**OPERATIONAL POLICY** 

## NBCC (New Brunswick Community College) Student bursary disbursement policy

1-For the bursaries awarded to students who have yet to completely pay their tuition fees, a transfer will be sent directly to NBCC with the list of recipients. Most likely via wire transfers or EFT.

NBCC will distribute those bursaries directly to the student's college account per the college policy.

With the exception of the Critical Aid bursaries. Those will be managed at the discretion of the Foundation and the college.

2- Tentatively, starting in September 2024, students who have completely paid their tuition fees, will receive their bursaries via an Interac e-transfer **email** (instead of a cheque).

For this purpose, the student in question <u>MUST HAVE a CANADIAN bank account that offers</u> the <u>Interac e-transfer features</u> to accept the money. A list of financial institutions that offers the Interac e-transfer features is available on the Foundation's website.

The student must also have completed either an application form for one of the Foundation's bursary programs or the online form specifically designed to confirm the personal information required to receive a bursary.

**\*WARNING:** if the email address provided is incorrect and a person other than the beneficiary collects the bursary, the Foundation <u>cannot be held responsible for replacing it</u>. This is why it is so important to fill in the forms correctly.

\*ANTI-FRAUD PRECAUTIONS: To reduce opportunities for fraud, the NBCC will send a notification email to the student that he or she will receive a bursary by Interac e-transfer EMAIL from the NBCC Foundation. We currently NEVER send via TEXT message. Students should therefore NEVER accept an Interac e-transfer from the 'Foundation' via text messages and never accept the email transfer without first receiving notification from the NBCC college. This email will also contain the security question and answer for the accounts that do not have autodeposit.

**\*PLEASE NOTE:** All requests for a change of email address to receive an Interac e-transfer bursary must include a proof of identification of the person making the request, if not made in person. Only requests from the student in question to NBCC advancement department will be considered.