The Burns Memorial Police Fund Scholarship

The Burns Memorial Fund manages three separate funds established by a generous bequest made by Senator Patrick Burns: the **Children's Fund** for the benefit of children living in low-income situations; the **Fire Fund** for the benefit of widows and orphans of the members of the Calgary Fire Department; and the **Police Fund** for the benefit of widows and orphans of the members of the Calgary Police Service. In 1975 the mandates of the Police and Fire Funds were expanded to assist with poverty relief of Calgary children and to provide post-secondary educational grants and special needs educational grants for children of firefighters and police officers.

Under the terms of the bequest from Senator Patrick Burns, the Police Fund grants are available only to the children of Calgary police officers. Applications from grandchildren or other family members cannot be considered.

Program Process		
1	**Application Deadline:**	**June 30 annually.** ***You must submit your application before your classes begin.*** Applicants who are unsure which program they will be enrolled in or which institution they will attend should still apply by the deadline, as late applications cannot be considered.
2	**Confirmation of Receipt of Application:**	***You will be notified by email when your application has been received.*** If you do not receive confirmation, **please contact us prior to the deadline date.** Applicants are responsible for ensuring that their application is submitted to the correct email address by the deadline. **Misdirected applications may not be considered.**
3	**Notification of Scholarship Award:**	***You will be notified of your scholarship by email by September 1st.*** If you have not received your award letter by this date, **please contact the program coordinator.** Please follow instructions in your award letter for submission of documentation to receive funds.

Key Information:

- **ALL CORRESPONDENCE RELATING TO THE AWARDING OF THIS SCHOLARSHIP AND THE SCHOLARSHIP AMOUNT WILL BE DIRECTED TO THE APPLICANT (the student, not the parent).**
- You must submit a new application form prior to each academic year.
- Applications can be withdrawn, but late applications cannot be accepted so students are encouraged to apply even if they are uncertain about their plans.
- **Additional school information is required for the release of scholarship funds.** This information will be outlined in the scholarship award letter and is not required at the application stage.

Contact: If you have any questions regarding application guidelines or required information on the application form, **contact the Burns Memorial Fund office prior to the application deadline date** at policefund@burnsfund.com or 403-234-9396, ext. 1.

Additional information is available in our FAQ: https://burnsfund.com/programs/pf-frequently-asked-questions/

The Burns Memorial Police Fund Scholarship

Program Guidelines

The Burns Memorial Fund will assist with post-secondary educational expenses. This program is not intended to replace the primary financial responsibility of the student and/or parents.

Program Eligibility

Any child of a serving, retired or deceased police officer with the City of Calgary Police Service who makes first application prior to their 25th birthday.

Any stepchild of a serving, retired or deceased police officer with the City of Calgary Police Service where the officer can show financial responsibility for a minimum of three years prior to the child's 18th birthday. The officer must reside with the natural parent of the child and continue to act in the role of stepparent.

For the purpose of this program, eligibility criteria for retired members are as follows:

- a former member of the Calgary Police Service who served for at least 20 years in Calgary; and
- those who retired from the Calgary Police Service because of a disability, regardless of years served.

First application must be made prior to the child's 25th birthday. All funding must be completed by age 30.

Application deadline

The deadline to apply is June 30 each year for the following academic year. Applicants who are not sure what they will be taking or what school they will be attending still need to apply by the deadline. No retroactive funding will be awarded. You must re-apply for each academic year you are seeking funding. Example: If your studies begin in September 2027, your application must be submitted by June 30, 2027.

Enrollment and academic achievement

Students must be enrolled full-time in an accredited post-secondary institution. Full-time is considered to be a minimum of three (3) credit-earning courses. If a student is placed on academic probation or fails to successfully complete a significant portion of their coursework, future installments may be withheld until academic requirements have been met.

