

Northwest Territories Health and Social Services System  
BURSARY PROGRAM  
FREQUENTLY ASKED QUESTIONS

### **What is the NWT HSS Bursary Program?**

The program is available to Northwest Territories (NWT) students pursuing an education in high demand health and social services fields, including allied health, midwifery, nursing, social services, and medical occupations in the NWT Health and Social Services System (NWT HSS System).

The Bursary Program is intended to support NWT students in the pursuit of high demand health and social services occupations. This will:

- Encourage NWT students to consider careers in the health and social services occupations.
- Help address future staffing and vacancy needs within the NWT HSS System.
- Build and enhance local capacity, by increasing resident health and social services employees within the community.
- Help support continuity of care to NWT residents.

### **Who is eligible to apply for the program?**

To be eligible for a bursary, applicants must:

- Be accepted (or conditionally accepted) into an approved, post-secondary program at an accredited post-secondary institution that is directly related to identified high demand occupations.
- Be physically residing in the NWT for 12 continuous months or more; or be in full-time post-secondary studies and had physically resided in the NWT for 12 continuous months or more immediately prior to your studies;
- Be a Canadian citizen, a permanent resident of Canada, or a protected person of Canada;
- Not be receiving any form of direct funding or financial sponsorship for their program of study from an employer;
- Agree to complete a Return of Service (ROS) in the NWT HSS System; and



- Not have a ROS Agreement or other contractual obligations that may prevent him or her from fulfilling the ROS commitment.

### **How can I prove NWT Residency if I do not have any utility bills in my name?**

Proof of NWT residency includes things such as copies of rental agreements or mortgage documents, utility bills, high school transcripts that cover the required length of time. Alternatively, a completed [Residency Statutory Declaration Form](#), can be provided as Proof of NWT residency.

NWT Residency must be able to prove the 12 months of continuous residency prior to your current studies.

### **If I applied previously, do I need to resubmit my application?**

Yes, all application forms, requirements, and grading criteria will be revised on a yearly basis.

It's recommended that the applicant revise their Letter of Interest, Resume, and receive new Recommendation Letters on a yearly basis to ensure that they are as up to date as possible.

Previous receipt of the bursary **does not** guarantee the bursary funding in future years.

### **Should I apply if my education is not listed on the High Demand Occupation and Education list?**

If you're unsure whether your academic program qualifies for a position on the High Demand Occupation list (2026/27 List Coming Soon!):

- Please email [NWTHSS\\_Bursary@gov.nt.ca](mailto:NWTHSS_Bursary@gov.nt.ca) with the details about your program.
- The NWT HSS Bursary Team may consult with Hiring Managers and the Talent Acquisition team to determine vacancies and eligibility for academic programs that could equate to the listed education requirements.



## How is the High Demand Occupation and Education List evaluated?

The NWT HSS Bursary Team collaborates with Talent Acquisition and Hiring Managers to identify vacant positions within the NWT Health and Social Services system and determine the educational requirements for each role.

This list of eligible occupations is reviewed and updated annually based on current workforce needs.

## Where can I get my Residency Statutory Declaration form commissioned or notarized?

There are several options depending on your location:

### Virtual commissioning:

The NWT HSS Bursary Team has a Commissioner for Oaths available who can witness your document in-person or virtually.

### If you are in Yellowknife:

Contact the Program Specialist to check if someone in the Yellowknife office can commission your document(s).

### If you are elsewhere in the NWT:

Visit the following Government of Northwest Territories websites to find a Commissioner or Notary near you:

- Commissioners for Oaths, <https://www.justice.gov.nt.ca/en/commissioners-for-oaths/>
- Notaries Public, <https://www.justice.gov.nt.ca/en/notaries-public/>

### If you are outside the NWT:

- Search online for Notaries Public or Commissioners for Oaths in your area.
  - These services are often available at courthouses, city clerk's offices, or legal service centers.
- Use Virtual commissioning available.

Note: There may be a fee associated with commissioning or notarizing documents, depending on the provider.



## How should the documents be submitted?

The last page of the [Application form](#) includes an Application Checklist. Please go through the checklist and attach all the necessary documents for your application in an email to be sent to [NWTHSS\\_Bursary@gov.nt.ca](mailto:NWTHSS_Bursary@gov.nt.ca).

