



McGill

Dialogue McGill

**HEALTH AND SOCIAL SERVICES COMMUNITY
NETWORK BURSARY PROGRAM**

A Community-led Return-for-Service Bursary

**Offered to Quebec Students Pursuing Careers in Health and
Social Services**

2024-2025 ACADEMIC YEAR

BURSARY PROGRAM: STUDENT APPLICATION GUIDE

Dialogue McGill funded this program thanks to a financial contribution
by Health Canada.

TABLE OF CONTENTS

HEALTH AND SOCIAL SERVICES COMMUNITY NETWORK BURSARY PROGRAM	3
BURSARY TYPES	5
APPLICATION DEADLINES	5
ELIGIBILITY CRITERIA	6
APPLICATION PROCESS.....	7
SELECTION CRITERIA.....	8
PAYMENT MODALITIES.....	8
BURSARY RECIPIENT COMMITMENT	9
LIST OF ELIGIBLE QUEBEC REGIONS	10
ELIGIBLE PROGRAMS OF STUDY IN HEALTH AND SOCIAL SERVICES.....	11
DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS	15
BURSARY PROGRAM RECIPIENT RESPONSIBILITIES	19
REFERENCE PROVIDERS RESPONSIBILITIES	20
QUESTIONS AND CONTACT	22

HEALTH AND SOCIAL SERVICES COMMUNITY NETWORK BURSARY PROGRAM¹

OBJECTIVE

The purpose of the Health and Social Services Community Network Bursary Program is to address the need for professionals with English and French language skills in health and social services in Quebec regions² by supporting students who pursue studies in health and social services and who wish to work in their home region and serve their community. The Bursary Program is part of the Retention Program as described on the [Dialogue McGill Website](#).

DESCRIPTION

Created by the McGill University Training and Retention of Health Professionals Project³, these bursaries have provided, for the last eleven years, financial support to students from Quebec regions with English and French language skills pursuing full-time studies in the area of health and social services in a government recognized educational institution.

Vocational training: [professional-training-programs.pdf \(quebec.ca\)](#)

College studies: [college-studies-programs.pdf \(quebec.ca\)](#)

University Studies: [Recognized Institutions and Programs for University Studies \(quebec.ca\)](#)

For each bursary awarded, recipients commit to working in their home region following the successful completion of their studies for a minimum of one year in a public health and social services institution.

<https://m02.pub.msss.rtss.qc.ca/>

These return-for-service bursaries are coordinated locally by the English-speaking community networks from the eligible Quebec regions on page 10. The bursaries are designed to respond to regional and local priorities for access to services in English. A list of priority service areas for each region is made available by the community network. Priority will be given to community-involved students whose field of study will lead them to a career in health and social services that will help address the priority service areas identified for the region.

The sponsoring community networks collaborate with bursary recipients requiring support to obtain a clinical practicum in their home region and in their job search post-graduation. Organizations such as Place aux jeunes en région: <https://www.placeauxjeunes.qc.ca/emplois> are also good places for students to get support.

¹ The Health and Social Services Community Network Bursary Program is also referred to as the Bursary Program in this document.

² For the purposes of the Bursary Program, region refers to the socio-sanitary regions of Quebec <https://www.msss.gouv.qc.ca/reseau/regions-sociosanitaires-du-quebec/>

As a means of introducing the recipient to the working environment at the CISSS and paving the way for an eventual successful workplace integration, community networks are encouraged to collaborate with the CISSS to set up a job-shadowing opportunity for the recipient at a time convenient for both parties during the academic year covered by the bursary. The Bursary Program targets students who have a demonstrated commitment to and involvement in their community. Students are required to provide references from two different individuals who can attest to their community commitment and involvement and who can evaluate their potential to commit to working in their region in the field of health and social services upon completion of studies.

Students wishing to apply for the Bursary Program must submit their application forms to the contact person at the participating community network in their region. Please refer to the *Directory of Participating Community Networks* on Page 15. The bursaries are tax exempt.

There is no maximum number of bursaries a student can receive under the Program. However, the participating community networks can create their own guidelines in this regard in response to local and regional dynamics.

