



**Bowen
Children's
Centre**

Bowen Children's Centre

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Financial Policy: Bursary Program

Policy

The Bowen Children's Centre (BCC) will allocate funds from the Bursary Funds for families in financial need in order to ensure that all children can be fully included in and have equal access to BCC programs. Bursary funds may be awarded throughout the year as needs arise. All Bursary applications are confidential and are processed by the Executive Director and the Financial Committee. The Bursary Funds are allocated in an equitable manner for maximum effectiveness.

Purpose of this Policy

The Bursary Policy guides the dispersion of the BCC Bursary Funds. The Bursary Funds are for long term, short term and emergency financial needs.

NOTE: When BCC became a Universal Child Care Prototype Site (2020), funding changed so that fees are now largely paid by the Ministry of Education and Child Care. Since this change, the Bursary Fund is used for inclusion and emergency circumstances rather than fees. If this funding arrangement changes, the Bursary Policy should be revisited.

Procedures

1. Responsibility for awarding funds

The BCC Executive Director and the Financial Committee leads the bursaries award process, including:

- in a timely manner, assessing applications received;
- recommending full and/or partial bursary payment to recipients based on financial need and each child's developmental needs; and

- presenting a summary of recommended bursary recipients to the BCC Board for approval.

The Executive Director and the Financial Manager, in confidence, will work with the families involved but will not disclose families' identities to the Committee or Board.

2. Application process

Families applying for a bursary must

- complete the BCC Bursary application form (available on the BCC website or from the Executive Director); and
- submit the application form in a sealed envelope to the Executive Director.

3. Award process

- a) The BCC Financial Committee (which includes the Executive Director and Financial Manager) will meet to:
 - review the applications, where the identity of the family has been removed by the Executive Director;
 - assess whether the family should be considered for a bursary, i.e. the family appears to have a genuine need and the family has already applied for any applicable government funding;
 - consider eligible applications against available bursary funds; and
 - make recommendations for full or partial Bursary disbursements.
- b) The Financial Committee will present a summary of its' bursary recipient recommendations to the BCC Board without disclosing families' identities.
- c) The Executive Director will contact all bursary applicants to let them know the outcome of the award process.
- d) When a recipient family accepts the award, they will confirm with the Executive Director whether they have received any other related government funding.
- e) If a recipient family decides not to accept the award when it is offered, the funds will return to the Bursary Fund.
- f) If a recipient family withdraws their child or children from BCC (for example, a move from Bowen Island, or a change in child care or education plans), any unused monies allocated to the family will remain in or be returned to the Bursary Fund.

4. Finalizing the Receipt of Bursary Funds

Once the payment terms are agreed and recorded for a Bursary, the Executive Director and the parent/s or guardian/s must sign and date the agreement. The Executive Director will give a copy to the parent/s or guardian/s, and store the original securely along with BCC's other confidential financial documents (see *BCC Financial Policy: Maintaining and Storing Records*)

5. Confidentiality

- a) **During the application process** When assessing applications to the Bursary Fund, the BCC Financial Committee will need to review financial and other sensitive information about families though the identity of the family is only known by the Executive Director and the Financial Manager. The Financial Committee will maintain applicant families' confidentiality.
- b) **After the bursaries are awarded** BCC will not publicize the names of Bursary recipients unless requested by the family.

Related BCC policies	This policy approved
Inclusion Financial Policy: Reporting	May 2024 Updated: (Includes and replaces the Short Term Financial Aid Policy)

SAMPLE FORM

Confidential to the BCC Executive Director

BCC Financial Aid: Bursary Program [insert current year]

APPLICATION FORM

Parent/s' or guardian/s' details
Please include name/s, address, contact phone numbers and email

Child or children for whom a bursary is sought (if more than two, add details on the back)	
Full name	Full name
DOB	DOB

Why you need bursary assistance	
Your financial need - Tell us in your own words why you need financial assistance in order to keep your family's space(s) at BCC. Include enough detail so we can assess your financial need and present circumstances.	Your child or children's developmental need – Tell us about the child or children for whom you are seeking financial assistance. In your view, how will they benefit from such assistance this year?

**BC Government
Affordable Child Care
Benefit**

Are you eligible for a BC Government Child Care Subsidy?

Yes No I don't know

If yes, please tell us whether you have applied, and any outcome.

Parent/s or Guardians

Date

CONFIDENTIALTY

The information you provide in this form will be treated in the strictest confidence. Only the Executive Director will know your identifying details. The other members of the BCC Financial Committee considering your application will not know your identity.

NEED HELP?

If you need help filling out this form or figuring out what to include, please contact the Executive Director, who will put you in touch with someone who can offer confidential help.

NOTE: Include a copy of the BCC Financial Policy: Bursary when giving the above form to be filled out.