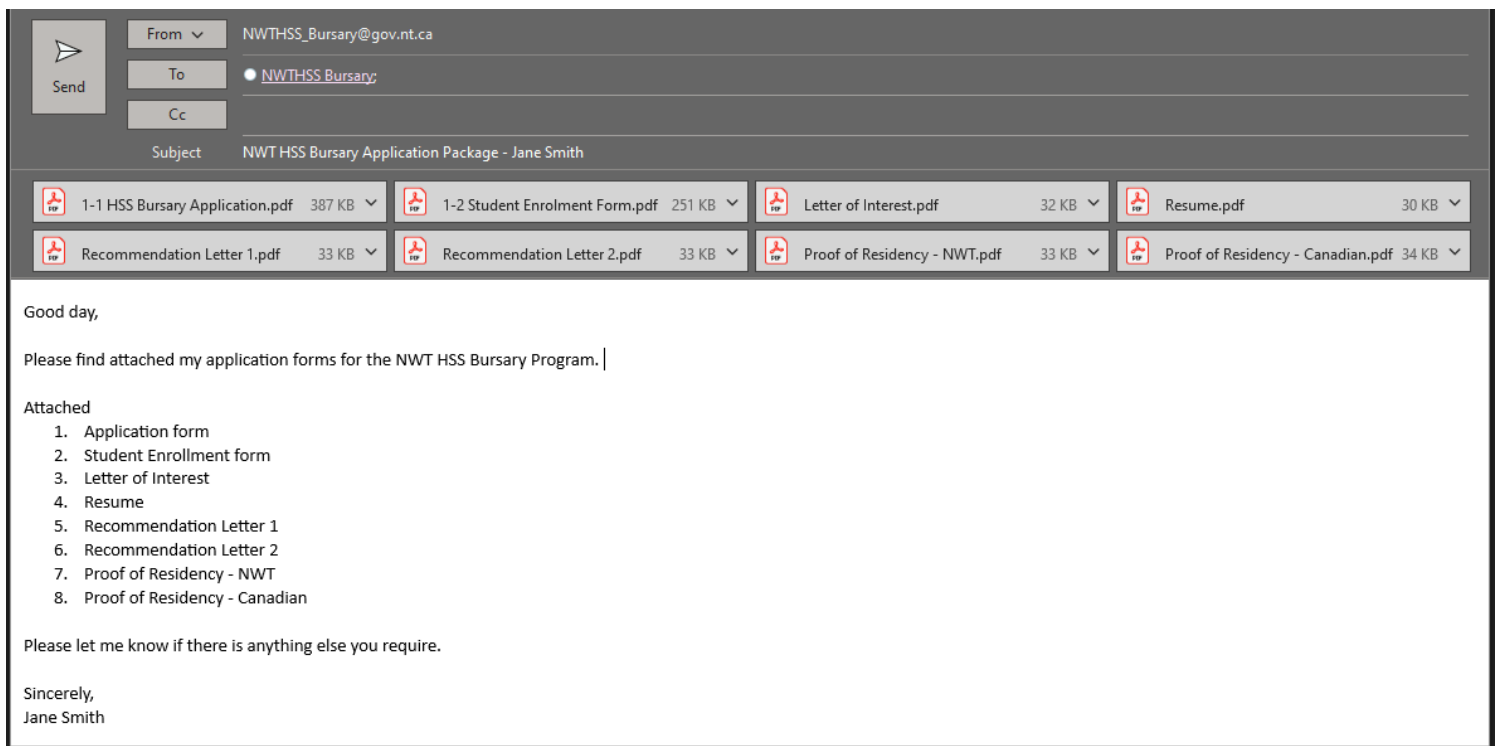
Required documents include:

- Application
- Student Enrollment Form *(or proof of acceptance and enrollment for can be submitted later)*
- Letter of Interest
- Resume
- Recommendation Letter 1
- Recommendation Letter 2
- Proof of NWT Residency
- Proof of Canadian Residency

Additional documents to include if applicable for your application:

- Residency Statutory Declaration Form
- Verification of Indigenous Status
- Disability Assessment Form

Sample email format:



