



NWT HEALTH & SOCIAL SERVICES SYSTEM BURSARY PROGRAM 2024-2025 APPLICATION FORM

The Northwest Territories Health and Social Services System Bursary Program is available for application to Northwest Territories students pursuing an education in a priority health and social services-related field. To be eligible for the Bursary Program, an Applicant must:

- Be accepted (or have applied to) an approved, post-secondary program directly related to 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
- Have no contractual obligations that may prevent them from fulfilling the ROS commitment.

To be considered for funding in the 2024-2025 Academic Year, interested students should submit a completed application package to NWTHSS_Bursary@gov.nt.ca by June 30, 2024. Applications received after the deadline will be considered once initial bursary funding has been allocated, should funding still be available within that fiscal year.

Applicant Information

First Name:	Middle Name(s):
Last Name:	Previous Last Name(s):
Pronouns:	Social Insurance #:
Place of Birth:	Birth Date:

Academic Information

Please detail the qualifying program that you will be attending this academic year. Your Academic Institution must be an accredited post-secondary institution that is directly related to identified high demand occupations listed in the High Demand Occupations List. Proof of Acceptance is required prior to acceptance for Bursary funding.		
Academic Institution:	Program Of Study:	Program Stream:
Academic Year: 2024-2025	Program Start Date:	Anticipated Graduation:
<p>Course Load Applicants will be considered a full-time student if they take 60% or more of a 100% course load. Applicants with a permanent disability will be considered a full-time student if they take 40% or more of a 100% course load.</p> <p>I am enrolled with this % of course load:</p> <p>Formal confirmation is required from your Education Institution. The Student Enrolment Form can be used for this purpose.</p>		



Affirmative Action Status

Applications will be prioritized on several factors, including priority status under the GNWT Affirmative Action Policy. Based on this Policy, I identify as:

- Indigenous aboriginal persons Persons who are descendants of the Dene, Inuit or Metis people, indigenous to the present boundaries of the Northwest Territories and includes any aboriginal persons resident at birth pursuant to section 23 of the Vital Statistics Act and any Canadian aboriginal persons who have lived more than half of their lives in the Northwest Territories.
- Indigenous non-aboriginal persons Non-aboriginal persons born in the Northwest Territories, or who have lived more than half their lives in the Northwest Territories.
- Resident disabled persons Resident persons who are at a disadvantage as a result of a medically certified learning, mental, emotional or physical disability which handicaps the persons from taking advantage of employment, training and career advancement opportunities in a way which would not be encountered by a person without disability.
- NWT Resident 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.

Status confirmation is required through appropriate forms detailed in Application Checklist.

Addresses

Permanent NWT Address:		
Community:	Northwest Territories	Postal Code:
Current Mailing Address:		
Community:	Territory / Province:	Postal Code:
Cell / Phone Number:	Email Address:	

Emergency Contact

First Name:	Last Name:
Cell / Phone Number:	Email Address:
Relationship to Applicant:	



Consent for the Release of Personal Information

With your consent, the HSS Bursary Program can share certain personal information with potential Northwest Territories HSS System employers, including Government of the Northwest Territories Departments (GNWT), regarding employment opportunities and/or financial assistance. In addition, the HSS Bursary Program can also release personal information to assist with the verification of benefits to other GNWT Departments, Indigenous organizations, and Educational Institutions.

I consent to the release of the following personal information to Northwest Territories HSS System employers, including GNWT Departments, for the purpose of contacting me for potential employment opportunities and/or financial assistance:

- First and last name
- Email address
- Mailing address
- Telephone number
- Program of studies
- Institution name
- Year of study

Employers, including GNWT Departments that receive my personal information will be bound by agreement to use the personal information provided to them for the sole purpose of identifying and contacting students for potential employment opportunities and/or financial assistance. Employers will be required to treat my personal information as confidential and will not share that information with any other party.

I further consent to the release of certain personal information, as defined under the *Access to Information and Protection of Privacy Act (ATIPPA)*, Section 2 to:

- a. GNWT Department of Finance (Human Resources) for the purpose of verifying eligibility for employment.
- b. Indigenous organizations for the purpose of verifying affirmative action priority status.
- c. Educational institutions for the purpose of verifying enrolment.

I understand that the refusal to provide consent will not result in any adverse decisions about rights, benefits or services currently provided to me by the HSS Bursary Program. However, I may not receive consideration for employment opportunities and/or certain financial assistance. This consent is valid for the life of this application.

