



**MCMURRAY METIS
(MNA LOCAL 1935)**

**BURSARY
POLICIES, PROCEDURES AND GUIDELINES**

Revised: June 26, 2023

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1.0 DEFINITIONS

1. **Academic Year** – the academic year normally refers to two semesters with an approximate duration of eight (8) months
2. **Approved Post-Secondary Institution** – a public post-secondary institution that offers diploma and degree programs.
3. **McMurray Metis Member** – a person whose has submitted all required documentation and has been approved
4. **Compassionate Reasons** – reasons pertaining to the death, incapacitating illness or serious accident of an immediate family member and approved at the discretion of the Bursary Committee
5. **Fraud** - any act, expression, omission, or concealment calculated to deceive the McMurray Metis to its disadvantage and carried out for the purpose of achieving personal gain
6. **Full-Time Student** – a student, who in each semester of the first year of a degree or diploma program, takes a minimum of three (3) courses and in the second and subsequent years takes a minimum of three (3) or more courses per semester

Exception: Where the student is in his/her last year of study and the course curriculum requires only three (3) courses per semester to graduate at the end of that academic year, this student *may* be deemed as a full-time student.

7. **Part-Time Student** – a student who takes less than three (3) courses in each semester.
8. **Continuing Student** – a student who has been successful in previous McMurray Metis bursary application and is continuing with studies in their program.
9. **Trade School Student** – a student who is enrolled fulltime in a technical/vocational school at a postsecondary institution designed for trade training, apprentice education for a specific skilled career.
10. **Medical Reasons**– refers to a serious illness or injury in which the student will be absent from classes for more than one week. The student is required to provide the Bursary Committee with a note or certificate from the doctor or medical institution that provides details of the illness or reason for absence from classes. Failure to do so may result in the student being required to reimburse the McMurray Metis for all educational funds that have been provided to the student in the semester during which the absence took place
11. **Post-Secondary Education** – a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a pre-requisite
12. **Program of Studies** – includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma, or degree. Programs (i.e., Pre-Law) less than one academic year which are pre-requisites to post-secondary programs of at least one academic year in duration are included.
13. **Metis** – means a person who self-identifies as a Metis, is distinct from other aboriginal peoples, is of historic Metis Nation ancestry, and is accepted by the Metis Nation of Alberta.
14. **Confidentiality** – The obligation of strict confidentiality is incumbent on both the recipient and the bursary committee.

2.0 INTRODUCTION

The objective of the Bursary Program is to provide financial support to McMurray Metis students to gain access to post-secondary education and to graduate with the skills and competencies needed to pursue individual careers and to contribute to the advancement of Metis self-governance and economic self-reliance.

The McMurray Metis has adopted this policy and mandate the Bursary Committee to follow the guidelines and procedures as written to ensure fair and objective decisions for all students.

This policy is effective June 26, 2023 and is subject to amendment from time to time based on changes to the post-secondary system and the needs of students. Bursary awards are not intended to cover the full cost of school for any applicant.

3.0 ELIGIBILITY

To be eligible for support under the Bursary Program the Applicant:

- a) Must be a member of the Métis Nation of Alberta (MNA) – photocopy of card required
- b) Must be active members in good standing with the McMurray Métis Local 1935 – photocopy of McMurray Métis Local 1935 membership card required.
- c) Must have met accredited Post-Secondary Institution entrance requirements and provide Proof of Enrollment.
- d) Must be enrolled in full time post-secondary educational programs, and with a course load of three or more academic subjects or enrolled in an apprenticeship program.
- e) Must supply most recent high school or post-secondary transcripts. Copies of previous semester course marks are necessary. Transcripts must show passing grades.
- f) Must include two current (within last 2 years) letters of reference – one ***must*** be from an Indigenous person in ***your community***. (Do not use family members for reference purposes)
- g) Must complete application in its entirety.
- h) Successful applicants must complete their volunteer commitments within 6 months of receiving award. It is the responsibility of the bursary recipient to contact the McMurray Métis volunteer coordinator at 780-743-2659 to schedule your volunteer time within the 6 month period.