Funding Details

Students are eligible for a MAXIMUM of $4000 of funding (up to $1000 per academic year) while in full-time attendance at an accredited post-secondary institution. Awards are based on an 8-month academic year for universities or colleges and up to 36 weeks for technical institutes, and paid out over several installments. The maximum award is $1000 per academic year. **You must re-apply for the scholarship each academic year.** Additional details are provided in the award letter. If a student withdraws from their semester of studies, withdraws from individual courses or in any way fails to carry the course load that qualifies them as a full-time student (completion of 3 post-secondary credit earning courses), they are not eligible for funding and any funds issued to an ineligible student must be returned in full to the Burns Memorial Fund.

For questions regarding the program or application,
please contact Hanna Moraru at
policefund@burnsfund.com or 403-234-9396, ext. 1

The Burns Memorial Police Fund Scholarship

APPLICATION FORM

2027-2028 ACADEMIC YEAR

Application must be filled out and signed electronically.

STUDENT (APPLICANT) INFORMATION

STUDENT'S SURNAME	**STUDENT'S GIVEN NAMES**		
STUDENT'S SOCIAL INSURANCE NUMBER (SIN is required for tax reporting purposes)	**PREFERRED PRONOUNS** (e.g.: She/Her, He/Him, They/Them, Etc.)		
STUDENT'S MAILING ADDRESS	**CITY**	**PROVINCE**	**POSTAL CODE**
STUDENT'S EMAIL	**TELEPHONE NUMBER**	**BIRTHDATE (YYYY/MM/DD)**	

POST-SECONDARY INFORMATION

NAME OF POST-SECONDARY INSTITUTION	**PROGRAM/ MAJOR**

SEMESTERS YOU ARE APPLYING FOR
(please select the option below that applies to you):

☐ **FALL 2027 and WINTER 2028** ☐ **FALL 2027 only** ☐ **WINTER 2028 only**

☐ **OTHER** (please provide details and dates of your course below):

HAVE YOU PREVIOUSLY RECEIVED A SCHOLARSHIP FROM THE BURNS MEMORIAL FUND? ☐ **Yes** ☐ **No**	**IF YES, IN WHAT YEARS (2025, 2026, etc.)?**

PARENT (POLICE OFFICER) INFORMATION

PARENT'S SURNAME	**PARENT'S GIVEN NAMES**	
PARENT'S EMAIL	**TELEPHONE NUMBER**	
RANK	**# OF YEARS OF SERVICE**	**BADGE NUMBER**

PARENT'S STATUS AT THE CALGARY POLICE SERVICE: ☐ **SERVING** ☐ **RETIRED** ☐ **DECEASED**

If you checked SERVING or DECEASED, please proceed to the next page.
If you checked RETIRED, please provide additional information below.

Please note that for the purpose of this program eligibility criteria for retired members are as follows (please check all that apply):

☐ **A FORMER MEMBER OF THE CPS WHO SERVED FOR AT LEAST 20 YEARS IN CALGARY;**

☐ **A FORMER MEMBER OF THE CPS WHO RETIRED FROM THE CPS BECAUSE OF A DISABILITY, REGARDLESS OF YEARS SERVED.**

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APPLICATION FORM

2027-2028 ACADEMIC YEAR

DECLARATION
I DECLARE that the information provided above is true, complete, and accurate to the best of my knowledge. I UNDERSTAND and ACKNOWLEDGE that: • Eligibility for this scholarship must be confirmed with the Calgary Police Service, and the signature of the parent authorizes the Burns Memorial Fund to verify the parent's employment status with the Calgary Police Service, as applicable. • All correspondence regarding the awarding and administration of this scholarship, including notification of the scholarship amount and distribution of any applicable T4A tax slip will be directed to the applicant (the student, not the parent). • In the case of a stepparent-child relationship, the police officer confirms that they reside with the child's natural parent and continue to fulfill the role and responsibilities of a stepparent. • By signing this application, both the parent and the student expressly consent to being contacted by the Burns Memorial Fund via email.

E-SIGNATURE OF STUDENT (APPLICANT)	DATE	E-SIGNATURE OF PARENT (POLICE OFFICER)

THE BURNS MEMORIAL FUND FOLLOWS LEGISLATED GUIDELINES FOR PRIVACY

SUBMIT COMPLETED APPLICATION TO: policefund@burnsfund.com