



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 or Social Services

2022-2023 ACADEMIC YEAR

BURSARY PROGRAM: STUDENT APPLICATION GUIDE

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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 or social services in Quebec regions² by supporting students who pursue studies in health or 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 or social services in a government recognized educational institution.

<http://www.afe.gouv.qc.ca/en/all-publications/detail/directory-of-educational-institutions-and-programs/>

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 or social services institution.

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 or 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.

¹The 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
<http://www.msss.gouv.qc.ca/reseau/regions.php>

³ The McGill University Training and Retention of Health Professionals Project will hereafter be referred to as Dialogue McGill

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 or 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 13. 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
\$10,000	\$5,000

Within Home Region:

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

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

APPLICATION 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
2022-2023	March 22, 2022	May 16, 2022	June 06, 2022	June 30, 2022

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 or social services* on page 11).

Students at University or CEGEP/College are subject to the same deadlines but, if they are in a vocational training program, they may apply for a Bursary for an educational institution located within their home region at any point during the 2022-2023 academic 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 or social services in a health or 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 or 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 or Social Services* on page 11)
- are registered full-time during the 2022-2023 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 or 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 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 16 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 during the past 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 or social services upon completion of studies

Examples of appropriate reference providers include:

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

- persons from community center engagement
- volunteer supervisors; and more

Please note that the reference provider cannot be a family member, nor a staff member of the community network to which the student is applying

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 his/her field in a public health and social services institution in his/her 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. Bursaries are paid in out in terms 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 the Community Network /Bursary Recipient contract that sets out the specific conditions of the bursary that relate to default.
- 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 or social services program that permits the student to work professionally in a public health or social institution in Quebec upon completion of studies.
- The recipient must remain registered for full-time studies in a government recognized health or social services program during the period funded.
- The recipient must commit to working in his or her home region, or catchment area of the sponsoring community network, following completion of studies in a public health or 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 his or her commitments, he or she 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 he or she must reimburse the sponsoring community network, any money received, within three years following the date he or she dropped out;
 2. should the recipient default on his or her commitment by ceasing to work in the health or social services field in their home region, or catchment area of the sponsoring community network before the fixed period has expired, he or she 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 his or her commitment by not working in their home region, or catchment area of the sponsoring community network, he or she 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, he or she will be deemed to have fulfilled his or her 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 or 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 or social services institutions and on the Dialogue McGill website.
- 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 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 09 Côte-Nord

Region 02 Saguenay—Lac-Saint-Jean

Region 10 Nord-du-Québec

Region 03 Capitale-Nationale

Region 11 Gaspésie—Îles-de-la-Madeleine

Region 04 Mauricie-et-Centre-du-Québec

Region 12 Chaudière-Appalaches

Region 05 Estrie

Region 13 Laval

Region 06 Montreal

Region 14 Lanaudière

Region 07 Outaouais

Region 15 Laurentides

Region 08 Abitibi-Témiscamingue

Region 16 Montérégie

ELIGIBLE PROGRAMS OF STUDY IN HEALTH OR 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 governments recognized health or social services programs that permits the students to work professionally in Quebec upon completion of their studies.

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 that do not typically have direct patient contact must include an explanation in their application of how they will be directly serving patients post-graduation.

Assistance à la personne en établissement et à domicile	Dental Assistance	Institutional and Home Care Assistance
Assistance dentaire	Santé, assistance et soins infirmiers	Pharmacy Technical Assistance
Assistance technique en pharmacie	Health, Assistance and Nursing	

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 that do not typically have direct patient contact must include an explanation in their application of how they will be directly serving patients post-graduation.