4.0 APPLICATION

a. Application Process

Complete the online "Bursary Application". The package includes the Education Funding Policy and a set of forms (refer to Appendix A) that must be **completed** and **returned** to the Bursary Committee.. **Applications will only be reviewed when received via email to bursarycommittee@mcmurraymetis.org. Incomplete applications without all required supporting documentation will not be processed.**

Only successful applicants will be contacted.

Students are responsible for reading and understanding the terms set out in this policy manual. ***Where clarification is needed, it is the student's responsibility to contact the Bursary Committee for a further detailed explanation.***

b. Application of New Students

New students must submit:

- completed application forms
- all necessary supporting documents:
 - i. Statement of intent
 - ii. Letter of acceptance from approved post-secondary institution
 - iii. Copy of your Metis Nation of Alberta card
 - iv. Copy of your McMurray Metis 1935 card
 - v. Official transcript
 - vi. Must include two current (within last 2 years) letters of reference – one must be from an Indigenous person in your community. (Do not use family members for reference purposes)

c. Application of Continuing Students

To retain eligibility status, continuing students must **reapply** each year by providing the following documents:

- completed application forms
- all necessary supporting documents:
 - i. Letter of acceptance from approved post-secondary institution
 - vii. Official transcript
 - viii. Must include two current (within last 2 years) letters of reference – one must be from an Indigenous person in your community. (Do not use family members for reference purposes)

d. Annual Application Deadline:

<u>Semester Start Date</u>	<u>Application Deadline</u>
Full-Time Students Fall - September	August 31
Winter - January	December 31
Part-Time Students	Based on Enrollment Date (Application must be submitted 2 Weeks prior to course start date)
Annual Trade Application	Based on Enrollment Date (Application must be submitted 2 Weeks prior to course start date)

All students must reapply each year prior to the application deadline date.

5.0 TYPES OF STUDENTS

- a. **Full-Time Student** To qualify for full-time status, the student must be registered in a minimum of three (3) courses or nine (9) credits per semester. (Bursary amount is \$1500 per semester.)
- b. **Part-Time Student** To qualify for part-time status, the student must be registered in less than three (3) courses per semester. (Course reimbursement based on proof of successful completion along with course receipts to a maximum of \$1000.00 per annum).
- c. **Trade School Student** A student who is enrolled fulltime in a technical/vocational school at a postsecondary institution designed for trade training, apprentice education for a specific career. (Bursary amount is \$1500 per year.)

6.0 CONSEQUENCES OF WITHDRAWAL

It is the students' responsibility to give written notice to the post secondary institution and the McMurray Metis of their withdrawal from school.

If the withdrawal is deemed to be for medical or compassionate reasons, the Bursary Committee will allow the student to reapply the following semester.

If the withdrawal is without a medical or compassionate reason, students must provide a transcript showing a successful semester after their withdrawal to be considered for further funding.

If the student withdraws and there is no medical or compassionate reason, he/she may be suspended indefinitely from future educational support.

7.0 FRAUD

If a student is suspected of committing fraud against the McMurray Metis, all future funding will be suspended until the student can provide evidence to the contrary.

If a student is found to have committed a fraudulent act against the McMurray Metis, all assistance provided to the student will be terminated. The student will be ineligible to reapply for two academic years following the year in which the fraudulent activity occurred, provided all money owed to the McMurray Metis has been recovered.

8.0 APPENDICES

APPENDIX A

APPLICATION FORMS

- i. Bursary Application**
- ii. Student Funding Responsibilities Contract**
- iii. Electronic Transfer Information Form**
- iv. Notice of Address Change Form**
- v. Bursary Tax Implications & Responsibilities**
- vi. Information and Photo Release Form**

MCMURRAY METIS

BURSARY PROGRAM

BURSARY TAX IMPLICATIONS & RESPONSIBILITIES

McMurray Metis will report bursary amounts received by successful recipients so that individual on a T4A slip on the last day of February of the calendar year following the calendar year in which the bursary amount is issued.

The individual will be responsible for paying any applicable income tax that may arise.

Students who are successful Bursary recipients, through the McMurray Métis Bursary Fund, are required to provide their Social Insurance Number for the purpose of having their T4A issued correctly and on time, prior to receiving their Bursary award. The Bursary will be issued once the student contacts the McMurray Métis Finance Manager at 780-743-2659 with this information.