



## EDUCATION BURSARY PROGRAM POLICY

### EFFECTIVE DATE:

June 1, 2015

### POLICY:

#### Eligible Applicants:

Eligible applicants for the bursary will be field employees on the Hour Bank Plan only. The Education Bursary will not be offered to employees on the Office Supervisory Plan.

Eligible applicants must meet the following criteria:

- Must be employed by a Merit member **immediately before** they enter the training program.
- Must **return to work with a Merit member** for a period of at least **150 hours** at the conclusion of the training.
- In the case of lay-off at the conclusion of training (BEFORE the employee has worked the one-month qualifying period), the individual will be granted six months from the last date of the training to either be recalled by the current employer, or find work with another Merit employer. After recall or re-employment, the employee will still be required to work the qualifying 150 hours.
- Must **pass** the apprenticeship training level
- Must be a resident of Saskatchewan

Any decisions regarding eligibility will be at the discretion of the Education Committee.

#### Eligible Training for Bursary Consideration:

Eligible training includes apprenticeship training **only** in the “designated” trades, as defined by the Saskatchewan Apprenticeship and Trade Certification Commission.

Books, locker fees, upgrading fees, association fees, travel, permits, replacement cards, etc. are NOT considered eligible expenses.

Training is not required to take place in Saskatchewan. However, if it takes place outside of Saskatchewan, it must be done at a credentialed institution recognized by the Saskatchewan Apprenticeship and Trade Certification Commission.

**Bursary Limits:**

The bursary will be equal to the total tuition paid per level of apprenticeship training. If the employee is eligible for the employee receives the Sask Advantage Scholarship, the scholarship amount will be deducted from the Education Bursary amount payable.

**Payment Procedure:**

Applicants must apply to the Education Bursary Program within three (3) months after completion of the training. Bursary requests for courses taken up to one (1) year previous to the submission of the application will be considered on an individual or exceptional basis and must be accompanied by a complete and credible explanation as to why the applicant was unable to meet the three (3) month deadline. Bursary applications for training that occurred more than one (1) year prior to the date the application is received will not be considered eligible.

Completed application forms, which are available on the web site, must be mailed, faxed or emailed to the Merit Saskatchewan office. The employee and the employer are BOTH required to sign the application form to verify the information provided is correct.

The application form must be accompanied by

1. A transcript to verify that the applicant did, in fact, pass the level of training for which the Bursary is requested.
2. A receipt for tuition paid must also be included. Applicants will be reimbursed for the amount actually paid for tuition.

Payment of the bursary will not be issued until the training has been completed and the employee has returned to work for the Merit member for at least one month. Please note that the one month qualifying period after returning to work is verified with Mercon Benefit Services. Therefore, processing of the application and payment may take up to 6 weeks.

The bursary will be made payable to either the Merit member company OR the employee, as designated on the application form. Merit Saskatchewan will issue a corresponding T4A to each employee that has received a bursary to ensure compliance to CRA guidelines.