



COUNCIL POLICY STATEMENT

Category: Council

Title: Post Secondary Scholarships

Adopted: **August 15, 2023 Motion # 23-19-05**

Revised:

Policy:

Council wishes to support applicants pursuing postsecondary education in trades and apprenticeship fields, college, and university. This policy seeks to provide financial assistance for individuals as they make meaningful contributions to the community.

1. Definitions

- 1.1 Degree Program means an integrated course of study leading to an academic degree.
- 1.2 Town of Norman Wells means the Municipal Corporation of the Town of Norman Wells.
- 1.3 Resident means an applicant who resides in Norman Wells.
- 1.4 Trade-Diploma Program means a program of study that leads to the granting of a diploma, certificate, or involves a trade or apprenticeship program.

2. Policy Statement

- 2.1 Town of Norman Wells Council will budget funds to assist residents in their pursuit of higher education.
- 2.2 Applicants may apply for a scholarship each year they are enrolled in a Diploma or Degree program.
- 2.3 The deadline for applications shall be the 31st of August annually.
- 2.4 If a successful applicant decides not to attend a post-secondary institution after being awarded the scholarship:
 - a. The funds will be returned to the Town of Norman Wells from the applicant.
 - b. Administration will attempt to award the scholarship to the next successful applicant and
 - c. Advise council of the matter

3. Trade Diploma Program Scholarship

3.1 Norman Wells Council shall dedicate up to \$10,000 in the annual operating budget for the diploma programs.

3.2 Applicants enrolled in a Diploma Program are eligible for up to a \$3,000 scholarship.

4. Degree Program Scholarship

4.1 Norman Wells Council shall dedicate up to \$10,000 in the annual operating budget for the degree program scholarships.

4.2 Applicants enrolled in a Degree Program are eligible for up to a \$3,000 scholarship.

5. Applicant Responsibilities

5.1 Applicants must ensure that their application is complete and submitted to the Town of Norman Wells prior to the application dated.

5.2 In the application, the applicants shall outline how they meet the following criteria;

- a. Norman Wells Resident.
- b. Financial need.
- c. Participation in a work experience program or other work placement program (Diploma Program only).
- d. Academic achievement.
- e. Submit a non family character reference.
- f. Professional goals.
- g. Accomplishments.
- h. Community involvement.

5.3 Successful applicants must provide proof of enrolment, student ID number, name of academic institution, program of study, and receipt of tuition.

6. Council Responsibilities

6.1 Council will annually approve the Norman Wells Postsecondary Scholarship recipients based on administration's recommendations.

7. Administration Responsibilities

7.1 Administration will establish a matrix to effectively evaluate scholarship applications.

7.2 Administration will annually accept and prepare scholarship applications.

7.3 Administration shall present the applications to Council for final approval.

7.4 Administration will notify all applicants of Council's decision.

7.5 Upon satisfying the requirements listed within Section 5, Administration will send the scholarship directly to the successful applicant.