BURSARY TYPES

The Health and Social Services Community Network Bursaries are broken into two types depending on the student's residence within Quebec and the location of the educational institution in which they study.

Outside Home Region:

This type of bursary is offered to students studying in an educational institution located OUTSIDE THEIR HOME REGION.

Outside Home Region – Bursary Amounts		
University	Cégep/College	Vocational Training*
\$10,000	\$5,000	\$1,000 - \$2,000

Within Home Region:

This type of bursary is offered to students studying in an educational institution located WITHIN THEIR HOME REGION. Students pursuing online-only programs within their home region are also considered.

Within Home Region - Bursary Amounts		
University	Cégep/College	Vocational Training*
\$5,000	\$2,500	\$1,000 - \$2,000

APPLICATION DEADLINES

University and CEGEP Deadlines

Important Deadlines*				
Academic year	Call for Bursary Program is launched	Deadline for student to submit application to community network	Deadline for community networks to submit applications to Dialogue McGill:	Decisions rendered by Dialogue McGill
2024–2025	March 26, 2024	May 7, 2024	June 4, 2024	July 23, 2024

Health and Social Services Community Network Bursary Program: Academic Year 2024-2025

<https://www.dialoguemcgill.ca/en/community-network-bursary-program>

Students are uniquely responsible for ensuring that any Dialogue McGill awarded bursary does not conflict with the requirements of bursaries awarded from another funding source or organization. We recommend that students communicate with their funding sponsors to clarify any potential conflicts.

Vocational Training Deadlines

To accommodate the multiple starting dates of vocational training programs in Quebec, Dialogue McGill has opted to offer an **open call** for bursaries for those students in vocational training programs only (see the list of *eligible programs of study in Health and Social Services* on page 11). Students may apply for a vocational bursary at any time during the 2024-2025 year.

ELIGIBILITY CRITERIA

The Bursary Program is open to full-time students from Quebec regions (refer to *List of Eligible Quebec Regions* on page 10) who:

- are Canadian citizens (or permanent residents) who have resided in their home region for at least 2 years (24 months)
- have the appropriate English and French language skills to provide health and social services in a health and social services institution in Quebec
- are pursuing studies in a government recognized educational institution located INSIDE or OUTSIDE their home region
- are currently accepted into or pursuing full-time studies in a government recognized health and social services program that permits the students to work professionally in Quebec upon completion of studies; this program of study must prepare them for careers where they will be providing direct care and service; refer to list of *Eligible Program of Study in Health and Social Services* on page 11)
- are registered full-time during the 2024-2025 Academic Year
- are committed, following completion of studies, to working in their home region, or catchment area of the sponsoring community network, in a public health and social services institution for a minimum of one year per bursary awarded
- agree to participate in any follow-up, monitoring or evaluation of the Program conducted by Dialogue McGill and / or the community network

Please note that medical students are required to work in the Quebec province in a public health and social services institution for a minimum of one year per bursary awarded.

Please note that the Bursary Program is not available to students registered in independent study programs, programs that do not lead to a degree or diploma.

APPLICATION PROCESS

Students wishing to apply to the bursary program should communicate with the community Network responsible for coordinating the bursary program within their home region (please see the *Directory of Participating Community Networks*) and visit [Dialogue McGill's website](#) for all required forms and additional information.

Step 1

Students must fill out *Form 1: Student Application*, including the identification of their home region and the participating community network that will coordinate (sponsor) their bursary application within that region. Please see *Directory of Participating Community Networks* on page 15 for the complete list of participating community networks.

Step 2

Students must attach the following documents to *Form 1: Student Application*, and send the completed form with the attached documents to the contact person at the participating community network:

- most recent Curriculum Vitae
- official letter of acceptance into their program that they have received from their educational institution
- most recent academic transcript: if they are a first-year student after high school, they are to attach their latest high school transcript

Step 3

Students must provide two (2) references from within their community.

