

Official Languages in Education Program Bursary Program for Certified Teachers

What is it?

This bursary helps to offset course fees for certified teachers who want to take French courses in Canadian institutions. Eligible teachers can qualify for a bursary of \$275 per week up to a yearly maximum of \$1,650. The duration of the course must be a minimum of two weeks.

Do I qualify?

To be eligible for a bursary you must be

- a Nova Scotia certified teacher
- planning to take a course that is taught in French
- planning to take a course that is closely related to the teaching of French either first- or second-language in Nova Scotia
- planning to attend an accredited Canadian institution whose campus is in Canada

How do I apply?

You must complete the attached application form and send it to

Provincial Coordinator
Official Language Programs
Department of Education
PO Box 578
Halifax, NS B3J 2S9

Bursary information phone line:
(902) 424-5283

Applications for summer sessions must be received at the office of the provincial coordinator no later than May 31 of the same year. Applications for fall, winter and spring sessions must be received no later than September 30.

Because the funds available cannot always meet the demand, the bursaries will be awarded according to the following priorities:

- full-time certified teachers who provide their instruction in French who want to improve their oral fluency and/or their teaching methodology
- full-time certified teachers who are preparing to teach French or in French for Francophone, Acadian, and Immersion programs
- certified substitute teachers who teach in French

What happens after I apply?

The Selection Committee will make the final decision on the eligibility of applicants.

Once eligibility and priority are established, random selection of eligible applications will take place. Each applicant will be advised in writing within 4–6 weeks of the deadline whether or not they are being awarded a bursary.

Applicants who do not receive a bursary can re-apply the following year.

What happens if I get a bursary?

If you have been awarded a bursary you must submit the following documentation upon **completion of your course** in order to receive your bursary money:

- the original receipt for tuition fees
- an "Attestation Form" provided by the Department of Education signed by the Registrar of the institution attended

Applicants who receive a bursary can re-apply the following year.

Teacher bursaries constitute taxable income under the Income Tax Act of Canada.

T4 slips will be issued by the Department of Education.

Official Languages in Education Program

Bursary Application For Teachers

Personal Information

Surname: _____ Name: _____

Social Insurance Number: _____ Date of birth: _____

Home address: _____

Postal code: _____ Home telephone number: _____

Professional Information

Professional Number/File Reference Number: _____

Teacher Certificate Level: _____

School where I presently teach: _____

School where I will teach next year: _____

The selected course is for reclassification purposes: Yes No

Present status: I teach in an Acadian, Francophone, or Charter school

I teach French Immersion

I am a French second-language teacher

I am preparing to teach French or in French

I am a substitute teacher

Institution you will be attending: _____

Course title and description: _____

Duration of the course (in weeks): _____ Dates: _____

Hours required for the course: _____ Credits: _____

Reasons for taking the course: _____

Amount Requested

I am applying for a bursary in the amount of: _____

I have previously received a bursary of: _____

Applicant's Declaration

I hereby apply for a bursary and declare that all information given is complete and true, that I have answered all questions applicable to me on this form, that I am a certified teacher with the Province of Nova Scotia. I understand that my application is subject to verification and I hereby authorize the institution I will be attending to release to the Department of Education, upon request, information concerning my enrolment in the course for which I am applying for a bursary.

Signature: _____ Date: _____

Signature of a school authority: _____ Date: _____

Completed applications must be mailed to:

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Bursaries are not guaranteed.