

French Language Bursary Program for Nova Scotia Teachers

OBJECTIVE

To encourage teachers who hold a Nova Scotia teacher's certificate to pursue courses which are either pedagogical in nature or designed to improve French language competencies.

BURSARY VALUE

UP TO \$300 PER WEEK if you will live on campus for the duration of the course, limited to receipted expenses for tuition, lodging, and meals.

UP TO \$750 PER COURSE if you will live off campus, limited to the tuition paid for the approved 3 credit course.

LIMIT OF \$1500 PER TEACHER per school year (September 1 to August 31).

APPLICANT ELIGIBILITY CRITERIA

You must

- live in Nova Scotia
- be a Canadian citizen or permanent resident
- have a valid Nova Scotia teacher's certificate
- be employed by or actively seeking employment with a Nova Scotian Regional Centre for Education or the Conseil scolaire acadien provincial (CSAP)

COURSE ELIGIBILITY CRITERIA

Courses for which the bursary is granted must be

- taken at Université Sainte-Anne;
- or at the Master's level in French at a Canadian post-secondary institution
- either pedagogical in nature or immersion courses designed to improve French fluency
- at least two weeks in duration

APPLICATION DEADLINES

October 15 for fall or winter courses

April 30 for spring or summer courses

Submitting by register mail (recommended):
postmarked on or before the due date

Submitting by regular mail:
received by the program on or before the due date

Submitting by email:
received electronically by 11:59 pm on the due date

Note: Expect a confirmation email when your application is received successfully.

Send your completed application form and accompanying documents to

BOURSES@novascotia.ca

OR

French Program Partnerships Division
Department of Education and
Early Childhood Development
PO Box 578, Halifax, NS B3J 2S9

REQUIRED DOCUMENTS

1. A completed application form – incomplete applications are not processed
2. Photocopies or electronic copies (e.g., pdf, jpeg) of the following:
 - valid Nova Scotia teacher's certificate
 - proof of Canadian citizenship or permanent residence – birth certificate, passport, citizenship card, or permanent residency card
 - proof of social insurance number – SIN card, pay stub or other official documentation displaying SIN
 - course description
3. If you select "preparing to teach" as your teaching status, please include official transcripts of university-level French courses completed to date

Note: The Nova Scotia Teachers Union (NSTU) card will not be accepted in lieu of the Nova Scotia teachers certificate.

SELECTION PROCESS

Program staff consult with French language consultants/coordinators in the applicable Regional Centre for Education or the Conseil scolaire acadien provincial (CSAP) in the awarding of bursaries. Not all eligible applicants receive a bursary.

You will be notified (by mail), within 6 weeks after the application deadline, whether you have been offered a bursary.

SUBMIT PROOF OF COMPLETION WITHIN 6 WEEKS

To claim the bursary, you must submit the following documents within 6 weeks of completing the course:

1. your official transcript with the university's seal, submitted in an envelope sealed by the institution OR submitted electronically from the Registrar's email address
2. the original copy of the appropriate receipts or a scanned version if submitting by email

Note: Late submissions may not be reimbursed.

CONDITIONS OF REIMBURSEMENT

1. You must immediately report any changes to the approved courses to the French Program Partnerships Division at the Department of Education and Early Childhood Development to ensure continued eligibility for the bursary. Failure to do so may result in the loss of the bursary.
2. You must successfully complete approved courses to receive reimbursement.

APPLICATION FORM

APPLICANT INFORMATION Please write legibly. If completing electronically, print and sign this form.

Surname: Name:

Social Insurance Number: Date of birth:

Permanent address:

City: Province: Postal code:

Telephone: E-mail:

Citizenship status:
 Canadian citizen
 Permanent resident

Teacher's professional number: Teacher's certificate level:

School at which I am teaching this year:

School at which I will be teaching next year:

Employer (Regional Centre for Education/Conseil scolaire acadien provincial):

PRESENT TEACHING STATUS

- I am a French First Language teacher
 I am a French Second Language teacher
- I am an English teacher wishing to improve my French language competencies for the purpose of teaching French

COURSE INFORMATION

Institution I will attend:

Note: Courses must either be taken at Université Sainte-Anne or be at the Master's level in French at a Canadian post-secondary institution to be eligible for the bursary.

Course title(s):

Duration of course in weeks:

Academic session (check all that apply) :
 fall session winter session
 spring session summer session

Credits:

Reasons for taking the course:

Amount requested:

Have you requested, or will you be requesting, funding for this course elsewhere? Yes No

If yes, from whom? How much?:

Attachment checklist

- Photocopy or scan of valid Nova Scotia teacher's certificate
- Photocopy or scan of proof of Canadian citizenship or permanent residence – birth certificate, passport, citizenship card, or permanent residency card will be accepted
- Photocopy or scan of social insurance card or other official documentation displaying SIN
- Photocopy or scan of course description(s)

Submission options: email or registered mail

Email electronic applications to
BOURSES@novascotia.ca

OR

Send hard-copy applications
(registered mail recommended) to

**French Program Partnerships Division
Department of Education and
Early Childhood Development
PO Box 578, Halifax, NS B3J 2S9**

Application deadlines:

- **October 15** for fall or winter courses
- **April 30** for spring or summer courses

Notes:

1. Not all eligible applicants will receive a bursary.
2. Teacher bursaries may or may not constitute taxable income under the Income Tax Act of Canada. When taxable income, the Nova Scotia Department of Finance will issue documentation for tax purposes. Refer to the Canada Revenue Agency website for more information.
3. If disputes arise about deadlines, evidence of receipt will be
 - a. the date a registered letter was postmarked
 - b. the date regular mail was marked as received by our program
 - c. the time code on a received email message

Applicant's declaration and authorization

I **declare** that all information given is complete and true, that I have answered all questions applicable to me on this form, and that I am a certified teacher with the Province of Nova Scotia.

I **understand** that my application is subject to verification.

I **authorize** the institution I will be attending to release to the Department of Education and Early Childhood Development, upon request, information concerning my enrolment in the courses for which I have requested a bursary.

Signature:

Date:

