

HIGH SCHOOL BURSARY PROGRAM

Counsellor Referral Form

The High School Bursary (HSB) Program is designed to assist students who are working toward completing their high school diploma or certificate of achievement requirements and whose basic needs are not being met through personal resources or existing government assistance 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 (at least 3 courses/semester)

Please Note:

- Once a student completes all courses required to earn their high school diploma, they are no longer eligible for the High School Bursary (HSB) Program.
- The goal of the HSB Program is high school completion; therefore, we cannot provide funding to students who are upgrading.

Example: If a student completes all diploma requirements during the first semester (by January) but remains enrolled in courses during the second semester, those second-semester courses are considered upgrading. Therefore, the student would be eligible for HSB funding during the first semester, but **not** during the second semester.

Student Information

STUDENT'S FIRST & LAST NAME

ADDRESS

POSTAL CODE

PHONE NUMBER

EXPECTED COMPLETION DATE OF DIPLOMA OR
CERTIFICATE REQUIREMENTS

SCHOOL ATTENDED LAST YEAR

DATE OF BIRTH

CURRENT # OF CREDITS

RETURNING GR. 12 STUDENT?

☐ YES

☐ NO

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 | www.burnsfund.com

Please scan and email the completed application form and all supporting documents to the Grants Manager.

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Please provide comments on the following areas to support the student's application to the HSB Program:

- **School performance** (including attendance and academic performance)
- **Personal circumstances** (including financial need and other relevant challenges impacting their school success)
- **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 ensure the following documents are submitted with the counsellor referral:

- Attendance report
- Detailed Academic Record (DAR)

Once all required documentation has been received, *including the completed application form and required financial documentation*, the Grants Manager will provide a link to schedule the student's interview.

Thank you for your assistance.