An appropriate reference provider is one who:

- has known the student for two (2) years
- can attest to the student's commitment and involvement in the English-speaking community
- can evaluate the student's potential to provide services in English while working in the field of health and social services upon completion of studies

Examples of appropriate reference providers include:

- supervisors in the student's community who belong to government agencies or non- governmental organizations (NGO)
- teachers from educational institutions
- supervisors from hospital, clinic, or care facility engagement
- persons from daycare centers
- summer camp coordinators

- supervisors from community organizations
- volunteer supervisors; and more

Please note that the reference provider cannot be a family member, a friend, a staff member of the sponsoring community network nor involved in a doctor-patient relationship with the student.

Students fill out section 1 of Form 2: Reference Providers and ask that their reference completes sections 2-4.

Reference Providers email the completed Form 2: Reference Providers to the contact person at the participating community network in the student's home region.

SELECTION CRITERIA

Bursary applicants will be recommended for approval by the participating community network based on the following criteria:

- compatibility of the student's field of study with the identified regional priority service areas
- student's commitment, following completion of studies, to work in their field in a public health and social services institution in their home region, or catchment area of the sponsoring community network, for a minimum of one year per bursary awarded
- quality of the references provided
- quality of the student's academic standing
- overall quality, content, and presentation of the student's application

PAYMENT MODALITIES

Payment to the Bursary Recipient

The community network is responsible for disbursing payments to the Bursary Recipient. With the exception of Vocational Training bursaries, bursaries are paid in out in two equal parts.

The first payment should be made in **mid-September** and the second in **mid-January** of the funding year following reception of Recipient Form 1: Attestation of Student's Studies.

- The Recipient Form 1: Attestation of Student's Studies is made available to the community networks once the Bursary Program application has been approved. This form will confirm the student's registration for full-time studies during the funding period as well as their satisfactory academic standing. The student must submit this signed form to the

community network within fifteen (15) calendar days after the educational institution's official registration deadline for the applicable semester.

- Upon reception of the bursary payment, the student must sign a *Bursary Recipient contract* with the Community Network that sets out their respective responsibilities. See contract template.
- The student will have to complete *Recipient Form 2: Proof of Bursary Payment: Section 2C* to confirm reception of each bursary payment received from the community network.

BURSARY RECIPIENT COMMITMENT

- The recipient must commit to completing studies in a government recognized health and social services program that permits the student to work professionally in a public health and social services institution in Quebec upon completion of studies.
- The recipient must remain registered for full-time studies in a government recognized health and social services program during the period funded.
- The recipient must commit to working in their home region, or catchment area of the sponsoring community network, following completion of studies in a public health and social services institution for a minimum of one year per bursary awarded. If the recipient can only secure part-time employment, repayment time is the equivalent in hours of one year of full-time work.
- Should the bursary recipient not be able to meet their commitments, they will have to report in writing to the community network and reimburse the allocated funding in accordance with a contract signed between the community network and the recipient which stipulates:
 1. should the bursary recipient drop out of the agreed upon program of study they must reimburse the sponsoring community network, any money received, within three years following the date they dropped out;
 2. should the recipient default on their commitment by ceasing to work in the health and social services field in their home region, or catchment area of the sponsoring community network before the fixed period has expired, they must reimburse the sponsoring community network, within three years of graduation, the amount of the bursary prorated for the remaining period;
 3. should the recipient default on their commitment by not working in their home region, or catchment area of the sponsoring community network, they must reimburse the sponsoring community network the bursary amount received, within three years of graduation;
 4. should the recipient not find employment in their home region, or catchment area of the sponsoring community network, but secures employment in another eligible region, they will be deemed to have fulfilled their commitment after one year of employment per bursary received in the other region. In this case,

recipients must show proof of their unsuccessful job search in their home region, or within the catchment area of the sponsoring community network.

- The recipient must provide a digital photograph and curriculum vitae to the community network and grant Dialogue McGill, the community network and the health and social services institutions permission to disseminate, for promotional purposes, their photographic image, curriculum vitae, and information about the bursary awarded.
- The recipient must agree to allow their contact information to be entered into a database of health professionals able to provide healthcare services in English which can be made available to the health and social services institutions and on the [Dialogue McGill website](#).
- The recipient must inform the community network with any changes in their contact information.
- The recipient must agree, upon completion of studies, to participate in any formal follow-up monitoring or evaluation of the Program conducted by Dialogue McGill and/or the community network.