The screenshot shows an email client interface. At the top, there is a 'Send' button and a 'From' field with the address 'NWTHSS\_Bursary@gov.nt.ca'. The 'To' field is filled with 'NWTHSS Bursary'. The 'Subject' is 'NWT HSS Bursary Application Package - Jane Smith'. Below the header, there are eight attachments listed in a grid:

1-1 HSS Bursary Application.pdf	387 KB	1-2 Student Enrolment Form.pdf	251 KB	Letter of Interest.pdf	32 KB	Resume.pdf	30 KB
Recommendation Letter 1.pdf	33 KB	Recommendation Letter 2.pdf	33 KB	Proof of Residency - NWT.pdf	33 KB	Proof of Residency - Canadian.pdf	34 KB

The email body contains the following text:

Good day,

Please find attached my application forms for the NWT HSS Bursary Program. |

Attached

1. Application form
2. Student Enrollment form
3. Letter of Interest
4. Resume
5. Recommendation Letter 1
6. Recommendation Letter 2
7. Proof of Residency - NWT
8. Proof of Residency - Canadian

Please let me know if there is anything else you require.

Sincerely,  
Jane Smith



## Can I send my application through over multiple emails?

Yes, you can. If your attachments are too large to send in a single email, feel free to split your application across multiple emails.

To help us keep track of your submission, please:

- Use the same subject line for each email.
- Number your emails (e.g., “Application – Part 1 of 3”).
- Ensure all parts are sent within a short time frame.

## What should I do if I did not receive an automatic response after emailing my application?

If you did not receive an automatic reply confirmation email after submitting your application, please follow up to ensure it was received. You can:

Send a follow-up email to [NWTHSS\\_Bursary@gov.nt.ca](mailto:NWTHSS_Bursary@gov.nt.ca), or

Contact [PracticeNWT@gov.nt.ca](mailto:PracticeNWT@gov.nt.ca), or

Call the Program Specialist at 867-767-9105 extension 40227.

It's important to confirm receipt to avoid delays in processing your application.

## I don't have any experience in the field I am studying. What should I include on my resume?

Even if you don't have direct experience in your chosen field, your resume can still demonstrate your potential and interest. Here's what to include:

### Education

- Your current program of study
- Relevant courses or certifications
- Your student number (if known)

### Work and Volunteer Experience

- Any jobs or volunteer roles, even if unrelated — focus on transferable skills like communication, teamwork, or organization
- Highlight any responsibilities that show initiative or leadership



## Interest in the Field

- Mention any experience or motivation shared in your Letter of Interest
- Include relevant details from your Recommendation Letters

## Additional Skills

- Technical skills, software proficiency, or languages spoken
- Soft skills like problem-solving, adaptability, or time management

## What should my Letter of Interest include?

Your letter should be written in business letter format and tailored specifically to the NWT Health and Social Services (HSS) Bursary Program. It must clearly explain:

- Why you are interested in working within the NWT HSS system.
- What motivates you to pursue a career in health and social services in the Northwest Territories
- Your current or completed education program.
- Any relevant coursework or academic achievements.
- Skills, training, or work experience that make you a strong candidate.
- How your background aligns with the needs of the NWT HSS system.
- Ensure your letter is focused, relevant, and impactful by highlighting how you can contribute meaningfully to the health and social services workforce in the NWT.

## Who should write my Recommendation Letters?


Your recommendation letters should be written by individuals who you're your professional and/or educational background well and can speak to your potential.

The letters must:

- Speak to your character and explain why you are deserving of the bursary.
- Highlight your strengths, suitability, and any relevant anecdotes or examples.

If you have previous experience in health or social services, one of the letters must be written by your most recent supervisor.





Other references can be instructors, coaches, mentors, or advisors. These individuals should be able to provide meaningful insight into your qualifications and potential to contribute to the NWT HSS system.

### **My friend and I are writing our screening documents together. Can they be reviewed by a peer?**

Yes. However, please ensure your application documents—such as your Letter of Interest and Reference Letters—are unique and personalized. Applications that appear too similar may be asked to resubmit documentation. Your materials should reflect your individual experiences, qualifications, and motivations.

### **What happens after I submit my Bursary Application?**

#### **1. Application Review**

The Program Specialist will confirm whether your application is complete. If anything is missing, you will be contacted.

#### **2. Evaluation Period**

After the application deadline, the NWT HSS Bursary Team will review all submissions.

