



AIR CADET LEAGUE OF CANADA QUEBEC AND OTTAWA VALLEY PROVINCIAL COMMITTEE

CADET STUDY BURSARY POLICY AND PROCEDURES

PURPOSE:

1. The Air Cadet League of Canada (Quebec and Ottawa Valley Provincial Committee), in concert with private sponsors, will offer an annual \$500.00 post-secondary study bursary, per administrative region, to a cadet who will be studying full-time at the post-secondary level during the next academic year. These bursaries will be awarded according to the following conditions.
2. The bursaries aim to:
 - Encourage cadets to pursue their post-secondary education by providing financial assistance; and
 - Recognize overall cadet performance at both the squadron and school levels.

DEFINITIONS:

3. For the purposes of this document, the term **post-secondary institution** means all post-secondary schools recognized by provincial government, and the term **full-time students** means a student who is in full-time attendance according to the definition of the school or the Ministry of Education.

ELIGIBILITY:

4. To be eligible, the applicant must be presently a cadet and must also have been enrolled as a cadet for the two years preceding the year of the application.

APPLICATION PROCEDURES:

5. The applicant must complete the required Application Form and submit it to his/her Chairperson before the deadline. This deadline is set by the SSC chairperson (ref. - pts 8).

SELECTION PROCEDURES – LOCAL LEVEL

6. To provide for an impartial and transparent process, the Sponsoring Committee Chairperson shall establish a selection committee composed of the following persons, none of whom are related to the any of the candidates:
 - A member of the Squadron Sponsoring Committee, excluding the Chairperson;
 - A military representative; and
 - An external representative
7. In the case of a dispute or of a tie vote, the Chairperson will have the final decision, and thus, the reason for him/her not being a member of the Selection Committee. If the Chairperson has a child involved in this process, then his/her authority must be delegated to another member of the Sponsoring Committee whose children are also not involved.

8. The Sponsoring Committee Chairperson must forward the completed file of the squadron's candidate to the Regional Coordinator. The deadline is set by your Regional Coordinator. A copy of the candidate's file will be kept at the squadron level.

SELECTION PROCEDURES – REGIONAL LEVEL

9. The Regional Coordinator prepares a file for each squadron candidate submitted. Following a study of these files, the Regional Selection Committee, composed of the Regional Coordinator and two others (Squadron Advisors or external persons), retain a minimum of three and a maximum of five candidates, based on the results of the cadet files to this point. The Regional Coordinator then prepares these files including copies of interview questions, and evaluation criteria and grids, for the interview process.

10. The selected cadets will be interviewed by the Regional Selection Committee.

EVALUATION CRITERIA

11. The Regional bursary recipient will be chosen from amongst the eligible candidates according to the criteria described in the candidate file (CPQVO-203).

12. The Regional Selection Committee produces a merit list and forwards it, together with the candidates' dossiers, to the League office by April 13.

PAYMENT OF BURSARIES

13. The nomination of the selected Regional candidate does not automatically mean the granting of a bursary. No bursary shall be disbursed until confirmation of acceptance at a post-secondary institution has been received.

FINANCIAL ASPECTS

14. Available funds for post-secondary study bursaries will be determined each year and may also be revised based on the participation of private sponsors.