

# Administrative Procedure 431

## Human Resources

---

### **BURSARY – CERTIFICATED STAFF**

#### **BACKGROUND**

In its desire to increase the number of qualified teachers on its staff, to stimulate the lifelong professional growth of teachers, and to support, enhance and develop gifted education programming at Westmount Charter School while meeting emerging needs in specific areas of special education, the board will make available a Ph.D./Ed.D. bursary.

The recipient of a bursary will be expected to perform teaching and/or administrative services following the completion of the training for which the bursary was granted as follows:

Teachers – two years' service

Administrators – two years' service

#### **PROCEDURES**

##### 1. Application Process

- 1.1 The applicant will submit the completed Westmount Charter School Ph.D./Ed.D. Bursary Application Form, including all required supporting documents to the human resources manager by the annual deadline as noted on the application.
- 1.2 The applicant will hold an Alberta permanent professional teaching certificate and have completed at least five (5) years of continuous teaching in the K-12 education system in Alberta.
- 1.3 A maximum of one applicant will be approved per school year.
- 1.4 The applicant will meet with the selection committee for an interview to determine suitability for the bursary program.
- 1.5 The selection committee will advise the applicant of the decision in writing no later than June 30th.

##### 2. Selection Committee

- 2.1 A program with a maximum duration of three years for which the bursary is to be paid shall be authorized by the selection committee.
- 2.2 The selection committee will have representation from the superintendent, the human resources manager, the applicant's principal as an advocate, and ideally a charter board member. In the absence of a charter board member either the principal of the alternate campus or the secretary-treasurer will be required to attend.

##### 3. Bursary Funding

- 3.1 The bursary will be funded to a maximum of \$6,000 per year, for no more than a total of three (3) years.
- 3.2 Payment will be provided annually up to a maximum of \$6,000 upon submission of official receipts and other required documentation.

4. Non-Completion of Course

If a teacher to whom a bursary has been paid fails to complete, to the satisfaction of the superintendent, within the time allotted for which the bursary was granted, the full amount of the bursary shall become a loan repayable to Westmount Charter School.

- 4.1 The money shall become a loan on September 30 of the year in which the course, program or activity should have been completed.
- 4.2 Repayment of the loan shall be made in a lump sum or in monthly instalments, but in all cases both the principal and the interest of the loan shall be paid in full within a period of one year if the total value of the loan is \$1,000 or less, or within a period of two years if the value of the loan exceeds \$1,000.
- 4.3 Beginning at the date on which the bursary becomes a loan, interest shall be charged on the unpaid balance of the loan at the prescribed Canada Revenue Agency interest rates.
- 4.4 The board accepts no responsibility whatsoever for any taxes or other deductions paid on the amount of the bursary, whether or not it becomes a loan under the provisions outlined above.

5. Resignation Before Term of Service Completed

If a teacher resigns from the board at any time before the term of service required in connection with a bursary has been completed, a percentage of the total value of the bursary, equal to the percentage of time remaining in the term of service, shall become a loan payable to the board.

- 5.1 The percentage of the bursary shall become a loan on the day that the resignation becomes effective and repayment shall begin immediately.
- 5.2 The loan is subject to the conditions described under section 4 above.

6. Leave of Absence Before Term of Service Completed

If a teacher is granted a leave of absence or an extension of leave of absence at any time before the term of service required in connection with the bursary has been completed, the bursary does not become a loan unless:

- 6.1 The teacher resigns during the term of the leave; or
- 6.2 The teacher does not resume service with the board at the end of the leave period.

In the event of either 6(1) or 6(2) occurring, the procedures under section 5 above shall apply and the bursary becomes a loan on the date of resignation, or on the date when return to service should have begun, whichever is the earlier date.

**Date of Adoption:** June 18, 2014  
**Date of Revision:**  
**Due for Review:** June 18, 2017

# Westmount Charter School Ph.D./Ed.D. Bursary Application Form

The Bursary is offered to a staff member entering, or in their first year of full-time study, as defined by the institution, in a doctoral program in education at a recognized Alberta accredited university.

