

6. FINANCE

6.14 PEA Bursaries

The Awards Committee assesses the applications for PEA scholarships and bursaries and the nominations for the PEA Service Award. The Awards Committee is created annually by Association Executive motions and consists of two executive members and up to three members-at-large, and the Executive Director or their designate. To the extent possible, the Association Executive will ensure that the diversity of union membership is reflected in committee appointments, and that committees include members new to Association activities. No bursary applicant or relative of an applicant shall be eligible to serve on the Awards Committee for the bursary adjudication.

The Association Executive may make up to 10 bursaries of \$500 each available to PEA members subject to the following terms:

A. Eligibility

1. Only PEA members in good standing shall be eligible to apply for PEA bursaries.
2. Applicants must be registered, or in the process of being registered in a part-time post-secondary educational degree or diploma program for an upcoming educational session or other professional development education.

B. Requirements

1. Bursary applicants shall direct applications to the Association's headquarters office, Victoria. Applications shall include a maximum 250-word typed letter setting out the applicant's education and career goals.
2. Deadline for application shall be June 30. Applications must be received in Victoria PEA office on or before June 30. No late applications will be considered.

C. Conditions

1. Bursaries shall be awarded by the Awards Committee, as appointed by the Association Executive.
2. Bursaries may not be awarded by the Awards Committee if an insufficient number of suitable applications are received. Unawarded bursary funds shall revert to the Association's general revenue.

3. Members of the Awards Committee shall review each bursary application and determine which applications meet the eligibility criteria set out in A and B above.
4. Should the number of applications identified in section C.3 exceed the number of bursaries available, bursaries shall be awarded first to those applicants who have not previously received a bursary and solely on the basis of a random draw. Payment of a bursary award shall be subject to proof of completion in a post-secondary education program as contemplated under A.2 in the calendar year that the application is submitted. This proof of completion must be received in the Victoria PEA office within 12 months of notification of the award.
5. The names of successful applicants will be published in *The Professional*.

D. Appeals

1. Provided it is consistent with this policy, a decision of the Awards Committee shall not be subject to appeal. The Association Executive shall hear and conclude any claim that a decision of the Awards Committee is in violation of this policy.

POLICY AMENDED JANUARY 20, 2020