Audioprothèse	Social Service	Techniques d'intervention en délinquance
Biomedical Laboratory Technology	Soins infirmiers	Techniques d'intervention en loisir
Dental Hygiene	Soins préhospitaliers d'urgence	Techniques d'orthèses et de prothèses orthopédiques
Diagnostic Imaging	Special Care Counselling	Techniques d'orthèses visuelles
Environnement, hygiène et sécurité au travail	Techniques de diététique	Technologie d'analyses biomédicales
Medical Records Management	Techniques de travail social	Technologie de médecine nucléaire
Nursing	Techniques d'éducation spécialisée	Technologie de radiodiagnostic
Physiotherapy technology	Techniques d'électrophysiologie médicale	Technologie de radio-oncologie
Pre-hospital Emergency Care	Techniques d'hygiène dentaire	Youth and Adult Correctional Intervention
Radiation Oncology	Techniques d'inhalothérapie	
Respiratory and Anaesthesia Technology		

UNIVERSITY-LEVEL PROGRAMS

The following are eligible University-level programs which lead to either a **Certificate or Diploma / *Certificat ou Diplôme*; Bachelor's degree / *Baccalauréat*; Master's degree / *Maîtrise*; Or Doctoral degree / *Doctorat***

Applicants in programs that do not typically have direct patient contact must include an explanation in their application of how they will be directly serving patients post-graduation.

Art Therapy	Interprétation visuelle	Psychoéducation
Audiologie	Intervention communautaire	Psychologie clinique (doctorat)
Audiology	Interventions en toxicomanie	Psychology (PhD level)
Cert. In Native & North. Student Pers. Advising	Intervention jeunesse	Public Health
Certificate in Special Education	Intervention psychosociale	Radiobiologie
Communication Sciences and Disorders	Intervention sociale	Réadaptation motrice et sensorielle
Communications (Relations humaines)	Kinanthropologie	Réadaptation occupationnelle
Creative Therapies	Kinanthropology	Réadaptation physique
Criminologie (Orientation clinique)	Kinésiologie	Récréologie
Criminology (Clinical orientation)	Kinesiology	Santé environnementale et santé au travail
Dentistry	Medicine	Santé communautaire
Dietetics and Human Nutrition	Médecine	Santé et sécurité au travail
Diploma in Human Relations and Family Life	Neuroscience	Santé mentale
Éducation spécialisée	Nursing	Santé publique
Ergonomie	Nursing communautaire	Sciences du comportement humain
Ergothérapie	Nurse Practitioner	Sciences infirmières
Génagogie	Nutrition	Service social - Travail social
Génie biomédical	Occupational Therapy	Sexologie
Gérontologie sociale	Optométrie	Social Work
Intégration socio-économique des personnes ayant une déficience intellectuelle	Orthophonie	Soins critiques
	Pharmacie (Maîtrise)	Soins infirmiers communautaires
	Pharmacy (Masters)	Speech and Language Pathology
	Physiothérapie	Toxicomanie
	Physiotherapy	
	Pratiques psychosociales	
	Pratique sage-femme	

DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS

REGION 01: BAS-SAINT-LAURENT

Heritage Lower Saint Lawrence

414 de la Seigneuresse, Rimouski, QC, G5L 5X3

Name of contact: Anna L. Cone, Annie Lecavalier **Title:** Rimouski Community Outreach Coordinator
Tel. number: (418) 730-7685 **E-mail:** acone@heritagelsl.ca
Website: www.heritagelsl.ca alecavalier@heritagelsl.ca

REGION 02: SAGUENAY—LAC-SAINT-JEAN

ECO-02 (English Community Organization Saguenay-Lac-Saint-Jean)

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

Name of contact: Debbie Ford-Caron **Title:** Interim 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 (JHCP)

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

Name of contact: Ellie Fleming **Title:** Program Support Agent
Tel. number: (418) 684-5333, Ext. 11835 **E-mail:** Efleming@jhpartners.net
Website: www.wejh.ca/jhpartners.net

REGION 04: MAURICIE ET CENTRE-DU-QUÉBEC

Center for Access to Service in English (CASE)

