

6.13 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 established 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.

A potential committee member is considered to be in conflict of interest if they are a bursary applicant or relative of an applicant, and shall not be eligible to serve on the Awards Committee for the bursary adjudication.

The Association Executive may make up to 20 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.
3. Bursary applicants shall direct applications to the PEA office care of the Awards Committee. Applications shall include a maximum 250-word personal statement setting out the applicant's education and career goals.
4. Deadline for application shall be May 1. Applications must be received by the PEA office on or before May 1. No late applications will be considered. Applications are limited to one application per year.
5. Members who have applied for a PEA Scholarship are eligible to apply for a PEA Bursary in the same calendar year. Award recipients shall not receive a PEA Scholarship and Bursary in the same calendar year.

B. Conditions

1. Bursaries shall be awarded by the Awards Committee, as appointed by the Association Executive.
2. Bursaries will only be awarded to eligible applicants; that may mean not awarding all bursary monies.
3. Applicants must be members in good standing on the date of the award selection.
4. Members of the Awards Committee shall review each bursary application and determine which applications meet the eligibility criteria set out in Section A above.
5. Should the number of applications identified in Section B.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 PEA office no later than 12 months after the notification of the award.
6. The names of successful applicants will be published in *The Professional*.
7. At the PEA's discretion, statements may be published, promoted or excerpted in *The Professional*, posted on the PEA website for up to one year, or otherwise distributed for the information of PEA members.

C. 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.