



Context

Students making the transition from Secondary School to a Post-Secondary placement face increasing costs. While some students may rely on family resources to assist them, many students cannot attend due to significant financial barriers.

Policy Statement

The Board believes that every student should be offered an opportunity to attend a post-secondary institution should they desire to do so. The Board will set aside an amount for a bursary for Ballenas (BSS), a bursary for Kwalikum (KSS) and a bursary for Alternate Programs (PASS, CEAP, False Bay) annually during the budget process.

Guidelines

1. Students must be in their graduation year from a school within the Qualicum School District.
2. Students must be entering an accredited post-secondary institution within 18 months of the award date.
3. Students will NOT be advised of their selection until the Graduation ceremony.

References

- [Administrative Procedures to Board Policy 709: Board of Education Bursary](#)

Dates of Adoption/Amendments:

Adopted: 2022.09.13

Amended: 2026.01.27



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 709

BOARD OF EDUCATION BURSARY

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Purpose

These Administrative Procedures are written in support of Board Policy 709: *Board of Education Bursary*.

Graduating students will be informed of the Board of Education Bursary opportunity as a part of their school's scholarship process. Policy guidelines will be used to determine the criteria for application and selection as outlined below.

During budget deliberations, the Board will establish the amount of the bursary.

School counsellors and/or scholarship committees will assess the applications and provide up to three candidates for the interview process. School counsellors and/or scholarship committees may choose to provide a letter of introduction for the candidates selected.

The Board will establish an interview team composed of:

1. Two School Trustees
2. The Director of Instruction, who will facilitate and organize the interview process
3. A member of the management team
4. A representative of the Qualicum District Principals and Vice-Principals' Association.

Candidates will be considered by a combination of the following:

1. Evidence of economic need that would seriously impede entering post-secondary.
2. Successful work and or volunteer experience.
3. Evidence of contribution to their school.
4. Evidence of contribution to the community or family.
5. Acceptable academic standing that indicates post-secondary success.

At the Interview

1. Students will summarize their educational plans.
2. Each member of the interview team will ask a (previously selected) question.
3. Students will be given an opportunity to ask any questions or summarize their reasons for applying for this award at the end of the interview.

After the Interview

1. Members of the interview team will discuss the applications and interviews
2. The two School Trustees will make decisions regarding students to be awarded the bursary.
3. The Director of Instruction will share this information with the Executive Assistant so that the information goes forward to an In Camera meeting of the Board.
4. All documents will be returned to the Director of Instruction to be disposed of.
5. The Director of Instruction will advise School Counsellors/Scholarship Committees of the Board's choices.



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At the Graduation Ceremonies

1. The Board will determine the Trustee who will present the award to the student
2. Clear instructions for accessing the award will be given to the student.
 - a. The student will send their proof of enrollment including their post-secondary student number to district staff.
 - b. Staff will transfer the funds to the student's account at the post-secondary where they are registered.

References:

- [Board Policy 709: Board of Education Bursary](#)

Dates of Adoption/Amendments:

Adopted: 2004.12.14: 2005.03.08: 2018.02.27: 2018.04.24

Amended: 2022.09.13: **2026.01.27**