1045 Chabanel Street, Drummondville, QC, J2B 2J4

Name of contact: Shannon Keenan **Title:** Executive Director
Tel. number: (819) 850-5560 **E-mail:** casemcq.dg@gmail.com
1(833) 850-5560
Website: www.casemcq.com

REGION 05: ESTRIE

Townshippers' Association—Estrie Network

3355 College, Sherbrooke, QC, J1M 0B8

Name of contact: Michelle Lepitre **Title:** Acting Assistant Executive Director

Tel. number: (819) 566-5717 **E-mail:** ml@townshippers.org

Website: www.townshippers.org

REGION 06: MONTREAL

African Canadian Development and Prevention Network (ACDPN)

6585 Côte-des-Neiges, Montreal, H3S 2A5

Name of contact: Tania Callender **Title:** Executive Director

Tel. number: (514) 737-3213, Ext. 300 **E-mail:** tcallender@acdpn.org

Website: www.acdpn.org

Collective Community Services (CCS)

451, rue de l'Église, suite 200, Verdun, QC, H4G 2M6

Name of contact: Vaughan Roche **Title:** Executive Director

Tel. number: (514) 937-5351, Ext. 235 **E-mail:** vaughanr@ccs-montreal.org

Website: www.ccs-montreal.org

East Island network for English Language Services (REISA)

8370 Lacordaire Boulevard, Suite 312, Saint-Léonard, QC H1R 3Y6

Name of contact: Fatiha Gatre Guemiri **Title:** Executive Director

Tel. number: (514) 955-8370, Ext. 2332 **E-mail:** fguermiri@reisa.ca

Website: www.reisa.ca

REGION 07: OUTAOUAIS

Connexions Resource Center

67, rue du Couvent, Gatineau, Québec, J9H 6A2

Name of contact: Danielle Lanyi **Title:** Executive Director

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

Website: www.centreconnexions.org

REGION 08: ABITIBI-TÉMISCAMINGUE

Neighbours Regional Association of Rouyn-Noranda

P.O. Box 2277, (139, av. Murdoch), Rouyn-Noranda, QC, J9X 5A9

Name of contact: Sharleen Sullivan **Title:** Executive Director

Tel. number: (819) 762-0882 **E-mail:** neighbours@cablevision.qc.ca

Website: www.neighbours-rouyn-noranda.ca

REGION 09: CÔTE-NORD

Coaster's Association, Inc.

P.O. Box 10, St. Paul's River, QC, G0G 2P0

Name of contact: Kimberly Buffitt **Title:** Director of Programs

Tel. number: (418) 379 2006, Ext. 226 **E-mail:** hssnpi@globetrotter.net

Website: <http://coastersassociation.com/>

North Shore Community Association (NSCA)

P.O. Box 6102, Baie-Comeau, QC, G4Z 2G9

Name of contact: Jody Lessard **Title:** Executive Director

Tel. number: (418) 296-1545 **E-mail:** nsca@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 please contact:

See Region 08: Neighbours Regional Association of Rouyn-Noranda

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

Committee for Anglophone Social Action (CASA)

168, Gerard D Levesque, New Carlisle, QC, G0C 1Z0

Name of contact: Kim Harrison **Title:** Executive Director

Tel. number: (418) 752-5995 **E-mail:** Kim@casa-gaspe.com

Website: www.casa-gaspe.com

Committee for Anglophone Magdalen islanders (CAMI)

787 Chemin Principal, Grosse Ile, QC, G4T 6B5

Name of contact: Helena Burke **Title:** Executive Director

Tel. number: (418) 985-2116, Ext. 1 **E-mail:** helena@micami.ca

Website: www.micami.ca

Vision Gaspé-Percé Now (VGPN)

28 St. Patrick Avenue, P.O. Box 67, Douglastown, Gaspé, QC, G4X 1H0

Name of contact: Jessica Synnott **Title:** Executive Director

Tel. number: (418) 752-5995 **E-mail:** j.synnott@vgpn.ca

Website: www.visiongaspeperce.ca

REGION 12: CHAUDIÈRE-APPALACHES

Megantic English-speaking Community Development Corporation (MCDC)

