



**APPLICANT'S  
GUIDE AND FORM**

**STUDENT BURSARY  
PROGRAM**

**OFFICIAL APPLICATION**

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## APPLICANT'S GUIDE

For over 85 years, Manitoba's financial cooperatives, including Caisse Financial Group, have championed the education of our members, particularly our youth. Through our High School Bursary Program, we are proud to support students pursuing post-secondary education, with 24 students from our communities benefiting this year.

Following our merger with Assiniboine Credit Union and Westoba Credit Union, this commitment not only endures but thrives. The High School Bursary Program will continue to reflect our unwavering belief that education is a cornerstone of strong communities.

### OBJECTIVE

Assiniboine Credit Union supports students enrolled in post-secondary education that have demonstrated academic improvement, leadership and community involvement, and demonstrated financial need.

### ELIGIBILITY

**Applicants must meet all the following eligibility criteria:**

1. Must be in their final year of secondary education at the time of completing an application.
2. Must be enrolled in an eligible post-secondary program immediately following the completion of their secondary education.

Eligible post-secondary programs are described as follows:

- a. A full-time program (3 complete courses or 18 credits) at an accredited post-secondary educational establishment.
  - b. A specialized program or training (minimum 8 complete and consecutive months) with a diploma or certificate upon program completion.
3. Demonstrates co-operative values and community involvement. Co-operative values and community involvement may be demonstrated by way of showing leadership, mobilization, active participation or volunteerism in the applicant's school and community.
  4. Demonstrate academic improvement (blend of effort and achievement).

*Children of Assiniboine Credit Union employees and Board members, including children of legacy Caisse Financial Group and legacy Westoba Credit Union, are not eligible.*

### BURSARY SELECTION AND REMITTANCE

- The selection of bursary recipients will be conducted by school committees who are mandated to ensure due process in accordance with ACU bursary program criteria.

- School committees will judiciously and objectively review all submitted bursary applications received from their students according to established ACU eligibility and selection criteria.
- The school should submit the name of their recommendation **by email** to [Marketing@caisse.biz](mailto:Marketing@caisse.biz), along with the scanned form, **no later than June 1** for our review and approval. ACU will confirm approval the following week. The Assiniboine Credit Union's final decision is irrevocable.
- Preference will be given to applicants that are members (or their parent(s) or guardian(s) of Assiniboine Credit Union (including legacy Caisse Financial Group and legacy Westoba Credit Union).
- Preference will be given to applicants that pursue post-secondary education in French. However, this does not affect an applicant's eligibility.
- Preference will be given to applicants that demonstrate financial need. However, this does not affect an applicant's eligibility.
- A letter of approval will be sent to the school confirming the name of the recipient of the bursary.
- A certificate will be presented to the recipient at the school's graduation ceremonies.
- The bursary will be awarded in one payment before the end of February upon receipt of the recipient's proof of enrollment and payment of tuition. Proof of registration and payment of tuition fees should be sent by email to [Marketing@caisse.biz](mailto:Marketing@caisse.biz).
- In accordance with the Privacy Act, all personal information included in the bursary application will remain confidential and be used solely by Assiniboine Credit Union, unless notified otherwise.

## BURSARY APPLICATION PROCEDURES

The applicant for the student bursary must complete the following:

1. Fill in all sections of the application form and sign Section H: CONTRACT
  - Any other form will be automatically refused.
  - All sections or questions marked with \* are compulsory; incomplete forms may be rejected.
  - We strongly prefer typed applications, but handwritten applications will be accepted if necessary.
    - ✓ Please submit the signed application to your school's administrative office **no later than May 15.**
2. The selection committee may request additional information.

## Section A: PERSONAL INFORMATION\*

Full name\*

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Preferred Pronouns

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Preferred Language\*

☐ EN ☐ FR

Name of your current high school\*

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Full Address\*

Street Address\*

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Mailing Address\*

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City or Village\*

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Province\*

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Postal Code\*

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Phone Number\*

Cellphone\*

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Home phone or Parent's phone

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Email Address\*

Email\*

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- Are you (or your parent or guardian) a member of Assiniboine Credit Union (or legacy Caisse Financial Group and/or legacy Westoba Credit Union)?\* ☐ Yes ☐ No  
If yes, please select: ☐ Assiniboine Credit Union ☐ Legacy Caisse ☐ Legacy Westoba
- Is your parent employed or a Board member of Assiniboine Credit Union (or legacy Caisse Financial Group and/or legacy Westoba Credit Union)?\* ☐ Yes ☐ No

## Section B: DESCRIPTION OF POST-SECONDARY EDUCATION\*

Name of institution

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Will your postsecondary studies be taken in French?

☐ Yes ☐ No

Faculty / Studies / Program

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Program duration

Start Date

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End Date

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Tuition fees (estimated or actual)

\$ 

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 ☐ Per semester ☐ Yearly ☐ Total

Diploma or Program Certificate

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### **Section C: COMMUNITY & LEADERSHIP INVOLVEMENT\***

In a minimum of 250 words, describe your recent community involvement, including any volunteer work, leadership roles, or initiatives you have participated in - either at school or in your community - and explain how your contributions have made a positive impact.

## Section D: ACADEMIC JOURNEY\*

In a minimum of 250 words, describe your academic journey, highlighting any challenges you have overcome, the effort you have put in, and the achievements that reflect your dedication to improvement.

*Note: The applicant must demonstrate academic improvement, which can be shown in various ways. Example: A student improving their grade from 70% in Semester 1 to 75% in Semester 2 or a student increasing their overall average from 90% in Grade 11 to 97% in Grade 12. This criterion does not evaluate who has the highest grades but rather recognizes students who have shown significant academic progress and the effort they put into achieving it.*

### **Section E: CREDIT UNION MEANING\***

In a minimum of 250 words, describe what being a credit union member means to you.

### **Section F: FINANCIAL NEED**

Please describe how this bursary would help alleviate the financial challenges you are experiencing to achieve your educational goals.

## Section G: OTHER INFORMATION

Provide other details you may find pertinent to your student bursary application.

## Section H: CONTRACT\*

I hereby confirm the declarations made in this application to be to the best of my knowledge complete and true. I understand that Assiniboine Credit Union may request that I reimburse the received financial aid in whole or in part if:

- a. any information provided in the student bursary application is not truthful and precise;
- b. I abandon or withdraw from the studies or program for which the financial aid was approved;
- c. I change my studies or program without prior approval from Assiniboine Credit Union.

Subject to my student bursary approval:

- I commit to providing Assiniboine Credit Union with all necessary documents for payment of my bursary, before January 31.
  - ✓ Receipts, proof of enrollment and payment of tuition thereof;
- I authorize Assiniboine Credit Union to publish my name, educational program and amount of the approved student bursary;

I consent that Assiniboine Credit Union may use photographs, videos, documents and other representations of myself and my name in any advertising, promotional media, website or other promotional material, without any paid compensation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's signature

or signature of parent/guardian if the individual is under 18 years of age