

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Bursary Support Program for Central Services Staff

Procedure Type:	Human Resources	Implementation Date:	AUG 31, 2016
Procedure Number:	5.20	Last Revision Date:	MAY 11, 2026
AP Owner:	Service Lead	Last Review Date:	MAY 11, 2026
Legal Reference(s):			

Background

In accordance with the vision, mission and guiding principles of Living Sky School Division, lifelong learning is supported and encouraged for all employees. As a result, the division has developed a Bursary Support Program for Central Services staff. The purpose of the program is to reimburse tuition costs for successful completion of credit classes, non-credit classes, short courses, or required exams taken outside of the work-day.

Scope

The bursary program is open to all Central Services permanent staff, with a total annual budget of \$10,500.

Procedures

1. Applications shall be submitted prior to the commencement of the course by completing the application form available on mySky and submitting it to the supervising Service Lead. Courses taken earlier in the current school year without prior application may also be reviewed for consideration.
2. The Service Lead shall present the application to the Bursary Selection Committee.
3. When making its decisions, the committee may consider factors such as the relationship between the request and the employee's assignment and the number of bursaries the applicant has previously received.
4. The committee shall provide the applicant with written notification of approval or denial of the application.
5. The employee shall submit proof that they have successfully completed each course (transcript, certificate, etc.) to the Service Lead for authorization of payment.

Related

5.20A Bursary Application Form - Central Services Staff (*Internal document*)