EDUCATION BURSARY PROGRAM POLICY

EFFECTIVE DATE:

November 15, 2025

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 a 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.
- Apprenticeship training must be conducted at a non-union facility. An exception to this requirement may be granted only in cases where no non-union training alternatives are available for the specific trade.

Any decisions regarding eligibility will be at the discretion of MERIT Saskatchewan.

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.

Effective November 21, 2025:

Classroom and Virtual Upgrader Training will be eligible for tuition reimbursement. The upgrader program is designed to prepare individuals to challenge the interprovincial Journeyperson examination. The same rules for eligibility apply to Upgrader Training as Apprenticeship Training.

Books, locker fees, upgrading fees, association fees, travel, permits, replacement cards, etc. are NOT considered eligible expenses. Courses taken to upgrade trade skills will not be considered eligible.

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.

Apprenticeship training must be conducted at a non-union facility. An exception to this requirement may be granted only in cases where no non-union training alternatives are available for the specific trade.

Bursary Limits:

The bursary will be equal to the total tuition paid per level of apprenticeship training. If the employee is eligible or 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 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 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.
3. A completed Direct Deposit form for payment. Cheques will not be issued.

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 150 hours. Please note that the qualifying period after returning to work is verified according to the hours submitted to SCIP by the employer. Therefore, processing of the application and payment may take up to 8 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 with CRA guidelines.