

# Community Service Bursary

## Process for Students

### Step 1

Pick up a Community Service Bursary brochure from your guidance counselor or visit [www.studentoan.pe.ca](http://www.studentoan.pe.ca)

### Step 2

Contact a non-profit, charitable, or community organization you are interested in volunteering with.

### Step 3

Complete a Student / Organization Service Agreement with the organization. These forms are available online at [www.studentloan.pe.ca](http://www.studentloan.pe.ca).

This agreement **MUST** be forwarded to Student Financial Services **BEFORE** you accumulate hours toward this program.

### Step 4

Enjoy the time you spend giving back to your community.

## How to Receive Your Bursary

In April of your grade 12 year, the organizations you volunteered with will be sent a spreadsheet containing the names of all students who have registered with the program. Organizations will be asked to submit your hours on this spreadsheet and send back to Student Financial Services by the end of April.

**If you have not submitted your Student / Organization Service Agreement, your name will not appear on this spreadsheet.**

In May, all grade 12 students registered with the program will be sent a letter asking them to confirm the hours we have on file. **If you have not submitted your Student / Organization Service Agreement, you will not receive a letter as you will not appear in our files.**

We will also mail you a student information sheet, which asks for information Student Financial Services requires to award your bursary. **If you do not return the information sheet, your bursary will not be released.**

If you do not plan on pursuing post-secondary studies immediately after graduation, you can put your bursary on hold for one year. Please contact Student Financial Services at 368-4640 to make arrangements to hold your award.

Your Community Service Bursary will be forwarded to your post-secondary institution in November.

**Student Financial Services, Community Service Bursary Program  
16 Fitzroy Street, 3<sup>rd</sup> Floor Sullivan Building  
PO Box 2000, Charlottetown, PE C1A 7N8  
Phone (902) 368-4640 Fax (902) 368-6144**



## Conditions for Students

- ◆ Tuition credits have no cash value to the participants and are non-transferable.
- ◆ T4A slips will be issued for the Community Service Bursary.
- ◆ Credits may be accrued during grades 11 and 12 and up to August 31 in the year of graduation from high school.
- ◆ Participants may accumulate credit from more than one organization and will receive credit for a minimum of 30 hours and a maximum of 100 hours in total.
- ◆ Participants must agree to be monitored in conducting their volunteer work and agree to participate in evaluations of the program.
- ◆ Work must not result in dismissal, lay-off or reduction of work of any current employee or volunteer.
- ◆ The Department of Innovation and Advanced Learning shall not be held liable for any accident or situation that might occur while the student is volunteering for an organization.
- ◆ Tuition credit is applied to the first year's tuition at a post-secondary institution, following graduation from high school.
- ◆ Tuition credit may be banked up to December 31 of the year following the year of high school graduation (maximum of 18 months).
- ◆ Students who do not register at a post-secondary institution within the time frame specified (18 months) will forfeit the tuition credit.
- ◆ Participants who withdraw from classes at the post-secondary institute will not receive any cash back from the credit.
- ◆ If there are excess funds in the student's account after tuition and all mandatory fees have been paid, the excess will be left in the student's account at the university and be made available to the student for other educational expenses; i.e.: costs charged to the student's account for books, meal plans, residence, late library fees, etc.
- ◆ Students can contact Student Financial Services, Department of Innovation and Advanced Learning concerning issues that could impede the success of the program.