Applicant
Signature:

Applicant
Name (Printed):

Date:



Declaration and Consent

This information is being collected under the authority of the Access to Information and Protection of Privacy Act (ATIPP). The information will be used to determine my initial and continued eligibility for an HSS Bursary and for the general administration and enforcement of this program. The privacy provisions of ATIPP protects my information. Personal information is defined under ATIPP, Section 2. All applicants have the right to examine and request correction of his or her records and to request a review by the Information and Privacy Commissioner. If you have any questions about the collection of information, contact the Manager Talent Acquisition, Northwest Territories Health and Social Services, Box 1320, Yellowknife, NT, X1A 2L9, or call 1-867-767-9105.

Part A - Applicant

1. I declare that:

- a. I have read and I understand the criteria, terms and conditions for the NWT HSS Bursary Program and wish to apply for the Bursary.
- b. The information that I provide on this HSS Bursary application, any further applications, applicable forms, or documents are true and complete, and I understand that they are subject to audit.
- c. I will immediately notify the HSS Bursary Program in writing if my personal information changes.
- d. I am not receiving any form of direct funding or financial sponsorship for my program of study from an employer.
- e. I do not have any other Return of Service Agreement or contractual obligations that may prevent me from fulfilling the return of service requirement of the NWT HSS Bursary Program.

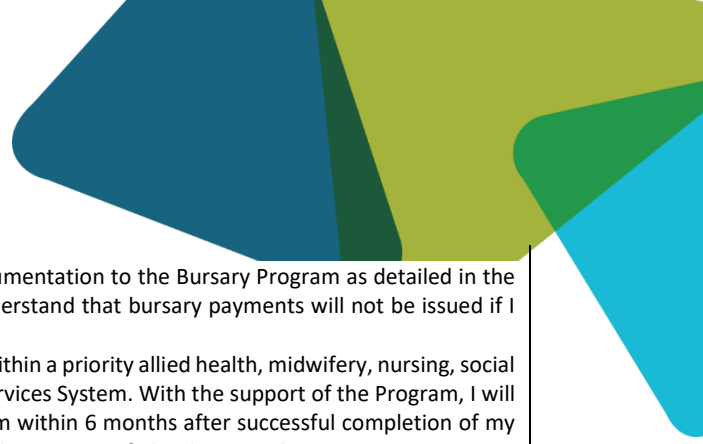
2. I agree to:

- a. Follow the terms and conditions of any bursary documents that I have signed.
- b. Use any bursary benefits awarded to me towards the cost of my education.
- c. Return any bursary benefits that I am not entitled to.
- d. Notify the Program, in writing, of any change to my address, telephone number, or email address, while I am in receipt of the HSS Bursary, and subsequently while fulfilling my Return of Service to the NWT Health And Social Services System.
- e. Provide information or documents to verify my initial and continued eligibility for bursary benefits within 20 days of request.
- f. Not have any other ROS Agreement or contractual obligations that may prevent me from fulfilling the return of service requirement of the NWT HSS Bursary Program.

3. I understand that:

- a. If I make a false or misleading statement, I may be required to immediately repay all bursary benefits received and/or be denied future bursary benefits. I may also be subject to criminal prosecution.
- b. If I have an outstanding debt with the GNWT, I may be denied the NWT HSS Bursary, or that debt may be deducted in part or whole, from my Bursary benefits.
- c. If I am unable to meet the GNWT's credit worthiness requirements as defined in the Financial Administration Manual, Section 3101, under the authority of the Financial Administration Act, I may be denied Bursary benefits.
- d. My personal information, except for information collected from the Canada Revenue Agency, may be disclosed to third parties in accordance with Section 48 of ATIPP for the following purposes: verifying eligibility to receive a benefit or service from the GNWT, for the purpose of collecting a debt owed to the GNWT, to maintenance enforcement for the purpose of enforcing a maintenance order.
- e. The HSS Bursary Program may contact other agencies to verify the information I have provided as part of determining my initial and continued eligibility for Bursary benefits and to detect fraud. These agencies may include but are not limited to the following: GNWT departments, HSS System Authorities, federal, territorial, municipal, or Indigenous governments including driver and vehicle licensing programs, Employment and Social Development Canada including Record of Employment and Employment Insurance, Canada Revenue Agency and Canada Citizenship and Immigration, Indigenous agencies, housing management bodies, and financial institutions.





