

High School Bursary Guidelines

1. Bursaries are provided to high school students that cannot attend school in their home communities because they do not offer the credits needed to meet minimum graduation requirements. The purpose of the bursaries is to subsidize students' room and board while they attend high school in neighboring communities. Qualifying students receive a monthly payment.
2. To qualify for bursaries, students must:
 - 2.1 Be a Level I, II, III, or IV student in the upcoming school year.
 - 2.2 Demonstrate that their home communities do not offer the high school credits needed to meet minimum graduation requirements.
 - 2.3 Demonstrate that school bus transportation is not available between their home communities and the communities where the students wish to attend school.
 - 2.4 Demonstrate that their parents or guardians reside in their home communities.
 - 2.5 Board in the communities where they will attend high school.
 - 2.6 Attend school regularly.
 - 2.7 Make satisfactory progress in their course work.
 - 2.8 Complete a Student Bursary Application (Form 1) and forward it to the school principal in their home community no later than June 1. Applications must be made annually.
3. To support students' bursary applications, the school principals in students' home communities must:
 - 3.1 Receive Student Bursary Applications (Form 1) and forward them to the Director of Schools in their region no later than June 8.
4. To support students' bursary applications, the Director of Schools representing the students' home communities must:
 - 4.1 Receive Student Bursary Applications (Form 1) from school principals.
 - 4.2 Complete Section 1 of the Student Bursary Applications (Form 2).

- 4.3 Submit Student Bursary Applications (Forms 1 and 2) to the Director of Schools representing schools where students wish to enroll no later than June 15. Applications must be made annually.
5. To support students' bursary applications, the Director of Schools representing schools where students wish to enroll must:
 - 5.1 Receive Student Bursary Applications (Forms 1 and 2) from the Director of Schools representing the students' home communities.
 - 5.2 Complete Section 2 of the Student Bursary Applications (Form 2).
 - 5.3 Submit Student Bursary Applications (Forms 1 and 2) to the Director of Student Services at the Department of Education no later than June 22. Applications must be made annually.
6. To support students' receiving bursaries, the principals of the schools the students attend must:
 - 6.1 Complete Bursary Monthly Reports on the last teaching day of each month.
 - 6.2 Submit Bursary Monthly Reports (Form 3) to HSBursary@gov.nl.ca at the Department of Education on the last teaching day of each month.

Students will receive a monthly payment, or partial payment, only if completed Bursary Monthly Reports are received at the Department of Education and the information contained in them is satisfactory.

STUDENT BURSARY APPLICATION (FORM 1)

To be completed by **Student** and signed by **Parent/Guardian**.

1. Name: _____ MCP#: _____
(Surname), (Given Name and Initial)

2. Name of Community: _____

Parent/Guardian's Name: _____

Parent/Guardian's Address:

Street: _____ P. O. Box: _____

Community: _____ Postal Code: _____

Tel. #: _____

3. Current Grade: _____

4. Name of Home Community School: _____

5. Are you already receiving a bursary? YES _____ NO _____

If yes, indicate the grade(s) and school for which you have already received a bursary:

Level I _____ Level II _____ Level III _____

School: _____ Community: _____

6. School you wish to attend on Bursary:

School: _____ Community: _____

I certify that:

The community school does/will not offer sufficient credits to enable me to graduate having completed the minimum graduation requirements

I have attached a copy of school marks verified by the school principal.

DATE

SIGNATURE (PARENT/GUARDIAN)

PLEASE FORWARD TO THE PRINCIPAL IN YOUR HOME COMMUNITY BY JUNE 1

STUDENT BURSARY APPLICATION (FORM 2)

To be completed by the **Director of Schools** for the school in the **home community** in which the student **is enrolled**, and forwarded to the **Director of Schools** for the school in which the student **wishes to enroll**.

Section I: To be completed by the **Director of Schools** for the **home community**.

1. Home community (all questions here refer to the school in the student's home community where Parents/Guardians reside)

School name: _____

The school in this applicant's **home community** is offering grades _____ to _____ for the year 20____ to 20____ (next year).

Total school enrolment this school year is _____.

The school offers sufficient credits to enable the student to graduate having completed the minimum graduation requirements. YES____ NO____

Bus transportation is available from the **home community** to the school in which the student wishes to enroll. YES____ NO____

2. All information provided by the application is verified. YES____ NO____

3. This application meets the requirements of all Bursary Regulations. YES____ NO____

4. Recommendation: _____ This student **is** recommended for a Bursary

_____ This student **is not** recommended for a Bursary

Comments:

DATE

Director of Schools

Please forward to the Director of Schools for the school in which the student wishes to enroll by June 15.



Section II: To be completed by the Director of Schools for the school in which the student **wishes to enroll**.

The student will be assigned to _____ (school name).

DATE Director of Schools

Please forward to HSBursary@gov.nl.ca or the Director of Student Services, Department of P. O. Box 8700, St. John's, NL, A1B 4J6 by June 22.

FOR STUDENT SERVICES DIVISION USE ONLY

- _____ Acknowledged Date _____
- _____ Approved Date _____
- _____ Rejected Date _____

Reason for Rejection: _____

**HIGH SCHOOL BURSARY
BURSARY MONTHLY REPORT (FORM 3)**

INSTRUCTIONS TO PRINCIPAL

Please complete and return one form (Form 3) for **each** student **each** month. Students will receive a monthly payment, or partial payment, **only** if a completed form is received at the Department of Education, the form is completed in full, and information contained in it is satisfactory.

Please complete all questions in relation to the student identified below. **COMPLETE ON THE LAST TEACHING DAY OF EACH MONTH** and forward to HSBursary@gov.nl.ca.

1. **NAME OF STUDENT:** _____
(surname) _____ (given name and initial)

NAME OF SCHOOL: _____

2. **This student:**
(a) Commenced school on: _____ (give exact date)
(b) Is making satisfactory progress to date, in his/her studies: YES _____ NO _____
(c) Has missed _____ school days this month due to **unexcused** absence.

3. If this student has ceased to attend school, please give last date attended: _____

4. (a) Is this student boarding? YES _____ NO _____
(b) If no, please explain: _____
(c) If yes, please give the name and **full** address of the person with whom this student is boarding.

Name: _____

Street: _____ **P.O. Box:** _____

Community: _____

Postal Code: _____

5. **Comments:** _____

I hereby certify the above information to be true and correct, and recommend the release of the monthly bursary allowance.

DATE: _____ **PRINCIPAL:** _____