

**AWARDS, SCHOLARSHIPS & BURSARIES  
APPLICATION FORM**
**PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS.**

<b>A. General Information</b> <b>Student Name:</b> _____ <b>Award/Scholarship/Bursary Name:</b> _____			
<b>B. Personal Information</b>			<b>*NOTE: Awards will not be distributed without a Social Insurance Number (SIN)</b>
Student ID	Alberta Resident <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of years in residence in Alberta _____	SIN # (Required)
<b>Alberta Residency Definitions</b> Student must be: <ul style="list-style-type: none"> <li>• an Alberta resident, and to be considered an Alberta resident <b>one of the following</b> conditions must apply:             <ul style="list-style-type: none"> <li>○ One parent, or legal guardian has maintained permanent residence in Canada for at least 12 consecutive months immediately prior to commencing post-secondary studies and be residing in Alberta, or</li> <li>○ Alberta is the last place the student has maintained permanent residence for 12 consecutive months immediately prior to commencing post-secondary studies, or</li> <li>○ Student was enrolled full-time at a, Alberta post-secondary institution for two consecutive terms during the academic year immediately prior, or the student's spouse/partner has maintained permanent residence in Alberta for 12 consecutive months prior to the person (i.e. the student) attending post-secondary studies.</li> </ul> </li> </ul>			
Current Address		Phone Number (_____) _____ - _____	
_____		Email: _____	
(include Box #/Street Address, Town/City, Province, Postal Code)			
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Single Parent <input type="checkbox"/> Married/Common Law <input type="checkbox"/> Other			Number of Dependent Children Living With You:
Name of Program currently registered in:		Campus Location:	
		Student Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
<b>C. Financial Information    *NOTE: Only fill out for awards with <u>Financial Need as criteria</u></b>			
Type of Funding:    Alberta Works <input type="checkbox"/> Sponsorship Funding <input type="checkbox"/> Self Funded <input type="checkbox"/> Other <input type="checkbox"/> _____			
Did you pay your own tuition, fees & books? If yes, how much \$ _____			
<u>Monthly Expenses</u>		<u>Monthly Income</u>	
Rent/Mortgage:	\$	Part-time Employment Earnings	\$
<input type="checkbox"/> Rental Accommodation <input type="checkbox"/> Own Home		Spouse's Income	\$
<input type="checkbox"/> College Housing Unit/Residence		Cash Contributions from Parents	\$
Utilities (telephone/cell phone, water, internet)	\$	Child Support Income/Employment Insurance Benefits (EI)	\$
Food/Clothing/Personal Care	\$	Aboriginal Funding (Treaty or Metis)	\$
Transportation	\$	Alberta Works Monthly Grant	\$
Insurance (vehicle, life, etc.)	\$	Student Loan	\$
Credit Card Payment/ Loan Payment	\$	Other Income:	\$
Other Expenses:	\$	Specify:	\$
Specify:		Specify:	
Subtotal	\$	Subtotal	\$
Subtotal Monthly Expenses	\$	Subtotal Monthly Income	\$
x _____ months in training    =		x _____ months in training    =	

**For Practicum Bursary Only (Please provide your additional expenses while on practicum)**

Rent (e.g. Room & Board at Site)	\$
Food	\$
Uniform/Clothing	\$
Travel	\$
Daycare	\$
Loss of Income	\$
Other Specify	\$
Specify	\$
<b>NOTE: THOSE STUDENTS ON A PAID PRACTICUM DO NOT QUALIFY</b>	Total Expenses: X _____(months of practicum)  Total: _____

**FOR APPRENTICES ONLY:**

1. Have you moved to Lac La Biche or Cold Lake to attend your apprenticeship training at Portage College?  No  Yes
2. What is considered your home community? \_\_\_\_\_
3. What distance is it from your hometown residence to your campus/training location? \_\_\_\_\_kilometers

**D. Other**

1. If you have to travel from outside of your local community on a regular basis to attend classes, how far do you have to travel per day?  
\_\_\_\_\_kilometers round trip
2. Other than personal debt, do you have extraordinary expenses that may impact your success as a student? Please provide a very brief statement below:  
\_\_\_\_\_  
\_\_\_\_\_

