

Administrative Procedure 370

Student Awards, Scholarships and Bursaries

Background:

The Division recognizes the value of providing awards, scholarships and bursaries to students attending its schools. To this end, other than providing its own awards, the Division is receptive to receiving submissions from individuals, organizations and corporations which delineate the terms of the proposed award, scholarship or bursary.

If the award, scholarship or bursary is approved by the Division, it would be willing, upon request, to serve as the trustee of said award, scholarship or bursary.

Administrative staff will cooperate with the donor and administer the granting of such awards, scholarships and bursaries in an expeditious manner.

Procedures:

1. Division Awards
 - 1.1. The Division will provide Proficiency Awards, based on established guidelines, to students selected by the staffs of Division III and IV schools.
 - 1.2. Proficiency Awards shall be awarded to selected students in Grades 7, 8, 9, 10, 11 and 12.
 - 1.3. The designated Superintendent, along with the appropriate principals, shall be responsible for the general supervision and implementation of the Division's Awards Program.
2. Other Awards, Scholarships, Bursaries
 - 2.1. Awards, scholarships and bursaries, other than those granted by the Division, may be initiated by individuals, organizations and corporations.
 - 2.2. Before agreeing to establish new awards, scholarships and bursaries, the designated Superintendent shall receive a written proposal from the proposed donor outlining:
 - 2.2.1. the name of the award, scholarship or bursary

- 2.2.2. the type of the award, scholarship or bursary
 - 2.2.3. the name of the donor
 - 2.2.4. the purpose of the award, scholarship or bursary
 - 2.2.5. the terms of the award, scholarship or bursary
 - 2.2.6. the criteria for selecting the recipient(s)
 - 2.2.7. the selection procedure
 - 2.2.8. the composition of the selection committee
 - 2.2.9. the administrative level at which the award, scholarship or bursary is to be administered e.g. school level, central office level
 - 2.2.10. who will administer the finances, if any are involved
- 2.3. All proposed awards, scholarships or bursaries must be submitted to the Division for approval.
 - 2.4. All proposals for awards, scholarships or bursaries will be discussed with the appropriate principals and the Director or designate prior to submitting them to the Board.
 - 2.5. If the awards are administered by the school, the Principal shall maintain an up-to-date record of each award made in the school
 - 2.6. If the awards are administered by the Division office, the designated Superintendent shall maintain an up-to-date record of each award.
- 3. Termination of Awards, Scholarships, Bursaries
 - 3.1. The Division may, at its discretion, terminate any award, scholarship or bursary which has been established in the Division.

References

Section 85, 87, 108, 109, 110, 175, Education Act

Revised:

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