

### What is the Community Living Windsor Employee Education Bursary?

One of Community Living Windsor's main values is recognizing that learning never stops. People learn through changes and challenges in their life. People also learn by finding opportunities to gain new insights and understanding and through developing new skills. Community Living Windsor offers an opportunity to assist employees who desire to advance their knowledge as it relates to the field of disability studies.

**Bursary Amount:** Maximum of \$1,000 per bursary. Up to five bursaries awarded yearly.

**Purpose:** To reward efforts made by a Community Living Windsor employee towards furthering their education in the field of disability studies.

**Who is eligible?** Community Living Windsor employees.

### What are the selection criteria?

- Demonstrates a strong belief in the potential of people with an intellectual disability;
- Shows an outstanding commitment to supporting people with an intellectual disability to have a meaningful life in their community;
- Assists people to achieve their full potential by encouraging the principle of self-determination;
- Works collaboratively with others to champion inclusion, community and respect;
- Builds strong relationships with coworkers, volunteers, family and community members and is committed to a career at Community Living Windsor;
- Demonstrates leadership, initiative and is resourceful in empowering people to whom they provide support;
- Has a positive, helpful and caring attitude, providing and modeling a welcoming, accepting and respectful environment.

### Selection Process:

1. Each application and its supporting documentation will be reviewed by an Employee Bursary Review Committee (comprised of leadership team and Board members) from Community Living Windsor.
2. An employee can only receive the bursary once.
3. The bursary can be used to cover the costs of tuition, textbooks or other course related costs (receipts will be required).
4. If the bursary is given and the employee does not remain with Community Living Windsor for at least three years following the award, the money must be returned.
5. The bursary winner will be recognized at Community Living Windsor's Annual General Meeting.

### Application Process:

1. Applications can be filled out and submitted to the review committee at any point in the year.
2. Application forms must be completed and submitted to :  
*Employee Education Bursary*  
*c/o Nicole Morassut, Acting Director, Human Resources*  
[nicolem@clwindsor.org](mailto:nicolem@clwindsor.org)

Visit [www.clwindsor.org](http://www.clwindsor.org) to download additional application forms.

**Thank you!**

March 2018



## Community Living Windsor Employee Education Bursary Application Form

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1. Name: \_\_\_\_\_

2. Contact information:

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

3. Name of course: \_\_\_\_\_

4. Name of school where the course is held:

\_\_\_\_\_

5. Date that course is being held: \_\_\_\_\_

6. Amount of bursary funds requested: \_\_\_\_\_

7. Expenses that the bursary funds are intended to cover:

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8. Please describe personal goals and specific interest in the identified course. Use additional paper if required:

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