#### **3. Notification Timeline**

The goal is to complete evaluations and notify successful applicants by mid-August.

#### **4. Next Steps for Approved Applicants**

If your application is approved, follow the instructions in your approval message. You will need to return the signed documents to the Program Specialist to begin payment processing.

#### **5. Payment Processing**

- Once all required documents are received, payment typically takes up to 3 weeks to be issued.
- The Program Specialist will keep you informed throughout the process by sending updates on the status of your payment. If you have questions or need assistance during this time, feel free to reach out.



## How do I complete the Schedule “B”, Demand Promissory Note and Affidavit of Execution?

**Schedule “B” – Demand Promissory Note:** This document confirms that you understand the financial obligations associated with receiving NWT HSS Bursary funding. Please read it carefully before signing.

**Affidavit of Execution:** The witness listed on your Demand Promissory Note must fill out and sign the Affidavit of Execution.

This affidavit must then be commissioned by a Commissioner of Oaths or a Notary Public.

## How do I find a Commission of Oaths or Notary Public?

If you require assistance finding a Commissioner of Oaths, please contact the NWT HSS Bursary Team, [NWTHSS\\_Bursary@gov.nt.ca](mailto:NWTHSS_Bursary@gov.nt.ca).

Commissioning can be done virtually, making it easier to complete the process remotely.

## Can the Return of Service be fulfilled on a part time basis?

Yes, a part time ROS commitment will be pro-rated. You will need to supply regular pay stubs to Program Specialist to record the hours you have worked.

## What is the process for finding a position to fulfill the Return of Service after graduation?

The program specialist will help guide the recipient to network with potential managers within the NWT HSS System and support them to seek, apply for, and secure employment within the NWT HSS System.

**Receiving the bursary does not guarantee the recipient a position within the NWT HSS System.**



## **Will I have to relocate to fulfill my Return of Service?**

Relocation would be necessary if there are no open positions for your occupation in your region. If you are unable to relocate to fulfill the ROS, the bursary recipient will be responsible to repay the bursary funds as outlined in their ROS Agreement.

## **When does the Return of Service begin?**

ROS Commitments should be secured within six months of successful completion of the bursary recipients' final year of academic, residency or practicum requirements. If additional licensing or exams are required after graduation, the ROS will begin once the recipient is reasonably able to start work. The recipient should let the NWT HSS Bursary team know of anything that may delay fulfilling their Return of Service.

## **What if I end up in a career that's not directly related to my education?**

Any position under the NWT HSS System (Northwest Territories Health and Social Service Authority, Hay River Health and Social Services Authority, the Tłı̄chǫ Community Services Agency, or the GNWT's Department of Health and Social Services) will go towards your ROS.


The goal of the program is to fund the education for students that are pursuing careers that are in high demand.

## **What if I need to gain work experience before being hired in to position in the NWT HSS System?**

If your desired occupation on the High Demand Occupation List requires work experience and you need to seek that experience elsewhere:

- Notify the Program Specialist as soon as you secure a work opportunity.
- Your Return of Service (ROS) commitment will be placed on hold until you gain the necessary experience to qualify for a position within the NWT Health and Social Services System.
- Once you meet the qualifications, your ROS will resume, and you'll be expected to fulfill your service commitment in the NWT.





If you're unsure whether your opportunity qualifies or have questions about your ROS status, please reach out to the Program Specialist for guidance.

### **Are NTHSSA Employees Eligible to apply for the NWT HSS Bursary Program?**

Yes, NTHSSA Employees must meet the following criteria to apply:

- Have not received funding for from the Targeted Academic Support Program (TASP) or the Professional Development Initiative (PDI) for their current academic pursuit.
- Are not seeking a certification that could be funded through the TASP or PDI programs while remaining an active employee.
- Meet all eligibility requirements listed in the Program Guidelines.

### **If I have an existing Return of Service Agreement with the NTHSSA, can I still apply for the Bursary Program?**

Yes. Pre-existing Return of Service Agreements with the NTHSSA such as Leave Without Pay and/or Education Leave will be done concurrently with the NWT HSS Bursary Program Return of Service.

Please consult the [NWT HSS Bursary Guidelines](#) or contact [NWTHSS\\_Bursary@gov.nt.ca](mailto:NWTHSS_Bursary@gov.nt.ca) for any questions not addressed in this document.

