - d) Written Personal Alignment Statement of no more than one hundred (100) words providing details on how the chosen discipline in the trades, technology, or environmental programs, supports and aligns with the pipeline industry.
- 4.2 Application Procedure
 - 4.2.1 Completed Official Application and required supporting documentation are to be submitted to:

Official Bursary Application **or** Online at www.hinton.ca
c/o Town of Hinton
131 Civic Centre Road
Hinton, AB T7V 2E5
- 4.3 Applications must be received no later than September 23 annually.
- 4.3 Award recipients will be reported to Trans Mountain Pipeline L.P. and the Town of Hinton annually.
- 4.4 All applications for the Bursary Program will be reviewed by members of Council and will be selected based upon a combination of the following criteria:
 - 4.4.1 Alignment of the program to Pipeline Industry 50 points
 - Personal Alignment Statement 15 points
 - Total Years lived in Hinton 1 point each year
 - Total Years lived away from Hinton (subtract) 1 point each year
 - Rating from Financial Needs Assessment based on income / dependents
- 4.5 Successful applicants will be notified in writing and must confirm acceptance of the bursary and provide banking information within two (2) weeks of notification.
- 4.6 Bursaries will be disbursed directly to the recipient through electronic funds transfer, no cheques will be issued.

5.0 RELATED MATTERS & REFERENCES

- 5.1 Community Project Agreement, signed October 7, 2020, between Trans Mountain Pipeline L.P. and The Town of Hinton

6.0 DEFINITIONS

- 6.1 **“Town”** shall refer to the Town of Hinton.
- 6.2 **“Post-Secondary”** shall refer to a post-secondary program designated for provincial funding by the Minister of Advanced Education.
- 6.3 **“Applicant”** shall refer to any individual who has applied for the Trans Mountain Pipeline L.P. and Town of Hinton Bursary Program.
- 6.4 **“Recipient”** shall refer to anyone who has successfully completed the Trans Mountain Pipeline L.P. and Town of Hinton Bursary Program and has received bursary funding.

7.0 APPENDICES, PROCEDURES, & FORMS

- 7.1 Official Bursary Application Form
- 7.2 Official Financial Needs Assessment Form

8.0 REVISION CONTROL

- 8.1 This Policy expires on November 30, 2028, or upon full disbursement of the allocated Bursary fund of \$50,400.00, whichever comes first.
- 8.2 Upon Council approval, all former versions of this Policy are hereby rescinded.
- 8.3 Upon approval by Council, the decision approving the bursary recipients is deemed final and may not be altered.

Date	Revision