LIST OF ELIGIBLE QUEBEC REGIONS

The bursary program is available to students whose primary residence is in one of the following Quebec regions:

Region 01 Bas-Saint-Laurent

Region 10 Nord-du-Québec

Region 02 Saguenay—Lac-Saint-Jean

Region 11 Gaspésie—Îles-de-la-Madeleine

Region 03 Capitale-Nationale

Region 12 Chaudière-Appalaches

Region 04 Mauricie-et-Centre-du-Québec

Region 13 Laval

Region 06 Montreal

Region 14 Lanaudière

Region 07 Outaouais

Region 15 Laurentides

Region 08 Abitibi-Témiscamingue

Region 16 Montérégie

Region 09 Côte-Nord

ELIGIBLE PROGRAMS OF STUDY IN HEALTH AND SOCIAL SERVICES

The bursary program is available to students from eligible Quebec regions who are currently accepted into or are pursuing full-time studies in one of the following government recognized health and social services programs that permits the students to work professionally in Quebec upon completion of their studies.

The list of eligible programs is reviewed annually by Dialogue McGill's Review Committee.

VOCATIONAL TRAINING PROGRAMS

The following are eligible vocational training programs that lead to a **Diploma of Vocational studies (DVS) / Diplôme d'études professionnelles (DEP)**.

*Applicants in programs marked with an asterisk are required to provide a potential [job title](#) in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

Institutional and Home Care Assistance	Assistance à la personne en établissement et à domicile
Dental Assistance*	Assistance dentaire*
Pharmacy Technical Assistance	Assistance technique en pharmacie
Health, Assistance and Nursing	Santé, assistance et soins infirmiers
Support for Assistive Care in Long-Term Care Centres	Soutien aux soins d'assistance en établissement de soins de longue durée

COLLEGE/CÉGÉP-LEVEL PROGRAMS

The following are eligible Cégep/College-level programs which lead to a **Diploma of College Studies (DCS)/ Diplôme d'études collégiales (DEC)**.

*Applicants in programs marked with an asterisk are required to provide a potential [job title](#) in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

	Audioprothèse
Community, Recreation and Leadership Training*	
Dental Hygiene *	Techniques d'hygiène dentaire*
Diagnostic Imaging	
	Environnement, hygiène et sécurité au travail
Medical Records Management*	

Nursing	Soins infirmiers
Paramedic care	
Pharmacy Technology	Techniques de pharmacie
Physiotherapy technology	Techniques de physiothérapie
Pre-hospital Emergency Care	Soins préhospitaliers d'urgence
Radiation Oncology	Technologie de radio-oncologie
Respiratory and Anaesthesia Technology	Techniques d'inhalothérapie
Social Service	Techniques de travail social
Special Care Counselling / Special Education Techniques	Techniques d'éducation spécialisée
	Techniques de diététique
	Techniques d'électrophysiologie médicale
	Techniques d'intervention en criminologie
	Techniques d'intervention en loisir
	Techniques d'orthèses et de prothèses orthopédiques
	Techniques d'orthèses visuelles
	Technologie de médecine nucléaire
	Technologie de radiodiagnostic
Youth and Adult Correctional Intervention	

UNIVERSITY-LEVEL PROGRAMS

The following are eligible University-level programs which lead to a Bachelor's degree / Baccalauréat.

*Applicants in programs marked with an asterisk are required to provide a potential [job title](#) in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

Bachelor's degree / Baccalauréat

	Communications (Relations humaines)
	Communication sociale
Criminology (Clinical orientation) *	Criminologie (Orientation clinique) *
Dietetics and Human Nutrition	
Kinesiology	Kinésiologie
Nursing	Sciences infirmières
	Pratique sage-femme
	Loisir, culture et tourisme*
Social Work	Service social - Travail social
	Sexologie
Therapeutic Recreation	

The following are eligible University-level programs which lead to a Master’s degree / Maîtrise.

