

Emergency Financial Need Bursary Procedure

Parkland College is committed to helping students overcome barriers, which includes providing an opportunity for empowerment to learn skills and acquire tools to overcome their own barriers. Therefore, our first responsibility is to help the students help themselves.

However, Parkland College recognizes that unforeseeable financial problems do occur and many Parkland College students are not in a financial or socio-economic place to rely on their own resources to help them through financially difficult times. These short term financial barriers can be detrimental to a student's success.

Guidelines:

1. This fund will be administered through the Emergency Financial Need (EFN) Committee. The committee will be made up of three members including the chair of the Scholarship Committee and two others.
2. Meetings of the EFN committee will be held as needed at short notice, either in person, by phone, or video conference. A minimum of two members can approve a request.
3. Often this fund is accessed in emergent situations that require immediate access to funds. The College recognizes that a critical needs fund payments are time sensitive and will endeavour to use electronic fund transfers/direct deposit as often as possible.

Procedures:

1. The student may complete the Emergency Funding Application online. Or Learner Services may identify a student who is suffering severe financial hardship.
2. Students will be considered for an Emergency Bursary based on the following information and criteria:
 - a. The applicant must be registered in a Parkland College program of at least 5 weeks in length;
 - b. Only one payment per student is permitted;
 - c. The student must demonstrate financial need;
 - d. The student must be a strong candidate to be successful in their program if this financial barrier were removed;
 - e. The financial crisis is not the fault of the student (e.g. job loss caused by COVID-19, delay in student loan processing, sudden change to housing situation, etc.);
 - f. All other avenues of support have been attempted and ruled out (e.g. food bank, shelter, band); and
 - g. The student must speak to a counsellor or coordinator about their financial situation before the application is approved and processed.

3. The EFN committee will speak to the Coordinator and/or counsellor associated with the program in which the student is enrolled to ensure that programming staff is informed of critical needs access and agrees the student is in a good position to be successful. Due to the time sensitive nature of these requests, if the Coordinator or Counsellor is not available the request will not be held up and the information will be provided after the fact.
4. A critical needs request form is submitted online to the EFN Committee for approval.
5. No extraneous bills (e.g. car payments, cable TV, etc.) shall be considered when recommending a dollar amount. Generally, this money should only go towards housing, food, or internet connection to allow participation in classes.
6. We recognize that each situation is different. In most circumstances, students' immediate requirements could be met with a bursary of up to \$500. The EFN committee may, in cases of well-documented dire need, agree to amounts higher than \$500. The President will approve all requests of more than \$500.
7. Once a request has been approved by the EFN Committee, the student may be contacted to provide banking information for financial services, a cheque, direct deposit, or gift card will be issued to the student as soon as possible.
8. These payments result in a T4A being issued to these students.