



Clear Hills County

Effective Date: JANUARY 23, 2024	Policy Number 6801
Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY	

1. POLICY STATEMENT

Clear Hills County recognizes the value of continued education and trades training among its citizens and will develop a policy to provide scholarships to Clear Hills County residents to assist with the costs to obtain additional education and training. These scholarships will be known as the Clear Hills County Continuing Education Scholarships.

2. DEFINITIONS:

2.1.	Qualifying Year	September 1 st Current year to August 31 st of the next year
2.2.	Education Fees	Tuition, Books, Cost of Living, Transportation, Fees & Charges
2.3.	Eligible Programs	Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor’s, or graduate), Professional Certification and Product-specific certifications (<i>i.e., Continuing Education Programs & Courses</i>)
2.4.	Enrolled	Has applied and been accepted to an “Eligible Program”
2.5.	Proof of Tuition payment	An official receipt showing proof of Tuition paid to the institute of the eligible program.
2.6.	CES	Continuing Education Scholarship
2.7.	Supplementary Trade year	When the individual can successfully complete 2 consecutive Trade years in the qualifying year. <i>i.e., 1st year welding and 2nd year welding within September 1st to August 31st.</i>

3. BUDGET IMPLICATIONS:

3.1. An annual budget of \$50,000.00 will be set for continuing education

scholarships, to be distributed based on approved scholarship applications, 50% on the first deadline and 50% on the second deadline until the budget is depleted.

3.2. Each Scholarship will be to cover education fees to a maximum of \$3,000.00.

4. **GENERAL**

4.1. To be eligible for a scholarship applicant must

- Be a Canadian citizen or landed immigrant, and resident of Alberta.
- Be a resident of Clear Hills County or the Village of Hines Creek when applying for the first year.
- Be actively enrolled or have applied to enroll in an eligible program.
- Include a short essay as part of the application package, describing what they are doing or have done to make the County or Village of Hines Creek a better place to live, work or relax.

4.2. The biannual application deadlines will be October 1st and February 1st.

4.3. For Trades Programs ONLY, applicants seeking to apply beyond the October 1st or February 1st deadlines may still be eligible for a scholarship. If they submit their application before or during the enrolment period for the trade program, their application will be evaluated during the next intake deadline. (to a maximum of \$4,500.00 per qualifying year).

4.4. When a scholarship recipient will be completing a second consecutive Trade year in the same program within the qualifying year, then the individual will be able to apply for a supplementary CES at a reduced amount of \$1,500.00.

4.5. Applicants completing a second consecutive Trade year in the same program within the qualifying year may apply for a retroactive CES during that same qualifying year.

4.6. A scholarship recipient will only be able to access one full scholarship and one Supplementary Trade year scholarship within the qualifying year.

4.7. Administration will review all applications and distribute the Scholarship funds to qualifying applicants in accordance with Section 3 of this policy.

4.8. A report will be made to Council after the distribution of the Scholarships.

4.9. If qualifying applications exceed the annual budget administration will present Council with the financial details for their direction prior to distribution of the Scholarship funds.

- 4.10. Applicants enrolled in multi-year education programs may submit a scholarship application annually, prior to the deadlines. Scholarships will not be approved for previous years eligible programs that have completed at the time of application.
- 4.11. Eligibility:**
- 4.11 Eligible Programs: Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications.
- 4.12 Scholarship Payment: will be processed upon the Recipient providing proof that tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.
- 4.13 Proof of Completion: Recipients will provide a certificate or verification letter provided by the educating body confirming successful completion of the education the scholarship was received for. Failure to provide proof of completion will require the Recipient to repay the Scholarship in full.
- 4.14 Repayment Recipient will repay the scholarship if they do not complete the Eligible Program the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program or course.
- 4.15 Recipients that fail to fulfil the reporting requirements to the point in time that a demand for repayment invoice is issued will not be eligible to receive any further Continuing Education Scholarships.
- 4.16 All requirements for past scholarships must be fulfilled before applying for a new Continuing Education Scholarship.

5. FORMS AND PROCEDURES

- 5.1. Administration will develop an application form for the Scholarship.
- 5.2. Administration will develop procedures as needed to address advertising, distribution, and evaluation of applications.

6. END OF POLICY

ADOPTED

Resolution C236-14(04/08/14)

Date: April 8, 2014

AMENDED

Resolution C774-14(11/12/14)

Date: November 12, 2014

Resolution C860(12/09/14)

Date: December 9, 2014

Resolution C486-16(09/13/16)

Date: September 13, 2016

Resolution C389-18(08-14-18)

Date: August 14, 2018

Continuing Education Scholarship

Policy 6801

Resolution C14-19(01-08-19)

Date: January 8, 2019

Resolution C398-19(08/13/19)

Date: August 13, 2019

Resolution C215-20 (04-21-20)

Date: April 21, 2020

Resolution C488-20 (10/13/20)

Date: October 13, 2020

Resolution C635-22(12-13-22)

Date: December 13, 2022

Resolution C136-23 (03-14-23)

Date: March 14, 2023

Resolution C45-24 (01-23-24)

Date: January 23, 2024