* Applicants in programs marked with an asterisk are required to provide the [job title](#) in the public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

Master’s degree / Maîtrise

Audiology	Audiologie
Communication Sciences and Disorders	
Counselling Psychology*	
Creative Arts Therapies*	
Criminology (Clinical orientation) *	Criminologie (Orientation clinique) *
Dietetics and Human Nutrition	
	Ergonomie
	Ergothérapie
Nursing	Sciences infirmières
	Soins infirmiers communautaires
Nurse Practitioner	
Nutrition	
Speech and Language Pathology	Orthophonie
Pharmacy	Pharmacie
Physiotherapy	Physiothérapie
	Pratiques psychosociales
	Psychoéducation
Public Health	Santé publique
	Santé environnementale et santé au travail
	Santé communautaire
	Santé et sécurité au travail*
	Santé mentale
	Sciences du comportement humain
Social Work	Service social - Travail social
	Sexologie*
	Loisir, culture et tourisme*

The following are eligible University-level programs which lead to a Doctoral degree / Doctorat.

*Applicants in programs marked with an asterisk are required to provide a potential [job title](#) in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

Doctoral degree / Doctora

Medicine	Médecine
Psychology*	Psychologie clinique*

DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS

REGION 01: BAS-SAINT-LAURENT

Heritage Lower Saint Lawrence

167, avenue Belzile, Rimouski, QC, G5L 8Y2

Name of contact: Anna Cone **Title:** Assistant Director (Health & Social Services)
Tel. number: (581) 317-6237 **E-mail:** acone@heritagelsl.ca
Website: www.heritagelsl.ca

REGION 02: SAGUENAY—LAC-SAINT-JEAN

English Community Organization Saguenay-Lac-Saint-Jean

1936 rue Davis, Suite 105, Jonquière, QC, G7S 3B6

Name of contact: Brittney Chabot **Title:** Executive Director
Tel. number: (418) 543-4302 **E-mail:** ed@eco-02.ca
Website: www.eco-02.ca

REGION 03: CAPITALE-NATIONALE

Jeffery Hale Community Partners

1270 chemin Ste-Foy, Suite 2000, Québec, QC, G1S 2M4

Name of contact: Andrew Ayre **Title:** Program Support Agent
Tel. number: (418) 932-6752 **E-mail:** aayre@jhpartners.net
Website: www.wejh.ca
www.jhpartners.net

REGION 04: MAURICIE-ET-CENTRE-DU-QUÉBEC

Center for Access to Service in English

1045 Rue Chabanel, Drummondville, QC, J2B 2J4

Name of contact: Shannon Keenan **Title:** Project Coordinator
Tel. number: (819) 850-5560 **E-mail:** casemcagent3@gmail.com
Website: www.casemcq.com

REGION 05: ESTRIE

There is no community network associated with this region at the moment.

REGION 06: MONTRÉAL

African Canadian Development and Prevention Network

6585 Cote-des-Neiges Rd. Montreal, QC H3S 2A5

Name of contact: Tooba Waseem **Title:** Senior Program Coordinator

Tel. number: Email only **E-mail:** twaseem@acdpn.org

Website: www.acdpn.org

REGION 07: OUTAOUAIS

Connexions Resource Center

67, Rue du Couvent, Gatineau, QC, J9H 6A2

Name of contact: Natalie Filiou **Title:** Director of Communications & Operations

Tel. number: (819) 557-0615 **E-mail:** N_filiou@centreconnexions.org

Website: www.centreconnexions.org

REGION 08: ABITIBI-TÉMISCAMINGUE

Neighbours Regional Association

139 Avenue Rouyn-Noranda, QC, J9X 5A9

Name of contact: Nathalie Chevrier **Title:** Health Coordinator

Tel. number: (819) 762-0882 **E-mail:** nathalie@neighboursat.ca

Website: www.neighboursat.ca

REGION 09: CÔTE-NORD

Coaster's Association, Inc.

