



NEW BRUNSWICK BUILDING OFFICIALS ASSOCIATION, INC.
Association des Officiels de la Construction du Nouveau-Brunswick

NEW BRUNSWICK BUILDING OFFICIALS BURSARY POLICY

There shall be a Bursary Committee appointed annually by an NBBOA Executive motion and shall be comprised of the Secretary, plus up to two members at-large. No bursary applicant or relative of an applicant shall be eligible to serve on the Bursary Committee.

Each year, the NBBOA Executive may make available two (2) bursaries of \$500 each for applicants pursuing studies not related to building construction and one (1) Michael O'Neill Memorial Bursary in the amount of \$1000 for applicants pursuing a building construction related program of study, subject to the following terms:

Eligibility: NBBOA members shall be in good standing and their immediate family members shall be eligible to apply for NBBOA bursaries. Applicants must be registered, or be in the process of being registered in a full-time post-secondary educational degree or diploma program for an upcoming educational session. The educational institution shall be an accredited university, community college, technical institute, or other post-secondary institution for advanced learning. Continuing professional development programs do not meet the eligibility requirement.

Requirements: Bursary applicants shall direct applications to the attention of the NBBOA Secretary. Applications shall include a completed application form as prescribed by the NBBOA Executive in Form 'F', attached. The application form shall be posted on the NBBOA website. The deadline for application shall be no later than fifteen (15) calendar days prior to the scheduled Annual General Meeting. No late applications will be considered. A passport size photo of the applicant must be attached to all applications.

The Secretary shall notify bursary winners of the award no later than February 16th, 2015

Conditions: Bursaries shall be awarded by the Bursary Committee, as appointed by the NBBOA Executive. The Bursary Committee shall review each bursary application and determine which applications meet the eligibility criteria set out above.

Bursaries shall be awarded solely on the basis of a lottery to be conducted by the Bursary Committee in advance of the NBBOA Annual Conference.

Payment of a bursary award shall be subject to receipt of proof of enrolment and attendance in an accredited post-secondary education program. This proof of enrollment and attendance must be received by the NBBOA Secretary within 12 months of notification of the award. Funds will then be forwarded directly to the applicant.

The names of bursary recipients will be published on the NBBOA website.

Un-awarded bursary funds shall revert to the Association's general revenue. Bursaries cannot be transferred or deferred.

Appeals: Provided it is consistent with this policy, a decision of the NBBOA Bursary Committee shall not be subject to appeal. The Executive shall hear and conclude any claim that a decision of the Bursary Committee is in violation of this policy



FORM F

NEW BRUNSWICK BUILDING OFFICIALS ASSOCIATION, INC. Association des Officiels de la Construction du Nouveau-Brunswick

FORM 'F' – BURSARY APPLICATION FORM

The New Brunswick Building Officials Association annually selects applicants to receive a bursary for study at a post-secondary institution in both the building construction and non-building construction related fields of study. The selection is made prior to the Annual Conference held each year in accordance with the NBBOA Bursary Policy. Bursary applicants must be a member in good standing, or an immediate family member. A cheque will be made payable to the selected applicant(s), or institution, upon receipt of proof of enrolment and attendance at an accredited post secondary institution.

To be considered as an applicant, this form must be completed in full and submitted to the attention of: **Secretary, New Brunswick Building Officials Association, P.O. Box 3193, Station "B", Fredericton, NB E3A 5G9, no later than fifteen (15) calendar days prior to the scheduled Annual General Meeting. A passport size photo of the applicant must also be attached.**

(PLEASE PRINT CLEARLY)

Name of Applicant: _____

Full Address: _____

_____ Postal Code: _____

E-mail Address: _____

Applicant Telephone Number: Daytime: _____ Date of Birth: _____ YY/MM/DD

Name of Institution Applied To: _____

Course of Studies Applied For: _____

Name of Related NBBOA Member: _____

Relationship to Applicant: _____

Member Telephone Numbers: Home: _____ Office: _____

SOLEMN DECLARATION

I hereby solemnly declare that the statements above are accurate and true to the best of my knowledge.

Signature of Applicant/Member: _____ Date: _____

Deadline for Application Submissions: February 11th, 2015

fifteen (15) calendar days prior to the scheduled Annual General Meeting.