- f. It is my responsibility to obtain and provide information and documentation to the Bursary Program as detailed in the application package, to remain eligible for this HSS Bursary. I understand that bursary payments will not be issued if I do not provide the requested information.
- g. It is my responsibility to seek, apply for, and secure employment within a priority allied health, midwifery, nursing, social work, or medical occupation within the NWT Health and Social Services System. With the support of the Program, I will aim to be employed in the NWT Health and Social Services System within 6 months after successful completion of my final year of academic or residency/practicum requirements. The receipt of this bursary does not guarantee me employment with the NWT HSS System upon completion of my program.
- h. Repayment of the bursary is required (6) months after I withdraw from my program, do not successfully complete the course of study, or do not return to the NWT to fulfill my Return of Service obligation in the field in which I am studying. I understand that if I complete only part of my Return of Service in the NWT Health and Social Services System, repayment of the bursary to the GNWT will be prorated.
- i. I cannot apply for and am not entitled to receive any bursaries from any other province, territory or country that obliges me to a return of service for the same period that I am receiving the HSS Bursary from the Government of Northwest Territories (GNWT).

4. I consent to:

- a. the release of personal information to the HSS Bursary program by those agencies listed in 3.e. above to verify any personal information provided to determine my initial and continued eligibility for a HSS Bursary. I understand that if I consent to the release of my personal information to third parties, that this consent is valid until I advise the Program Specialist in writing that I withdraw my consent.
- b. the release of personal information pertaining to my application for, and receipt of the NWT HSS Bursary Program for the purpose of facilitating my placement for employment and Return of Service, upon completion of my training.

5. I am willing to fulfill the Return of Service Agreement in the NWT Health and Social Services System upon completion of my studies, and I declare that I am now, and will remain, free from any other return of service agreement or contractual obligation with any other jurisdiction in Canada or elsewhere.

Applicant
Signature:

Applicant
Name (Printed):

Date:

The information in this form is being collected in support of your application to the HSS Bursary Program. It is protected by the privacy provisions of the Access to Information and Protection of Privacy Act (ATIPPA). If you have any questions about collection or use of the information, please contact the Manager, Talent Acquisition at (867) 767-9105 ext. 40183.

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Please submit all application documents to NWTHSS_Bursary@gov.nt.ca.



Application Checklist

<input type="checkbox"/> Student Enrollment Form	<p>Official proof of acceptance and confirmation of Courseload is required prior to being accepted for funding.</p> <p>If you do not yet have proof of acceptance, include proof of enrollment with the application and provide proof of acceptance, as you have it.</p>
<input type="checkbox"/> Letter of Interest	<p>Your Letter of Interest will be assessed on presentation, format, grammar, readability, and most importantly – relevance and impact.</p> <p>Your letter should indicate why you are interested in the priority health and social services occupation. It should also outline the education or technical training being proposed in the application, your medium and long-term learning and career objectives, and how the proposed education or training will help align and support the needs of the NWT HSS System.</p>
<input type="checkbox"/> Résumé	<p>Your résumé will be assessed on format, grammar, readability, relevance, and impact. Your résumé will help confirm if your experience, education, and your interests – are aligned with the Program.</p>
<input type="checkbox"/> Two Recommendation Letters	<p>Two recommendation letters are required from references who are familiar with your academic background or community service involvement. Where you have worked as a health or social services professional previously, one of the letters must be from a relevant supervisor.</p> <p>Recommendation letters will be assessed on impact and relevance.</p>
<input type="checkbox"/> Proof of Residency – NWT Residency Statutory Declaration Form	<p>To be eligible, all applicants must have physically resided in the NWT for past 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.</p> <p>In addition, If you would like to receive priority consideration as an Indigenous Non-Aboriginal (as per the GNWT Affirmative Action Policy), you will need to provide verification of this status that demonstrates that you were born in the Northwest Territories or have lived more than half your life in the NWT.</p> <p>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.</p> <p>Alternatively, a completed Residency Statutory Declaration Form, can be provided as Proof of NWT residency.</p>
<input type="checkbox"/> Verification of Indigenous Status (if applicable)	<p>If you would like to receive priority consideration as an Indigenous Aboriginal (as per the GNWT Affirmative Action Policy), please provide Verification of Indigenous Status Form, or other official documentation, as applicable.</p>
<input type="checkbox"/> Disability Assessment Form (if applicable)	<p>If you would like to receive priority consideration as a Disabled Resident (as per the GNWT Affirmative Action Policy), please provide the Disability Assessment Form, or other official documentation from a medical professional.</p>
<input type="checkbox"/> Proof of Residency – Canadian	<p>To be eligible, applicants must be a resident of Canada. Proof of Canadian residency (e.g., Canadian birth certificate, passport, or citizen certificate).</p>

