

ROYAL CANADIAN LEGION BRANCH #291, OKOTOKS

BURSARY APPLICATION GUIDELINES

Applicants are advised to read and understand all the instructions and guidelines contained on these pages. Failure to follow them could result in the application being rejected.

A TOTAL OF Four (4) BURSARIES MAY BE AWARDED.

THE PURPOSE OF THE BURSARIES:

To support students enrolled in, pre-registered at and accepted by a recognized Post-Secondary Institution in a Professional, Technological, Trade or other approved programmes that will start no later than one academic year following graduation.

ELIGIBILITY FOR BURSARIES:

BECAUSE THE FUNDS FOR THESE AWARDS ARE DRAWN FROM RESTRICTED "TRUST FUNDS", THE BURSARIES ARE AVAILABLE ONLY TO THE CHILDREN, GRAND-CHILDREN AND GREAT-GRANDCHILDREN OF THOSE WHO ARE SERVING OR HAVE SERVED IN THE CANADIAN ARMED FORCES, OR ARE/WERE VETERANS OF CERTAIN MERCHANT NAVY OPERATIONS OR THE FORCES OF COMMONWEALTH AND OTHER ALLIED COUNTRIES.

IF ALL OPTIONS AND COMBINATIONS OF APPLICATIONS ARE RECEIVED, THEN THE AVAILABILITY OF THE FOUR BURSARIES WILL BE AS FOLLOWS:

A total of FOUR (4) bursaries may be available to students from the two high schools in the area serviced by the Okotoks branch #291. Providing that we receive qualifying applications then, typically, two will be awarded at each school

THE VALUE OF EACH BURSARY WILL BE ANNOUNCED ANNUALLY BUT WILL RANGE FROM A MINIMUM OF \$500 TO A MAXIMUM OF \$1000.

THE RECIPIENT MUST BE A GRADUATING STUDENT FROM ONE OF:

- Foothills Composite High School and Alberta High School of Fine Arts, Okotoks.
- Holy Trinity Academy, Okotoks.
- A Public or Separate High School other than the above (In this situation, the student MUST reside within the area serviced by the Okotoks Branch #291).

FOLLOWING THE ESTABLISHMENT OF ACCEPTABLE AND DOCUMENTED FAMILY MILITARY BACKGROUND, SELECTION CRITERIA WILL INCLUDE:

- Identifiable need
- Academic Achievement
- Extra- Curricular involvement

- Involvement in the Greater Community
- Related Work Experience.

SELECTION PROCESS:

- Except in the case of students living in the area and attending other High Schools, applicants must complete and submit the appropriate Royal Canadian Legion Bursary Application Form and other supporting materials to the school authority by May 20th.
- Students living in the area but attending a Public or Separate School other than those listed should send their application directly to the Okotoks Legion (attention: Bursary Committee) by May 20th.
- A committee of the Okotoks Branch of the Royal Canadian Legion and where necessary in consultation with school authorities, will make the final selections.
- Successful applicants will be notified by mail and will be expected to attend a General Meeting of the branch for initial recognition and photographs. Where it is possible to present the award at an appropriate school ceremony, arrangements will be made with school authorities.
- Those candidates whose applications are not approved by the committee, will also be notified by mail.

THE COMMITTEE WILL GIVE EVERY CONSIDERATION TO EACH FULLY COMPLETED APPLICATION; HOWEVER, FAILURE TO INCLUDE ALL THE REQUIRED INFORMATION OR TO FOLLOW ALL THE GUIDELINES WILL RESULT IN AUTOMATIC REJECTION OF THE ENTIRE APPLICATION.

IF IT IS NOT INCLUDED WITH THE APPLICATION, THEN PROVISION OF DOCUMENTED EVIDENCE OF PAST MILITARY CONNECTIONS WILL BE REQUIRED BEFORE THE BURSARIES ARE FINALLY APPROVED.

THE DECISIONS OF THE COMMITTEE ARE FINAL IN EVERY RESPECT AND SUBSEQUENT TO THEM WE CANNOT ENTER INTO DISCUSSION OR CORRESPONDENCE ON ANY ASPECT OF THE AWARDS.

THESE GUIDELINES ARE FOR THE INFORMATION OF APPLICANTS. THEY ARE NOT A PART OF THE APPLICATION FORM ITSELF AND SHOULD NOT BE RETURNED WITH IT.

PAYMENT OF THE BURSARY:

- These Bursaries are provided from Trust Funds to recognize successful completion of one year of Post-Secondary studies. Therefore upon receipt of proof, the entire amount will be paid directly to the student.