



Policy Name:	EDUCATIONAL FUND & CHIEF CONSTABLE'S SCHOLARSHIP		
Policy #:	AD 6.1	Last Updated:	2023-03-29
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

1. PURPOSE

- 1.1. To support career-long educational and personal developmental opportunities for Surrey Police Service (SPS) Employees by providing financial assistance towards tuition and other educational courses.
- 1.2. To ensure Educational Fund grants and Chief Constable Scholarship funds are equitably distributed to qualified applicants through a fair process that includes an assessment through a lens of equity, diversity, and inclusion of all applications.

2. SCOPE

- 2.1. This policy applies to all Employees.

3. POLICY

Undergraduate Courses

- 3.1. SPS recognizes the value that career-long learning can provide Employees by broadening their skillsets, providing promotional opportunities, and enriching their personal development.
- 3.2. The Educational Fund provides financial assistance to Employees who are interested in furthering their educational development and have completed approved undergraduate courses.

- 3.3. The Educational Fund provides funds up to a maximum of \$700 per Employee per year towards tuition reimbursement for undergraduate, vocational, and technical courses. See application process in section 4.1 below.
- 3.4. The Educational Fund will only provide re-imbursement for courses completed at Accredited Institutions. The Leadership Development Unit (LDU) will maintain a list of Accredited Institutions; however, Employees may complete a Form (AD-6101) to the Officer in Charge (OIC), LDU requesting a course or institution be considered for approval.
- 3.5. To qualify as an approved course to receive reimbursement from the Educational Fund, the course must:
- i. have at least 35 hours of instruction / course content;
 - ii. have an exam or testing;
 - iii. be taken or completed during an Employee's off-duty time;
 - iv. be provided by a recognized educational or training institution;
 - v. provide a benefit to the Employee and SPS; and
 - vi. be approved by the LDU OIC or designate.

Graduate and Post-Graduate Studies – Chief Constable's Scholarship

- 3.6. Eligible Employees who have registered in graduate and post-graduate studies that are related to the goals, strategies, and values of SPS may receive 75% reimbursement of eligible expenses to an annual maximum of \$5,000 and a career maximum of \$15,000.
- 3.7. The Chief Constable may award up to \$25,000 in Chief Constable's Scholarship funding per year; however, the Chief Constable is not required to award any scholarships in any given award period.
- 3.8. Employees will complete their studies during off-duty time.
- 3.9. This Program may be amended or cancelled at the direction of the Chief Constable.

4. PROCEDURE

Undergraduate Courses

- 4.1. Applications for course reimbursement must submit an Educational Fund Course Reimbursement Form (AD-6102) through their chain-of-command to the Staff Sergeant, LDU by September 30th each year. Employees are entitled to one submission, relating to reimbursement per course, per calendar year.
- 4.2. Courses that commence after September 30th, or late applications, will be processed in the following year.

4.3. To be eligible for reimbursement, Employees must attach proof of course tuition payment and course completion received from the accredited institution when submitting an Educational Fund Course Reimbursement Form (AD-6102).

4.4. Educational Course Funds will be distributed, after November 30th of that year, to Employees who have been approved for reimbursement, up to a maximum of \$700 per Employee per year.

Graduate and Post-Graduate Studies – Chief Constable’s Scholarship

4.5. The applicant must be a regular full time SPS Employee with more than twelve (12) months of service and be an Employee in good standing.

4.6. Feedback provided on successful and unsuccessful applications will be conducted by the LDU.

4.7. Applicants will provide the following information to apply for the Chief Constable’s Scholarship:

- i. Cover letter: (maximum of 600-words) addressing why they are applying for the Scholarship and how the proposed education program supports them personally, fits with their career plan, and is beneficial to SPS;
- ii. Resumé: (maximum 4 pages) summarizing their education, work experience, community engagement, and awards/recognitions. The applicant may provide other relevant information;
- iii. Copy of their undergraduate transcripts;
- iv. Information on the university and program being applied to and the anticipated start date and graduation date;
- v. Proof of acceptance (if received) or proof of application; and
- vi. Indication if they have previously been awarded a Chief Constable’s Scholarship (if this is the applicant’s second application for the same program less information/different application is required).

4.8. LDU will administer the Chief Constable’s Scholarship Program. The Employee’s direct Supervisor will be notified of the status of their application after it is submitted.

4.9. Application selection is solely at the discretion of the Chief Constable, who will consider factors such as:

- i. Value of the program/education to SPS;
- ii. Match to SPS’s priorities;
- iii. Return on investment to SPS;
- iv. Likelihood of program completion;
- v. Employee standing;

- vi. Applications are considered to ensure organizational equity, diversity, and inclusion in relation to an Applicant's background; and
- vii. Review of the entire application package.

4.10. The Chief Constable is the final Decision Maker for all applications.

4.11. The applicant must complete the application process and sign the repayment agreement.

4.12. If a scholarship recipient leaves the employment of SPS for any reason before completing three (3) years from the date of payment of the Chief Constable's Scholarship, the following repayment schedule applies:

- i. Less than one (1) year - 100% repayment;
- ii. More than one but less than two (1-2) years - 66% repayment;
- iii. More than two but less than three (2-3) years - 33% repayment; and
- iv. More than three (3) years - no repayment.

4.13. If the Employee drops a course of study or does not complete it in the specified time, the Employee must repay all scholarship funds.

4.14. The Chief Constable may defer the repayment requirements if extended course periods are approved.

4.15. SPS may provide resources, policing data, etc. in support of the education program (e.g., thesis topic, research areas, etc.). A research agreement may be required if personal information must be removed from SPS records before being used in research for courses and writing requirements.

APPENDIX A: DEFINITIONS

“Accredited Institution” means a post-secondary institution as designated by the British Columbia Student Aid Standard <https://studentaidbc.ca/apply/designated>.

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“LDU” means the Leadership Development Unit.

“OIC” means Officer in Charge.

“SPS” means Surrey Police Service.

APPENDIX B: REFERENCES