



Bursary Program Guidelines

Introduction

- The Halton Children's Aid Society's (Halton CAS) Bursary Program is intended to provide key financial support to youth currently or previously in extended society care or on a Voluntary Youth Service Agreement (VYSA).

Eligibility

- Applications for the program will be accepted from anyone who:
 - is currently on a VYSA, or
 - is currently in extended society care with Halton CAS, or
 - was on a VYSA or in extended society care **AND** is 28 years of age or younger when they make their first application for support to the Halton CAS Bursary Committee.
- Youth who have been legally adopted or are on adoption probation **do not** qualify unless in extenuating circumstances (where parents can prove financial need).
- The Bursary Committee will support applications for eligible youth up to a lifetime maximum of \$20,000 per youth.

Funding Availability

- Where possible, the Bursary Committee will support the full year of the program for which the youth requires financial support. Youth are encouraged to spread out their requests for funding, to the \$20,000 maximum, over the life of their program, which is expected to be from three to five years.
- Youth will need to apply for funding annually and must understand that while every effort will be made to provide support, there is never a guarantee. Funds are dependent on the previous year's donations to Halton CAS from the Children's Aid Foundation of Halton.
- The Bursary Committee will award 80% of available funds to youth who apply before the May deadline (second Friday in May) and will have another application deadline in September for the remaining funds. Any un-awarded funds will be held for future years.
- Youth are required to apply for Ontario Student Assistant Program (OSAP) funding, where available, and at least one other scholarship, bursary or additional financial support, external to Halton CAS, and provide details of this with their application.
- If the youth plans to enter a course that is not supported by OSAP or another bursary or scholarship program, i.e. vocational apprenticeship, evidence they have given consideration to alternative ways of supporting themselves financially through their program will be requested.

Applications and Awards

- For the first round of bursary awards, youth will be required to apply for bursaries via email to their worker or, where no worker is assigned, to the Educational Coordinator. Applications will be accepted in the required format from February 1st of the previous academic year until no later than the second Friday in May. The Bursary Committee will meet the last week of May to decide on awards. All youth will be notified of their allocation by the end of May.
- For the second round of awards, the youth is required to submit applications by August 31st. The Bursary Committee will meet the second Friday in September and will notify youth of their allocation by the end of September.
- The application process will require a detailed breakdown, including textbook lists, equipment requirements, etc., of the necessary costs associated with attending school and whether these will be required up-front at the start of school (as with books and parking passes) or on a monthly or ongoing basis (as in rent expenses or other living allowances). Ongoing payments will be made on or as close to the 15th of every month.
- Youth receiving Continued Care and Support for Youth (CCSY) payments will have this amount considered as part of their request and be encouraged to use these funds to meet the cost-of-living expenses, while available.
- Youth with Registered Education Savings Program (RESP) accounts will be required to assist Halton CAS to access these funds by providing the necessary documentation.

Commitments of Recipients

- Before funding is released, youth must sign a *Commitments* form that outlines the following.
 - To let Halton CAS know as soon as they plan to drop out of their course and to assist with the refund and return of any unused funds. If the Halton CAS **is not** informed of a youth's desire to drop out, the responsibility for ongoing payments will not be taken on by Halton CAS and the youth forfeits their right to return to the Bursary Committee for further support.
 - To make a reasonable effort, that does not jeopardize their education, to identify other sources of income for the remaining years of their degree/course.
 - If asked, to provide, a short, half-page written report letting the Bursary Committee know whether they passed the year of education for which financial support was provided and an outline of how their year has gone.