



Clear Hills County

Effective Date: OCTOBER 13, 2020	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. **BUDGET IMPLICATIONS:**

2.1. An annual budget of \$50,000.00 will be set for continuing education scholarships, to be distributed based on approved scholarship applications, until the budget is depleted.

2.2. Each Scholarship will be to cover tuition costs to a maximum of \$3,000.00.

3. **GENERAL**

3.1. 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 for no less than one year prior to applying.
- Be pursuing (in their first year) or continuing (in their second or future year of) a recognized apprenticeship, trades program, post-secondary education degree at a business school. college or university
- Be attending a series of computer or bookkeeping courses.
- Be physically attending a trade school, college or university, or taking the educational curriculum by internet driven distance learning and not physically attending a trade school, college or university

3.6 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.

- 3.2. The annual application deadline will be September 1.
- 3.3. There will be a limit of one scholarship per successful applicant per year. Individuals may apply for a scholarship each year they will be attending an eligible program as set out in Section 3.6 of this policy.
- 3.4. Administration will review all applications and distribute the Scholarship funds to qualifying applicants in accordance with Section 2 of this policy.
 - 3.4.1. A report will be made to Council after the distribution of the Scholarships each year.
 - 3.4.2. 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.
- 3.5. Applicants enrolled in multi-year education programs may submit a scholarship application annually, prior to the current academic year. Scholarships will not be approved for an academic year of post-secondary, apprenticeship, trades training or computer and bookkeeping courses that are in progress or previous academic years that have completed at the time of application.
- 3.6. Eligibility:
- 3.7. Eligible Programs: Post-Secondary, Apprenticeship, Trades Training, Computer and Bookkeeping courses.
- 3.8. Ineligible Programs: No potential employment opportunity within the County.
- 3.9. 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.
- 3.10 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.
- 3.11 Repayment Recipient will repay the scholarship if they do not complete the apprenticeship, trades, post-secondary program or computer/book keeping courses the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program or course.
- 3.12 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. FORMS AND PROCEDURES

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

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

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 (10/13/200)

Date: October 13, 2020