



LAC LA BICHE COUNTY PROCEDURE

TITLE: AGRICULTURAL SERVICE BOARD BURSARY

PROCEDURE NO: PI-62-002

SPECIAL NOTES/CROSS REFERENCE: POLICY PI-62-002

AMENDMENT 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.
2. Applications will be reviewed at the October Agricultural Service Board meeting.
3. Applicant must be attending an accredited post-secondary institution in an agricultural or related field.
4. Applicant or parent(s)/guardian(s) of applicant must be ratepayers and residents of Lac La Biche County.
5. Applicant must provide proof of enrollment prior to the bursary being awarded.
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.
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 on two (2) equal payments of \$500.00.
11. Applications are to be made in writing in letter form with attachments, signed by the applicant. Information to be included as follows:
 - i. Contact information including name, address and phone number
 - ii. Completion date of high school
 - iii. Institution attending

- iv. Program enrolled in and faculty
 - v. Length of program including commencement and completion dates
 - vi. Legal land location of parent(s)/guardian(s) home
 - vii. List of community involvement
 - viii. High School Transcript of Achievement or previous years post-secondary transcript if one or more years of post-secondary has been completed
 - ix. Statement of future career goals after post-secondary
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.

“Original Signed”
Chief Administrative Officer

March 2, 2015
Date