



CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 825 #361 - 255 Newport Dr. Port Moody, BC, V3H 5H1

www.825.cupe.ca

Member & Dependant Bursary Policy

Member & Dependant Bursaries – Full & Part Time Studies

1. Up to Fifteen (15) \$600 bursaries are available annually to dependants of CUPE 825 and members of CUPE 825.
 - a) Bursaries are paid directly to the member upon receipt of invoices and proof of registration.
(The award amount is \$600 or the total cost of the expense, whichever is less).
 - b) Receipts required for: tuition, textbooks, equipment, and tools.
2. Eligibility

To be eligible for a member/dependant bursary, the member/dependant must satisfy the following criteria:

 - a) The member must be a current member of CUPE 825 in good standing at the time of application.
 - b) The Full-Time member must be employed by the City of Port Moody, CUPE 825 for a minimum of six (6) months continuous service. Part Time, Auxiliary or Temporary Full-Time employees must accumulate a minimum of 910 hrs (7 hours/day) or 1040 hrs (8 hours/day) at the time of application.
 - c) The dependant must be attending a recognized post-secondary institution and beginning or continuing part/full-time studies as defined by the Canadian Student Financial Assistance Act.
 - d) A dependant is defined as a child of the member, aged twenty-five or younger, who is financially dependent on the member.
3. Selection
 - a) The applications will be submitted to CUPE 825 Bursary Committee for their recommendation and final approval is determined by the CUPE 825 Executive Board.
 - b) Awards will be based upon service of the member measured from the date of hire or accumulated minimum number of eligible hours.
 - c) Bursary awards may be received only once per lifetime per member or eligible dependant.
 - d) Any disputes or exceptions to these policies will be evaluated on a case-by-case basis and brought forward to the CUPE 825 Executive Board.
4. Application

The application deadline is September 30th. Funding is primarily designated for tuition costs incurred during the current academic year. Given the September 30 deadline, coverage also includes fees paid for the academic cycle occurring within the 12 months immediately preceding the application deadline. Applications for retroactive funding, specifically for completed courses or prior academic years, will not be considered. Any courses that commenced prior to September 30 of the previous year are ineligible for funding, regardless of when the fees were paid. Please email all applications, registration, and payment information to secretary@cupe825.ca.

Each tuition fee is eligible for only one bursary issuance. To maintain the integrity of our funding program, we do not permit “double claiming” on a single expense. In instances where both a member and their dependant are active members, only one individual may apply for a bursary regarding that specific tuition payment. Effectively, each unique tuition receipt may be used to claim exactly one bursary.

An incomplete application will result in disqualification.

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