

Lac La Biche County *Policy*

TITLE: AGRICULTURAL SERVICE BOARD BURSARY

POLICY NO: ENV-63-011

RESOLUTION:

EFFECTIVE DATE: January 12, 2010

DEPARTMENT RESPONSIBLE: ENVIRONMENTAL SERVICES

NEXT REVIEW DATE: February 24, 2018

POLICY STATEMENT:

Lac La Biche County, through its Agricultural Service Board, is encouraging students to attend post-secondary institutions and enter into studies in agriculture or a related field.

Chief Administrative Officer

Date

Mayor

Date

SPECIAL NOTES/CROSS REFERENCE: Agricultural Service Board Bursary ENV-63-011 & PI-62-002

AMENDMENT DATE: February 24, 2015

Procedure

TITLE: AGRICULTURAL SERVICES BOARD BURSARY

PROCEDURE NO: ENV-63-011

RESOLUTION:

EFFECTIVE DATE: January 12, 2010

DEPARTMENT RESPONSIBLE: ENVIRONMENTAL SERVICES

NEXT REVIEW DATE:

PROCEDURE:

1. Bursary will be advertised in the local paper and county newsletter for 2 weeks in September as well as provided to all local high schools, Portage College and applicable learning institutions. The ASB may modify the advertising or application period.
2. Applications will be reviewed at the October Agricultural Service Board meeting. If there is no October meeting, applications will be reviewed at the next ASB sitting or done virtually.
3. Applicant must be attending an accredited post-secondary institution in an agricultural or related field. Applicants enrolled in a pre-requisite entry program may not qualify.
4. Applicant or parent(s)/guardian(s) of applicant must be a Lac La Biche County resident.
5. Applicant must provide proof of enrollment prior to the bursary being awarded. The ASB reserves the right to verify supporting documentation submitted as part of the application.
6. Applicant must provide proof of successful completion of studies. Lac La Biche County Agricultural Service Board reserves the right to request repayment of bursary should the applicant drop/fail or switch their initial program to an unrelated field.
7. Applications will be reviewed on a competitive basis by the Agricultural Service Board.
8. Applicants may apply for more than one scholastic year, up to a maximum of four (4) scholastic years for degrees and two (2) academic years for a diploma.
9. Applicants may only receive one (1) bursary per scholastic year.
10. The Agricultural Service Board offers two (2) bursaries of \$1,000.00 each per year, each year. Distribution of funds will consist of two (2) equal payments of \$500.00.
11. Applications are to be made on a specified form (Schedule A) to be submitted with a cover letter and supporting documents.
12. If not enough requests are processed to expend the funds by year-end, the funds will not be carried over. Only two (2) bursaries will be awarded per calendar year.

Chief Administrative Officer

Date

SPECIAL NOTES/CROSS REFERENCE: Agricultural Service Board Bursary Policy ENV-63-011 & PI-62-002

AMENDMENT DATE:

SCHEDULE A

AGRICULTURAL SERVICE BOARD BURSARY APPLICATION

Name of Applicant: _____

Mailing Address: _____

Phone number: _____

Applicant/Parent's Legal Land Description: _____

Name of Post-secondary Institution: _____

Program Enrolled: _____

Program type: Certificate Diploma Degree Graduate

Program commencement date: _____ Length of Program: _____

List of Community involvement: _____

Complete this Checklist and add to your application

1. Schedule A (above) is completed
2. High School Transcript of Achievement, *if entering 1st year post-secondary*
3. Proof of acceptance to eligible post-secondary program, *if entering 1st year*
4. Post-secondary Transcript, *if at least one term of post-secondary has been completed*
5. One-page cover letter outlining why you chose this specific post-secondary program, your goals after graduation, and why you should be awarded the bursary
6. Proof of Lac La Biche County residency

Signature of applicant

Date of Application

