



CALGARY BOARD OF EDUCATION

Administrative Regulation 4033.1 - Scholarships - Teachers

In its desire to increase the number of qualified teachers on its staff, to stimulate professional growth of teachers, and to meet emergent needs in special areas of education, the Board will make available bursaries and/or scholarships, the number and amount to be controlled each year by the budget appropriation.

The Board directs administration to determine the most desirable distribution of such bursaries in accordance with the needs of the time.

The recipient of a bursary will be expected to perform teaching service following the completion of the training for which the bursary or scholarship was granted, in accordance with the following provisions.

The following provisions shall apply to library, special education, vocational and summer session bursaries, professional improvement leaves, and any other teacher bursaries or professional improvement leaves made available by the Calgary Board of Education.

The recipient of a bursary will be expected to perform teaching service following the completion of the training for which the assistance was granted, as follows:

- a. Library - three years' service.
- b. Special Education - three years' service.
- c. Vocational Education - three years' service.
- d. Vocational Guidance - two years' service.
- e. Professional Improvement Leaves - as per the current collective agreement.

1. **Non-Completion of Course**

If a teacher to whom a bursary or professional improvement leave has been paid fails to complete, to the satisfaction of the Chief Superintendent, within one year of the first payment the course, program, or activity for which the bursary or leave was granted, the full amount of the bursary/professional improvement shall become a loan repayable to the Calgary Board of Education.

- a. A program with a maximum duration of one year for which the bursary/professional improvement is to be paid shall be authorized by the administrative officer who has the authority to grant the bursary/professional improvement leave.

- b. The money shall become a loan on September 30 of the year in which the course, program, or activity should have been completed.
- c. Repayment of the loan shall be made in a lump sum or in monthly instalments, but in all cases both the principal and the interest of the loan shall be paid in full within a period of one year if the total value of the loan is \$1,000 or less, or within a period of two years if the value of the loan exceeds \$1,000.
- d. Beginning at the date on which the bursary/professional improvement leave becomes a loan, interest shall be charged on the unpaid balance of the loan at a rate equal to the current personal loan rate charged by commercial banks.
- e. The Board accepts no responsibility whatsoever for any taxes or other deductions paid on the amount of the bursary or professional improvement leave, whether or not it becomes a loan under the provisions outlined above.

2. Resignation Before Term of Service Completed

If a teacher resigns from the Board at any time before the term of service required in connection with a bursary/professional improvement leave has been completed, a percentage of the total value of the bursary/professional improvement leave, equal to the percentage of time remaining in the term of service, shall become a loan payable to the Board.

- a. The percentage of the bursary/professional improvement leave shall become a loan on the day that the resignation becomes effective and repayment shall begin immediately.
- b. The loan is subject to the conditions described under sections 1(c), (d) and (e) above.

3. Leave of Absence Before Term of Service Completed

If a teacher is granted leave of absence or an extension of leave of absence at any time before the term of service required in connection with the bursary/professional improvement leave has been completed, the bursary does not become a loan unless:

- a. The teacher resigns during the term of leave; or
- b. The teacher does not resume service with the Board at the end of the leave period.

In the event of either 3(a) or 3(b) occurring, the regulations under section 2 above shall apply and the bursary/professional improvement leave becomes a loan on the date of resignation, or on the date when return to service should have begun, whichever is the earlier date.

Re-issued:

February 15, 2003