Community Service Bursary

Process for Students

Step 1  Contact an organization from the list of organizations registered in the Community Service Bursary Program. A complete list is available online www.studentloan.pe.ca as well as at your high school guidance offices.

Step 2  Complete a Student/Organization Service Agreement with the organization. These forms are available online. This agreement MUST be forwarded to Department of Workforce and Advanced Learning BEFORE you begin your volunteer hours.

You must sign a Student/Organization Service Agreement with every organization that you plan to volunteer with to accumulate hours for your Community Service Bursary.

Step 3  Enjoy the time you spend giving back to your community.

HOW TO RECEIVE YOUR BURSARY

At the end of June of the year of your graduation from a Prince Edward Island High School:

1. Ensure the organizations you volunteered with have submitted your hours to Department of Workforce and Advanced Learning. You are eligible to accumulate hours until June 30th in the year of your graduation from high school. Deadline for submission of volunteer hours is September 30 in the year of the student’s graduation

2. Submit your Student Information Sheet no later than September 30th (available online www.studentloan.pe.ca ). This form is required as it provides us with the post-secondary institution that you will be attending as well as your social insurance number. If this information is not provided we cannot release your bursary. (Your social insurance number is required as you will be issued a T4A slip for this bursary.)

3. If your hours have been submitted (and you have the minimum of 30 hours) and your Student Information sheet has been received by the deadline, in November of the year following your high school graduation, your community service bursary will be forwarded to the post-secondary institution and applied as a credit towards the cost of tuition. Your T4A slip will be mailed to your home address by February 28th in the year following your graduation.

4. If you do not plan on pursuing post-secondary studies immediately after graduation, you can put your bursary on hold for a maximum of one academic year until September 30 of the year following your graduation from high school. Please contact Department of Workforce and Advanced Learning at 368-4640 to make arrangements to hold your award.