

## HIGH SCHOOL BURSARY PROGRAM Counsellor Referral Form

The High School Bursary (HSB) program is designed to assist students whose basic needs are not being met either through personal resources or under existing government student aid programs.

### Students Eligible for Assistance from the HSB Program Are:

- Within their **last two semesters** of completing their high school diploma or certificate of achievement
- Under 21 years of age
- Currently living in Calgary and have lived here for at least the past 6 months
- From a low-income household
- Enrolled in a full-time course load

### Student Information

STUDENT'S FIRST & LAST NAME

ADDRESS

POSTAL CODE

PHONE NUMBER

EXPECTED COMPLETION DATE (DIPLOMA/CERTIFICATE REQUIREMENTS – NOT GRADUATION CEREMONY DATE)

SCHOOL ATTENDED LAST YEAR

DATE OF BIRTH

CURRENT # OF CREDITS

RETURNING GR.12 STUDENT?

- YES  
 NO

**SPECIAL COSTS:** (outstanding school fees, equipment costs, etc.).

Please note that we ask students to first apply for a school waiver to assist with outstanding school fees.

For further information, please contact:

**Tre Ostroski (she/her)**

**Grants Manager**

Burns Memorial Fund

T: 587-392-8255 | C: 587-579-5443 | Fax: 403-233-0513

[tre.ostroski@burnsfund.com](mailto:tre.ostroski@burnsfund.com) | [www.burnsfund.com](http://www.burnsfund.com)

## **HIGH SCHOOL BURSARY PROGRAM** **Counsellor Referral Form**

### **Counsellor Referral**

**Please provide comments on the following areas to support the student's referral to the HSB program:**

- **School performance** (including attendance and academic performance)
- **Personal circumstances** (including financial need or other relevant challenges)
- **Any additional factors** that have led you to refer this student to the HSB program

\_\_\_\_\_  
**SCHOOL COUNSELLOR'S NAME**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**EXT. #**

\_\_\_\_\_  
**SCHOOL**

\_\_\_\_\_  
**EMAIL**

\_\_\_\_\_  
**DATE**

Please submit the student's attendance report, application form, and counsellor referral form to the Grants Manager before scheduling an interview.

Thank you for your assistance.