



Hartland

POLICY P-017

EDUCATION BURSARY PROGRAM

Date: June 2025



Introduction

This policy explains Hartland's Educational Bursary Program in terms of its purpose, scope, and process.

This policy applies to all students that graduate from Hartland Community School, that are seeking financial support from the Town of Hartland. The Town of Hartland will offer three bursaries; The Community Leader of Tomorrow Bursary awards \$1,000 to a student who best represents what it means to be an emerging community leader. In addition, the Town will also give two \$500 bursaries to qualifying students.

Authority

The Council of the Municipality of Hartland, under the authority vested in it by Section 104 of the Local Governance Act, 2017, and amendments thereto, enacts Policy P-016 to address the administration and payment of Educational Grants.

Effective Date

The effective date of the policy is May 5, 2025.

Communication

The town of Hartland will promote its Education Bursary Policy and the application process through various communication channels, including the municipality's website, social media, print materials, and others as appropriate.

Description

Purpose

The Education Bursary Program of Hartland shall provide financial support through its general operating budget to students graduating from Hartland Community School. For clarity, the municipality will only provide such support through this Education Bursary Program.

Process Integrity

The Education Bursary Program has been designed to ensure that all applications are considered by Council and administrators in a fair and accountable way.

Eligibility

The town of Hartland provides education bursaries funded by its general operating budget. These bursaries are awarded to students who meet specific criteria, based on applications received through a selection process.

- Students that are graduating from Hartland Community School
- Students that intend to further their education or training.
- Students must be a positive influence in their community and school.
- Students must demonstrate community and school spirit.
- Students must be active volunteers in the community.
- Students must maintain a passing grade in all areas of study.

Rules and Conditions

Eligible students are required to submit an application and essay that outlines their academic accomplishments, community and school involvement and volunteer experience. The essay must clearly explain how the applicant intends to further their education or training upon graduation. Students must also submit a letter of reference. For the Community Leader of Tomorrow Bursary, special consideration may be given to students entering post-secondary areas of study designed to help family and community wellness, safety or education.

Process

How to Apply

To apply for an education bursary from the town of Hartland, the applicant must submit the application (Appendix 1 – Form 1) with an essay by May 31 of the year they are scheduled to graduate (see details below).

Applicants must submit their application and essay, along with any additional documents, by:

1. emailing electronic files to the municipality (office@townofhartland.com), or
2. placing a print copy of the form in a sealed envelope and mailing or dropping off the envelope to the town of Hartland main office at: **31 Orser Street, Hartland, NB, E7P 1R4. ATTN: MAYOR.**
3. Applicants must include at least two (2) letters of reference from someone who is at least nineteen (19) years old and who is not:
 - a. a current member of Hartland Council,
 - b. an employee of Hartland,
 - c. a past, current, or future classmate of the applicant, or
 - d. an immediate relative of the applicant.
2. Applicants must confirm their plan to enroll in a post-secondary school or an institution of professional training and development (college, university, trade school, police academy, military, etc.).

Award Process

The bursary program awards funds based on the applications received. In the event not enough applications are received, the Town will request Hartland Community School to recommend a deserving student.

The Mayor or their designate will present the awards in person at the graduation ceremony.

Signatures

COUNCIL

NAME Tracey DeMerchant

POSITION MAYOR

SIGNATURE 

DATE June 10/25

MUNICIPALITY

NAME Julie Stockford

TITLE CAO



SIGNATURE 

DATE June 10, 2025

Appendix 1 – Grant Application Form 1 (Education)

Applicant Name		
Applicant Contact	Phone:	Email:
School		
Degree / Diploma		
Academic Excellence	Explain how you excelled at obtaining your degree or diploma.	
Future Plans	Describe your plans for the future: your academic, career, and life goals.	
Community Involvement	How have you supported the community of Hartland?	
Date		
Signature		