**E. Declaration of Applicant**

I hereby:

- understand that all financial obligation to the College must be cleared or in good standing before a monetary award, scholarship or bursary (with the exception of Emergency Need Bursaries) is released. Outstanding amounts owed to the College will be automatically deducted from the monetary award.
- declare the information provided on this application to be complete and true in all respects.
- **understand that all awards, bursaries and scholarships are taxable income, and I will be issued a T4 for tax purposes.**
- authorize the Awards Officer access to my academic record and details of my financial status.
- authorize the Awards Officer to release pertinent information to Alberta Scholarships, Student Accounts and Finance, if I am a successful recipient.
- authorize the Awards Officer to release pertinent information to my funding agency, with my written request.
- accept all conditions governing awards/bursaries as outlined in the College's policies and guidelines, and as listed on this application.
- understand that incomplete applications will not be considered by the Awards Selections Committee.
- acknowledge that the decision of the Student Awards Selections Committee or the Program Coordinator is final.
- **understand and agree if I receive a scholarship my name, award and photo may be released publicly to promote the program. However, my consent to the publication of this personal information is not a criterion for eligibility, and if I do not want to be identified, I will contact Portage College Award, Scholarships and Bursaries to request that it not be disclosed, (780) 623-5503.**
- **understand that withdrawing prior to dispersal of funds, I will not receive payment.**

Signature of Applicant: \_\_\_\_\_

Date Application Completed: \_\_\_\_\_

We are required to collect this personal information under the authority of the Colleges Act (RSA 2000, Chapter F-25), which mandates the provision of programs and services. We need this information to determine your eligibility for the Scholarships, Bursaries and Awards. If you have any questions about the collection, use and/or disclosure of this information, you may contact Student Services at 780-623-5503.

### Preparation Checklist

Before submitting your application form:

- Double-check the criteria on the Portage College website for criteria for the award/scholarship/bursary that you are applying for. <https://www.portagecollege.ca>.
  - Complete a separate form for each award/scholarship/bursary that you are applying for.
  - Apply only for the ones that you believe you may be eligible for.
- Attach **ALL** documents asked for in the award descriptor i.e. Do you need an essay? Do you need a progress report? Do you need a transcript? Do you need to provide proof of Aboriginal ancestry? Do you need references?
- Only applications **submitted on or before the deadline** will be considered by the Selections Committee. Applications received after the deadline will be disqualified.
- Ensure your application is **COMPLETE**. Incomplete applications **will not** be considered by the Selections Committee.
- Settle any outstanding accounts. If you have an outstanding account, **monies will be automatically deducted**.

### Awards, Scholarships & Bursaries Application/Nomination Criteria

1. To be eligible for these awards, bursaries or scholarships, you must maintain full-time student status, unless otherwise noted.
2. Some awards require Alberta residency.
3. Internal College Bursaries or Scholarships that have an Alberta residency requirement has now been re-defined as: A student must complete at least one semester at Portage College.
4. These bursaries are only for the current academic year.
5. **You must have a Social Insurance Number in order to receive an award. All bursaries are taxable income. You will automatically be issued a T4A if you are a recipient.**
6. Only successful applicants will be notified. All documents submitted become the property of Portage College and will not be returned.
7. Your personal information provided on this application will only be used for purposes as outlined in the Declaration of Applicant.
8. Non-nominated awards cannot exceed tuition amount in one given year.
9. All financial obligations to the College must be cleared or in good standing before a monetary award, scholarship or bursary (with the exception of Emergent Need Bursaries) is released. Outstanding amounts owed to the College will automatically be deducted from the monetary award.
10. If student withdraws prior to dispersal of funds, the student will not receive payment.
11. Please provide your current phone number and email address so we may contact you regarding your application.

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**REMEMBER: It is YOUR responsibility to ensure that the application is complete, and signed, and that all requested information pertaining to your application is attached. Failing to provide all information requested will disqualify your application.**