313 Blvd. Bonne Esperance, P.O. Box 10, St. Paul's River, QC, G0G 1W0

Name of contact: Jessica Jones **Title:** Finance Clerk
Tel. number: (418) 379-2006 ext. 224 **E-mail:** jessica.jones@coastersassociation.com
Website: <https://coastersassociation.com>

North Shore Community Association

337 Blvd. LaSalle, Local #202, Baie-Comeau, QC G4Z 2Z1

Name of contact: Laury Boulianne **Title:** Manager of Community Development
Tel. number: (418) 296-1545 ext. 5 **E-mail:** l.boulianne@quebecnorthshore.org
Website: www.quebecnorthshore.org

REGION 10: NORD-DU-QUÉBEC

There is no community network associated with this region at the moment. Students from this region who are eligible and wish to apply to the bursary program should contact:

See **REGION 02:** English Community of Saguenay-Lac-Saint-Jean

REGION 11: GASPÉSIE—ÎLES-DE-LA-MADELEINE

Committee for Anglophone Social Action

168, Gerard-D-Levesque, New Carlisle, QC, G0C 1Z0, CP 219

Name of contact: Fay Gallon **Title:** Programs Manager
Tel. number: (418) 752-5995 **E-mail:** fay@casa-gaspe.com
Website: www.casa-gaspe.com

REGION 11: GASPÉSIE—ÎLES-DE-LA-MADELEINE (CONTINUED)

Committee for Anglophone Magdalen Islanders

787 Chemin Principal, Grosse-Île, QC, G4T 6B5

Name of contact: Lolita Alborghetti **Title:** Human Resources Coordinator
Tel. number: (581) 453-0561 **E-mail:** lolita@micami.ca
Website: www.micami.ca

Vision Gaspé-Percé Now

28 Rue St. Patrick, P.O. Box #67 Douglastown, Gaspé, QC G4X 2Y2

Name of contact: Jessica Synnott **Title:** Executive Director
Tel. number: (418) 368-3212 **E-mail:** j.synnott@vgpn.ca
Website: www.visiongaspeperce.ca

REGION 12: CHAUDIÈRE-APPALACHES

Megantic English-speaking Community Development Corporation

906 Mooney St., Thetford Mines, QC, G6G 6H2

Name of contact: Maureen Small **Title:** Operations Manager
Tel. number: (418) 332-3851 **E-mail:** community@mcddc.info
Website: www.mcddc.info

REGION 13: LAVAL

The Youth and Parents AGAPE Association Inc.

3950 Blvd. Notre-Dame, Laval, QC H7W 1S7

Name of contact: Ian Williams **Title:** Associate Director
Tel. number: (514) 594-5568 **E-mail:** ian.williams@agapeassociationinc.com
Website: www.agapeassociationinc.com

REGION 14: LANAUDIÈRE

English Community Organization of Lanaudière

3657 Queen Street, Rawdon, QC J0K 1S0

Name of contact: Carole Gravel **Title:** Project Officer
Tel. number: (450) 834-2268 ext. 4 **E-mail:** carole.g@ecol-lanaudiere.org
Website: www.ecol-lanaudiere.org

REGION 15: LAURENTIDES

4Korners

1650, Chemin d’Oka, Deux-Montagnes, QC, J7R 1M9

Name of contact: Sophie Maranda **Title:** Community Development Coordinator
Tel. number: (450) 974-3940 ext. 241 **E-mail:** sophie@4korners.org
Website: www.4korners.org

REGION 16: MONTÉRÉGIE

Assistance and Referral Centre - Montérégie Centre Sector

106, Churchill Blvd., Greenfield Park, QC, J4V 2L9

Name of contact: Debra Dorey **Title:** Program Manager
Tel. number: (514) 743-8058 **E-mail:** pm@arc-hss.ca
Website: www.arc-hss.ca

Montérégie East Partnership for the English-Speaking Community

551 Blvd. Sir-Wilfrid-Laurier, suite 106, Beloeil, QC, J3G 0A4

Name of contact: Debbie Hanney **Title:** Program Manager
Tel. number: (450) 281-3732 ext.4 **E-mail:** debbie.hanney@mepec-pemca.org
Website: www.mepec-pemca.org

