



**Co-operators Bursary for Student Members**  
**Policy and Procedures**

The New Brunswick Association of Social Workers (NBASW) is the professional and regulatory body for the profession of social work in the province of New Brunswick. The NBASW strives to advance and promote a strong and ethical social work practice, provides support to its members, and protects the public. The Co-operators home and auto insurance, in partnership with the NBASW, are pleased to offer three student bursaries awarded on an annual basis. Social work student members who are studying in the following School of Social Work are eligible to apply for a bursary: Mi'kmaq/Maliseet Bachelor of Social Work program, Université de Moncton School of Social Work, and St. Thomas University Post Degree Program.

**To be eligible to apply for Co-operators Bursary for Student Members, the candidate must:**

- a) Be a student member with the New Brunswick Association of Social Workers.
- b) Be a full-time student at the Bachelor of Social Work (BSW) or Master of Social Work (MSW) level at one of the following three Schools of Social Work: Mi'kmaq Maliseet Bachelor of Social Work program, St. Thomas University Post Degree Program, or l'Université de Moncton School of Social Work.

**Procedure:**

Please submit the following documents to the NBASW office:

- a) A completed application form;
- b) Most recent current curriculum vitae/resume.

\*Incomplete application form will not be accepted.

**Important dates:**

<b>Application period if you are currently enrolled :</b>			
<b>Important dates</b>	<b>Université de Moncton</b>	<b>M'ikmaq / Maliseet BSW programme</b>	<b>St. Thomas University/ Post Degree Program</b>
<b>In any given year, applications will be accepted until:</b>	January 31 <sup>st</sup> for which the bursary is being requested	March 1 <sup>st</sup> for which the bursary is being requested	August 1 <sup>st</sup> for which the bursary is being requested
<b>Application deadline:</b>	January 31 <sup>st</sup>	March 1 <sup>st</sup>	August 1 <sup>st</sup>
<b>Results forwarded to the bursary recipient and all applicants:</b>	February	March	September



### **Bursaries available and frequency of fund:**

(A recipient may be awarded the fund only once)

The three bursaries available are:

- a) 1 bursary of \$500.00 to student members at l'Université de Moncton School of Social Work; and
- b) 1 bursary of \$500.00 to student members at Mi'kmaq/Maliseet Bachelor of Social Work program;
- c) 1 bursary of \$500.00 to student members at St. Thomas University Post Degree Program

### **Administration of the fund:**

The Education Committee, in collaboration with the provincial office and the Selection Committee are responsible for the administration of all aspects of the bursary fund. These include:

- a) A notice regarding the bursary will be sent to all Schools of Social Work in the province of New Brunswick and to all members of the NBASW each year. This notice will consist of the Policy and Procedures; the application forms; and the application deadline.
- b) Once the deadline for nominations is passed, the delegate from the provincial office will ensure that copies of all nominations papers are sent to members of the Education Committee and the Selection Committee. These will be sent in such a fashion as to protect the confidentiality of the nominations. The originals will be kept at the NBASW office.
- c) The Education Committee and the Selection Committee will assess each application and may verify the accuracy of the information provided in the nomination. The Education Committee and the Selection Committee will also choose a runner-up.
- d) The Education Committee and the Selection Committee members must declare any Conflict of Interest, as defined in the NBASW Conflict of Interest Policy, and as such, take appropriate steps, such as remove themselves of the specific decision.
- e) The Mi'kmaq/Maliseet Bachelor of Social Work Program, St. Thomas University Post Degree Program, and l'Université de Moncton School of Social Work program may appoint a faculty member who is a Registered Social Worker on the Selection Committee.



- f) Each School of Social Work is responsible to inform the NBASW office the name or the appointed RSW who will sit on the Selection Committee no later than August 1st of each year.
- g) If no appointments are made by Schools of Social Work, the selection of recipients will be made by the Education Committee.
- h) The Education Committee must inform the Executive Director in writing the name of the recipient, including the runner up of the bursary.
- i) In the event where there are no candidates applying for the NBASW Student member and Co-operators bursary fund from a School of Social Work, that School will lose the bursary for that school year and a recipient from another School of Social Work will be chosen. This selection will be at the sole discretion of the Education Committee only to remove any conflict of interest from Selection Committee members representing their School of Social Work.
- j) The NBASW will contact the recipient and send a cheque payable to the recipient for the amount of the bursary.
- k) Non-selected applicants will receive a letter from the NBASW office.
- l) If the nominee decides not to continue his/her studies, the bursary will be given to the runner-up.
- m) The NBASW office will make an announcement of the bursary recipients in the edition of the Dossier of each year.

For more information, please contact the NBASW office at:  
P.O. Box 1533, Station A  
Fredericton, NB  
Phone: 506-459-5595 or toll free: (877) 495-5595  
Fax: 506-457-1421  
nbasw@nbasw-atsnb.ca  
www.nbasw-atsnb.ca

Approved by the Board of Directors on November 29, 2012