## Information for Applicants

Before applying for a bursary, check the criteria for eligibility below to ensure that you:

- Hold a permanent professional Alberta teaching certificate and have completed at least 5 years of successful continuous teaching in the K-12 education system in Alberta;
- Are entering or in your first year of full-time study (as defined by the institution) in a doctoral program in education at a recognized Alberta university;
- Intend to continue in a career in education in the K-12 education system in Alberta;
- Have not received a Westmount bursary in the past.

Fill out the following form in full. Faxed or emailed applications will not be accepted.

Obtain all required documentation as specified at the end of this form. Applications that are submitted without the required documentation will not be accepted. **ONLY THE APPLICATION FORM AND PROOF OF REGISTRATION WILL BE SUBMITTED TO THE BURSARY COMMITTEE.**

Mail or deliver the completed form, along with all required documentation, to the following address:  
Bursary Committee, Attention Maria Bernardin, Human Resources Manager, Westmount Charter School,  
728 – 32 Street NW, Calgary, Alberta, T2N 2V9.

To be considered, applications must be received by January 31<sup>st</sup> in the year the applicant intends to commence the program.

## Applicant's Personal Information

### Contact Information

Last Name		Given Names		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	YR/M/D _ _ _ _	
Street Address				
City/Province		Postal Code		
Business Phone #		Residence Phone #		
Business Email		Residence Email		

**Employment History - Certificate and School section TO BE COMPLETED BY THE EMPLOYER**

Teaching Certificate Status and Type (Interim or Permanent Professional)	Certificate Number
--	--------------------

School Name			
-------------	--	--	--

Address			
---------	--	--	--

City/Province			Postal Code	
---------------	--	--	-------------	--

**Employment History**

Total Years of Teaching Experience	at Westmount Charter School _____	Years in Alberta	Other school boards in Alberta _____
------------------------------------	-----------------------------------	------------------	--------------------------------------

Employment Status	Active <input type="checkbox"/>	On Leave <input type="checkbox"/>	Substitute <input type="checkbox"/>
-------------------	---------------------------------	-----------------------------------	-------------------------------------

**Educational Pursuits**

**Previous Educational History**

Name and Location of Postsecondary (List in chronological order)	Period of Attendance		Degree(s)/Diplomas	Date Completed
	From	To		
	(Year, Month)			

**Teaching Experience ( if less than five (5) years at Westmount Charter School)**

School Name (List in chronological order by date)	School Address	Grade Levels Taught or Supervised	Period Taught	
			From	To
			(Year, Month)	

<b>Institution of Attendance</b>			
Name of Institution			
Location			
Field of Study/Degree:			
	From _ _ _		To _ _ _
Period of Study	YR/M/D		YR/M/D
Anticipated work in education on completion			
<b>Intended Area of Research</b>			
Please provide a brief description (100 words maximum) of the research focus you will be pursuing in your doctoral studies			
<p><b>CONTRIBUTIONS TO EDUCATION – ONLY INFORMATION CONTAINED ON THIS FORM AND PROOF OF REGISTRATION, WILL BE REVIEWED BY THE BURSARY COMMITTEE. DO NOT SUBMIT ADDITIONAL INFORMATION.</b></p>			
List your involvement in professional development activities (eg, presentations, workshops delivered, articles and books written, curriculum development undertaken).			

Describe your involvement with Westmount. Involvement on committees and government level representation.

**Required Documentation**

- In addition to completing this form, applicants must submit the additional documentation specified below for this bursary. Applications submitted without the required documentation will be rejected.
- Statement of principal's support.
- Human Resources to confirm evaluations on file.
- Written proof that you are entering or are in your first year of full-time study (as defined by the institution) in a doctoral program in education at a recognized Alberta accredited university.

**Declarations**

- I certify that the information provided is accurate.
- I intend to continue a career in education in the K-12 education system in Alberta.
- I have attached all required documentation and understand that my application will not be accepted if anything is missing.

Signature

Date

This application must be completed in full and received no later than January 31<sup>st</sup>. The selection committee will advise the applicant of the decision in writing no later than June 30<sup>th</sup>.

Mail or deliver to:  
Ph.D./Ed.D. Bursary Committee  
Attention Maria Bernardin  
Human Resources Manager  
Westmount Charter School  
728 – 32 Street NW  
Calgary, Alberta  
T2N 2V9