

POLICY	
Policy Number: CORP2023-001	Date Approved: June 6, 2023
Department: Corporate	Date Reviewed:
Student Bursary Policy	

1. Policy Statement

The Town of Kirkland Lake supports higher education. A formal education provides people with the opportunity to grow, personally, professionally, and socially. Education inspires students to pursue leadership roles and positively impact those around them. The Town of Kirkland Lake encourages students to pursue academic excellence, involvement in athletics, arts and culture, as well as commitment to local community contributions and school leadership. The Town of Kirkland Lake is committed to providing financial assistance to deserving and qualified graduating high school students within the community who are entering a college or university program with the intention of having a career in municipal government/public service.

2. Purpose

The Student Bursary Policy provides guidance for The Corporation of The Town of Kirkland Lake in providing financial assistance to deserving, eligible, and graduating grade 12 students from École secondaire catholique l'Envolee du Nord (ESCEN) and Kirkland Lake District Composite School (KLDCS), who are registered for college or university.

3. Scope

This policy applies to all graduating secondary school students from École secondaire catholique l'Envolee du Nord and Kirkland Lake District Composite School, continuing with post secondary education with career aspirations in municipal government/public service. To be eligible, students must meet the criteria set by Council within the policy.

4. Definitions

- 4.1. "Town" being The Corporation of The Town of Kirkland Lake. May also be referred to as Town of Kirkland Lake, TKL, or municipality.
- 4.2. "Recipient" being the individual selected for the Town of Kirkland Lake Student Bursary.

- 4.3. 'Proof of Registration/Enrolment" being documentation from a University/ College confirming enrolment in a full-time post secondary program.
- 4.4. "Municipal Elected Officials" being the Mayor and Councillors elected as the Town's Municipal Council. May also be referred to as a Municipal Official, Town Council, Council, or TKL Council.
- 4.5. "Town Administration/Staff" being employees of The Town of Kirkland Lake. May also be referred to as a Municipal Official.
- 4.6. "Immediate Family of Town Administration/Staff or Council" being children or grandchildren.

5. Policy & Procedures

The Town of Kirkland Lake Student Bursary is an award valued at \$1,000.00 which is to be distributed evenly on an annually basis to two (2) graduating students: \$500.00 to one student from ESCEN and \$500.00 to one (1) student from KLDCS. An alternative recipient will be chosen for each school should the main recipient decide not to proceed with post-secondary education. However, if there is only one (1) suitable recipient in any given year, the total award of \$1,000.00 will be given to that recipient.

5.1 A Recipient must meet the following criteria:

- a) The student must be graduating from Grade 12 and must provide proof of registration/enrolment to a college, university, or other post-secondary institution in a full-time program that is a minimum of two (2) years in length in the Fall of the current year.
- b) The student must have demonstrated a passion for community leadership/involvement. In other words, there must be a demonstrated interest in, and contribution to, the community of Kirkland Lake through active participation in extracurricular activities at their school and/or in community organizations.
- c) The student must complete the Town's Application Form and submit accompanying documentation to the appropriate party.
- d) The recipient must claim the Bursary within the first year of post-secondary studies. Proof of full-time registration/enrolment at a college or university must be submitted before receiving the Bursary.
- e) The bursary funds will be allocated in the Mayor and Councillors' portions of the Town's annual Operating Budget.
- f) A student's financial need may be a consideration during the selection process.

- g) Municipal Elected Officials cannot participate in evaluating/judging applications for the Town's Student Bursary Program, save and except in their employed capacity as educators.
- h) Children and grandchildren of Town Administration/Staff are not eligible to participate in the Town's Student Bursary Program.

6. **Summary**

The Town of Kirkland Lake Student Bursary Program supports graduating students entering post secondary education with the intention of having a fulfilling career in municipal government/public service.



Personal Information	
Name:	
Telephone:	Email:
Address:	City/Town:
Province:	Postal Code:

Academic Information	
High School Attended:	From year _____ to year _____

Post Secondary Academic Intentions			
Name of college/university:			
Name of program:			
Number of years to completion:			
Bursaries applied for:			
	Name	Amount	Successful (Yes/No/TBD)
1.			
2.			
3.			
4.			
I have attached a copy of the letter of acceptance from my post secondary education. <i>(Please do not include proof of enrolment with your application. You will be asked for proof of enrolment if you are the successful recipient of the bursary.)</i>			

Essay
<p>In an essay (maximum 1200 words), indicate why you are the ideal candidate for the Town of Kirkland Lake Student Bursary.</p> <p>This essay provides you with the opportunity to describe your education and career goals, past accomplishments, school, and community (Kirkland Lake) related activities, academic accomplishments, etc.</p>

Application Submission

Please submit completed applications to your school's scholarship/bursary committee and/or student services representative.

Application's Declaration

I hereby declare that the information I have provided in this application is correct and can be verified upon request. I give The Town of Kirkland Lake permission to publish my name and photo in local media and on the Town of Kirkland Lake official website and social media streams if I am the successful recipient of the Town of Kirkland Lake Student Bursary.

Signature of Applicant

Date

Personal information on this form is collected under the authority of Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used for the consideration of recipients of the Town of Kirkland Lake Student Bursary Program.

Questions about this collection of personal information should be directed to the Municipal Clerk, 3 Kirkland Street West, Kirkland Lake, ON P2N 3P4, clerk@tkl.ca, or by telephone at 705-567-9361 ext. 238 during regular business hours.