Montérégie West Community Network

117 Blvd. Cardinal Leger, Pincourt, QC, J7W 7A8

Name of contact: Lorie Marcotte **Title:** Coordinator of Community Development
Tel. number: (514) 425-0399 **E-mail:** lorie@mwcn.ca
Website: www.mwcn.ca

APPLICANT RESPONSIBILITIES

STUDENTS APPLYING FOR A BURSARY ARE RESPONSIBLE FOR:

1. Completing and submitting Form 1 – Student Application, with the required attached documents, to the contact person at the participating community network
2. Completing section 1 of Form 2 – Reference Providers and sending it to their reference provider for completion.
3. If studying in an educational institution outside of Quebec, ensuring that their program of study is recognized by the appropriate professional order in Quebec.

DOCUMENT CHECKLIST:

The student is responsible for completing the following forms and returning them to the appropriate contact.

When Applying for a Bursary:

Form 1: Student Application, with the following attached:

- Curriculum Vitae
- Letter of acceptance from educational institution
- Most recent transcript

Form 2: Reference Providers (Title page and section 1)

BURSARY RECIPIENT RESPONSIBILITIES

Students awarded a Health and Social Services Community Network Bursary, are responsible for and must agree to the following:

1. signing and submitting Bursary Recipient Contract;
2. conforming to the **Payment Modalities** listed on page 8;
3. submitting Recipient Form 1: Attestation of Student Studies (made available to the recipient by the community network upon approval of Bursary Program application) which serves to confirm the student's registration for full-time studies and good academic standing. As a prerequisite for receiving the bursary payment, the student must send this form to the community network within fifteen (15) calendar days after the educational institution's official registration deadline for each semester;
4. picking up bursary payment from the community network, or providing the required information for electronic payment;
5. confirming reception of bursary payment by signing the Recipient Form 2: Proof of Bursary Payment - Section 2C and the Bursary Recipient Contract;

6. providing a digital photographic image to the community network;
7. entering into a contractual agreement with the community network regarding the recipient obligations, which include:
 - informing the community network in writing within 30 days, should they:
 - o withdraw from the full-time academic program or
 - o not work in the field of health and social services in a public health and social services institution in an eligible Quebec region for a minimum of one year per bursary awarded;
 - in the case of a withdrawal from the academic program, agreeing to reimburse the full amount of the bursary;
 - if the bursary recipient is not working in the field of health and social services for a minimum of one year in their home region, or in the catchment area of the sponsoring community network and cannot demonstrate evidence of having actively searched for employment in their field, agreeing to a full or partial (on a Pro-rata basis) reimbursement;
 - informing the community network that they were unable to find work in the home region, or in the catchment area of the community network, but is employed in the field of health and social services in another region. If such is the case, the bursary recipient must demonstrate evidence of having actively but unsuccessfully searched for employment in their field in the home region, or in the catchment area of the sponsoring community network.

DOCUMENT CHECKLIST:

If the Application is Accepted:

- Recipient Form 1: Attestation of Student Studies
- Recipient Form 2: Proof of Bursary Payment Form
- Bursary Recipient contract

REFERENCE PROVIDERS RESPONSIBILITIES

Students' reference providers are responsible for:

Completing sections 2-4 of Form 2 – Reference Providers. This form will be emailed to the reference provider by the student.

Reference providers should email the signed and completed form to the contact person at the participating community network that is indicated in Section 1 of the Form.

DOCUMENT CHECKLIST:

- Form 2: Reference Providers (sections 2-4)

The Community Reference must be provided by an individual who has known the applicant the past 2 years and who can attest to the applicant’s knowledge of or involvement in the English-speaking community and who can evaluate the student’s potential to work in their region, or the catchment area of the sponsoring community network, in the field of health and social services upon completion of their studies.

Please note that the reference provider cannot be a family member, a friend, a staff member of the sponsoring community network nor involved in a doctor-patient relationship with the student.

QUESTIONS AND CONTACT

Students and Reference Providers who may have questions about the Bursary Program should contact the Community Network in their home region that is listed under the Directory of Participating Community Networks on page 15.