

FOUNDATION OF ADMINISTRATIVE JUSTICE

Policy A-3

*Last Updated: April 14, 2009*

**Tribunal Administrative Justice Bursary**

**Scope:**

The FAJ will have and maintain a scholarship and bursary program open to anyone wishing to pursue secondary or furthered education in administrative justice or legal studies.

**Program:**

1. Will be a single annual award of \$1,000.00.
2. The award is subject to receiving at least one application meeting the minimum application criteria.
3. Only applications received between January 1 and December 1 of each year will be eligible for consideration.
4. Applicants may only apply once per calendar year but may reapply each year.

**Application:**

1. Applications shall contain the following:
  - a. An application form containing the following applicant information:
    - i. FAJ membership number if applicable
    - ii. name of applicant
    - iii. mailing address of applicant
    - iv. phone number where applicant can be reached if applicable
    - v. fax number where applicant can be reached if applicable
    - vi. email address where applicant can be reached if applicable
    - vii. courses or educational program applicant is enrolled in
    - viii. name of training institute or organization providing training
    - ix. signature of applicant
    - x. date
  - b. A letter, legibly written or mechanically produced containing the following information:
    - i. a brief biography of the applicant
    - ii. education / educational goals of the applicant
    - iii. career goals
    - iv. relationship to administrative justice and how administrative justice training will help
  - c. Proof of course registration in one or more courses pertaining to or related to administrative justice or related legal studies presented by the FAJ or any other organization

**Review Criteria:**

1. Only complete applications containing the information and received by December 1 may be considered
2. Preference will be given to applicants that are:
  - a. a member in good standing with the Foundation and may be extended to an immediate family member
  - b. an employee or board member of a organization that is a member, in good standing with the Foundation and may be extended to an immediate family member
  - c. in need of financial assistance in order to obtain or continue education
  - d. registered to attend one or more of the Foundation of Administrative Justice courses
  - e. registered to attend other training related to administrative justice provided by a recognized secondary educational institute
3. Should multiple applications be found to be equal, applicants having received an FAJ scholarship or bursary in previous years will be removed from the list.
4. Should multiple applications be found to be equal, a name will be drawn from a hat.
5. The Scholarship & Bursary Committee may use discretion in the review process.

**Administration:**

1. The Scholarship & Bursary program will be administered by a subcommittee of the FAJ directors.
2. The Scholarship & Bursary Committee will review and decide on all applications received within the eligibility timeframe prior to December 31 of each year.
3. Notification with payment will be sent as soon as practicable following the decision.
4. Unsuccessful applications and applications failing to meet with the minimum eligibility will be destroyed within 60 days of the application deadline.
5. A statistical record of each application will be kept containing the following information:
  - a. Scholarship / Bursary year
  - b. Name of applicant
  - c. Date application received
  - d. Indication whether the application was complete and if not complete, summarize the item(s) missing
  - e. Date of review
  - f. Decision and reason for decision
  - g. If successful, date notification was sent with payment

6. All applicants will be notified, indicating their status and who was awarded the scholarship / bursary.
7. The scholarship / bursary award is subject to the current taxation rules.
8. The FAJ reserves the right to amend the Scholarship & Bursary program at any time.
9. The FAJ reserves the right to suspend or cancel the Scholarship & Bursary program at any time.
10. The FAJ reserves the right to reinstate the Scholarship & Bursary program at any time should it have been suspended or cancelled.
11. The decision of the Scholarship & Bursary Committee is final.

Email: [info@FOAJ.ca](mailto:info@FOAJ.ca)

***Application***

		Membership #
Last Name	First Name	
Mailing Address		
Phone (day)		Email:
Phone (evening)		
Phone (cell)		
Fax		
Courses or Educational Program	Training Institute	

In accepting this bursary, I understand and agree that the Foundation of Administrative Justice may publish my name and achievements in promotional or other material related to the Foundation's training directives. All bursary awards are public information and may be published.

I understand that this bursary award is deemed as income under the Income Tax Act and must be declared. The Foundation of Administrative Justice will issue a T4A form.

The Foundation of Administrative Justice reserves the right to change and/or terminate this bursary.

By signing this application, I declare that I have answered each item to the best of my ability and knowledge, and I will notify the Foundation of Administrative Justice if I withdraw from any course listed.

\_\_\_\_\_  
 Applicant Name (Printed)

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date