



# Clear Hills County

<b>Effective Date: August 14, 2018</b>	<b>Policy Number 6801</b>
<b>Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY</b>	

## 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. BUDGET IMPLICATIONS:

2.1. An annual budget of \$40,000.00 will be set for continuing education scholarships, to be distributed on the basis of approved scholarship applications, until the sum is depleted.

## 3. GENERAL

3.1. To be eligible for a scholarship applicants 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 for no less than one year prior to submitting an application.

3.2. Scholarships will be offered for the following Levels and applicants will be subject to the criteria and eligibility conditions for each Level.

A: Level 1: \$15,000

- **\$3,000.00 will be released the first year and \$3,000.00 each consecutive year pending active enrolment in the approved program.**
- **Eligible Programs: Post-Secondary, Apprenticeship, Trades Training**
- **Ineligible Programs: No potential employment opportunity within the County.**
- **Applicants: will physically attend a trade school, college or university**

- **Eligible Expenses:** tuition, fees, room and board and/or books and supplies.
- **Be pursuing (in their first year) or continuing (in their second or third year) an approved regular apprenticeship, trades program; OR pursuing or continuing a post-secondary education or degree at a business school, college or university**
- **Fund must be used to pursue apprenticeship, trades or post-secondary program in Alberta or Canada.**
- **Scholarship payment:** Processed upon approval and completion of any necessary documentation or agreements.
- **Repayment:** Recipient will repay the scholarship if they do not complete the apprenticeship, trades or post-secondary program the scholarship was received for.
- **Giving back to the Community:** Applicants will include a short essay on what they are doing or have done to make the County or Village of Hines Creek a better place to live, work or relax.
- **There will be a limit of one Level 1 Scholarships per successful applicant.**

B: Level 2: Up to \$2,500

- **Eligible Programs:** Post-Secondary, Apprenticeship, Trades Training
- **Ineligible Programs:** No potential employment opportunity within the County.
- **Applicants:**
- **Will be taking the educational curriculum by internet driven distance learning and will not be physically attending a trade school, college or university.**
- **Are living in Clear Hills County.**
- **Are working in Clear Hills County or the surrounding area:**
- **Eligible Expenses:** Tuition
- **Maximum scholarship amount is equal to tuition cost.**
- **Be pursuing (in their first year) or continuing (in their second or third year) an approved regular apprenticeship, trades program; OR pursuing or continuing a post-secondary education or degree at a business school, college or university**
- **Fund must be used to pursue an apprenticeship, trades or post-secondary program in Alberta or Canada.**
- **Scholarship payment:** Processed when the County has been provided with proof of successful completion of the program in the form of a course certificate or verification letter provided by

**the educating body.**

- **There will be a limit of one Level 2 Scholarship per Recipient.**

C: Level 3: Up to \$1,250

- **Eligible Programs: Computer and Bookkeeping courses**
- **Ineligible Programs: No potential employment opportunity within the County.**
- **Recipients: will be physically attending a series of classes**
- **Eligible Expenses: Registration fees.**
- **Maximum scholarship amount is equal to course registration fee.**
- **Fund must be used to pursue computer and/or bookkeeping courses.**
- **Scholarship payment: Approved Scholarships for computer and book keeping courses will be provided with proof of successful completion of the course in the form of a course certificate or verification letter provided by the educating body.**

- 3.3. **There will be three application deadlines annually: June 1, February 1, and October 1 to accommodate students enrolling programs that receive students at different times during the year.**
- 3.4. **Scholarships will not be approved for post-secondary, apprenticeship, trades training or computer and book keeping courses that have been completed at the time of application.**

#### **4. Forms and Procedures:**

- 4.1. Administration will develop application forms for each Scholarship Level.
- 4.2. Administration will develop procedures as needed to address advertising, distribution and evaluation of applications for each Scholarship Level.

#### **5. 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