

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 Charter 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.

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