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

Name of contact: Brian Gignac **Title:** Executive Director

Tel. number: (418) 332-3851 **E-mail:** director@mcdc.info

Website: www.mcdc.info

REGION 13: LAVAL

The Youth and Parents AGAPE Association Inc./Association amicale des Jeunes et parents AGAPE

3950 Boulevard Notre-Dame, Laval QC H7W 1S7

Name of contact: Kevin McLeod **Title:** Executive Director

Tel. number: (450)-934-1122 **E-mail:** kevin.mcleod@agapeassociationinc.com

Website: www.agapeassociationinc.com

REGION 14: LANAUDIÈRE

English Community Organization of Lanaudière (ECOL)

3657 Queen Street, Rawdon, QC J0K 1S0

Name of contact: Carole Gravel **Title:** Project Officer

Tel. number: (514) 775-9435 **E-mail:** ecollanaudiere@hotmail.com

Website: <https://www.ecol-lanaudiere.org/>

REGION 15: LAURENTIDES

4 Korner's Family Resource Center

200, rue Henri-Dunant, Deux-Montagnes, QC, J7R 4W6

Name of contact: Stephanie Helmer **Title:** Executive Director

Tel. number: (450) 974-3940 **E-mail:** stephanie@4korners.org

Website: www.4korners.org

REGION 16: MONTÉRÉGIE

Townshippers' Association – Montérégie East Network

3- 584 ch Knowlton, Lac-Brome (Quebec) J0E 1V0

Name of contact: Michelle Lepitre **Title:** Acting Assistant Executive Director

Tel. number: (819) 566-5717 **E-mail:** ml@townshippers.org

Website: www.townshippers.org

REGION 16: MONTÉRÉGIE (cont.)

Assistance and Referral Center (ARC) – Montérégie Centre sector

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

Name of contact:	Chris Lapointe Debra Dorey	Title:	Executive Director Program Manager
Tel. number:	(514) 604-9455 (514)743-8058	E-mail:	arc.exdir@gmail.com pm@arc-hss.ca
Website:	www.arc-hss.ca		

Montérégie East Partnership for the English-Speaking Community (MEPEC)

551 boul. Sir-Wilfrid-Laurier #106, Beloeil, QC, J3G 0A4

Name of contact:	Karoll-Ann Carrier	Title:	Executive Director
Tel. number:	(450) 281 3732	E-mail:	info@mepec-perma.org
Website:	www.mepec-pemca.org		

Montérégie West Community Network (MWCN)

Chateauguay Central Office, 255 Boul. d'Anjou, Suite 203, Chateauguay, QC, J6J 2R7

Name of contact:	Pauline Wiedow	Title:	Executive Director
Tel. number:	(450) 691-1444	E-mail:	pauline.wiedow@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. conforming to the **Payment Modalities** listed on page 8;
2. 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;
3. picking up bursary payment from the community network, or providing the required information for electronic payment;
4. confirming reception of bursary payment by signing the Recipient Form 2: Proof of Bursary Payment - Section 2C;

5. providing a digital photographic image to the community network;
6. 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 he or she:
 - withdraw from the full-time academic program or
 - not work in the field of health or social services in a public health or 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 or social services for a minimum of one year in his or her home region, or in the catchment area of the sponsoring community network and cannot demonstrate evidence of having actively searched for employment in his or her field, agreeing to a full or partial (on a pro-rata basis) reimbursement;
 - informing the community network that he or she was 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 or 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 his or her 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*

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 during 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 his or her region, or the catchment area of the sponsoring community network, in the field of health or social services upon completion of their studies.

Please note that the reference provider cannot be a family member, nor a staff member of the community network to which the student is applying.

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 13.