



## The Clear Hills County Continuing Education Scholarships Level 2 Post Secondary

---

**3 Application  
deadlines per year:  
February 1  
June 1  
October 1**

The Clear Hills County Continuing Education Scholarships are designed to recognize the accomplishments of Clear Hill County high school/post-secondary students registered in an apprenticeship, trade or post-secondary program. The scholarships encourage these students to continue and complete, an apprenticeship trade or post-secondary program and return to the Clear Hills County.

Level 2: Up to \$2,500

- Eligible Programs: Post-Secondary, Apprenticeship, Trades Training
- Ineligible Programs: No potential employment opportunity within the County.
- Applicants:
- Will be taking the educational curriculum by internet driven distance learning and will not be physically attending a trade school, college or university.
- Are living in Clear Hills County.
- Are working in Clear Hills County or the surrounding area:
- Eligible Expenses: Tuition
- Maximum scholarship amount is equal to tuition cost.
- Be pursuing (in their first year) or continuing (in their second or third year) an approved regular apprenticeship , trades program; OR pursuing or continuing a post-secondary education or degree at a business school, college or university
- Fund must be used to pursue an apprenticeship, trades or post-secondary program in Alberta or Canada.
- Scholarship payment: Processed when the County has been provided with proof of successful completion of the program in the form of a course certificate or verification letter provided by the educating body.
- There will be a limit of one Level 2 Scholarship per Recipient

## Level 2 Post-Secondary Application

### To apply, complete these steps:

#### STEP 1: Make sure you are eligible.

You must:

- Be a Canadian citizen or landed immigrant, and resident of Alberta;
- Be a resident of Clear Hills County or the Village of Hines Creek for no less than one year prior to submitting an application.
- Be pursuing (in their first year) or continuing (in their second or third year) of a post-secondary education or degree **in a distance learning format** from a recognized business school, college or university.
- Agrees to return to the Clear Hills County area to work.

#### STEP 2: Fully complete the Application Form.

- Your application must be accompanied by a teacher and/or employer recommendation (See Application Form)
  - Year 1 students - a recommendation letter from a high school teacher or counselor and copy of high school transcript.
  - Year 2 and 3 students– a transcript from the post-secondary institution
  - Year 2 and 3 students- a recommendation letter from a teacher or professor.
- **Cover letter containing the following:**
  - **Your intentions for the Clear Hills County Continuing Education Scholarship funds.**
  - **Your goals for your future.**
  - **Why you feel you would be deserving of the scholarship funds.**
  - **A list of your academic or trades related achievements and community involvement.**
  - **A copy of your resume.**
- **DO NOT Include a Photo**
- Your application must be complete. Incomplete applications will be removed from the selection process. An electronic version of this application form can be found in the Community Development folder of the Document Library at <http://www.clearhillscounty.ab.ca/cms/>

#### STEP 3: Mail in the form before the most suitable application deadline: **February 1, June 1, or October 1 annually.**

Send your completed application to:

Chief Administrative Officer  
Clear Hills County  
Box 240 Worsley, Alberta  
T0H 3W0

You will be notified of the status of your application within 30 days of the applicable application deadline.

If you have any questions about the scholarship, please contact Clear Hills County at 780-685-3925 or the

Principal of your school.

## Application for Clear Hills County Continuing Education Scholarships

**Incomplete applications will be deemed ineligible and will be removed from the selection process.**

We are collecting personal information in this application under the authority of section 33© of the Freedom of Information and Protection of Privacy Act, c. F-25, RSA 2000 to determine and verify your eligibility for an Clear Hills County Continuing Education Scholarship under the Alberta Heritage Scholarship Act, c. A-24, RSA 2000 and for research and statistical purposes. If you have any questions about the collection of this information, you can contact the Director, Alberta Scholarship Programs, 4<sup>th</sup> Floor, 9940-106 Street, Edmonton, Alberta, T5K 2V1. Phone 780.427.8640.

***(Please print legibly using blue or black ink.)***

Alberta Student Number: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Apprentice I.D. Number(if applicable): \_\_\_\_\_ / \_\_\_\_\_  
(Trade Number) (Apprentice I.D.)

Gender  Male  Female Birth Date (dd/mm/yy) \_\_\_\_\_

Program you are enrolled in? \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address \_\_\_\_\_

**Year 1 Students:**

Name of High School \_\_\_\_\_ School Code \_\_\_\_\_

**Year 2 & 3 Students:**

Name Post-Secondary Institute: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

**Mail completed applications to: Clear Hills County Continuing Education Scholarships**

Chief Administrative Officer  
Clear Hills County  
Box 240 Worsley, Alberta  
T0H 3W0

You will be notified of the status of your application within 30 days of the appropriate application deadline.

## Residency

**Citizenship** (please check)  Canadian Citizen  Landed Immigrant

NOTE: if you are a Landed Immigrant, you must include a photocopy of your permanent resident card or immigration long form. Visa students are ineligible.

**Have you lived in Clear Hills County all your life?** (please check)  Yes  No  
If no, since

--	--	--	--	--	--

(dd/mm/yy)

**Do your parents live in Clear Hills County?** (please check)  Yes  No

## Tell Us About Yourself

To be considered for the Clear Hills County Continuing Education Scholarships, you must include one or two paragraphs telling us about yourself, confirming your plans to continue in your profession, and why this career choice is a good fit for you. Use additional sheets or attach typewritten pages as required. Please write legibly or attach a typed description of yourself to the application.

**Your written comments are very important to your evaluation for a scholarship.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Scholarship Agreement:

I, \_\_\_\_\_ do hereby agree that following the graduation of my post-secondary program from \_\_\_\_\_ I will live and obtain employment within (name of community) \_\_\_\_\_ for at least \_\_\_\_\_ year(s) .

I, \_\_\_\_\_ understand that, in the event I am approved for a Level 2 Continuing Education Scholarship , prior to funds being released I must provide the following to the Clear Hills County administrator on or before December 31<sup>st</sup> of the year I have successful completed the distance learning post-secondary program I am enrolled in:

1. A copy of my certificate, degree or letter of verification from the educating body that I have successfully completed the program I was enrolled in.
2. A copy of the detailed original receipt for the registration/tuition fees, if the receipt does not contain sufficient information a copy of the invoice will also be required to confirm the amount of tuition or registration fees.

I, \_\_\_\_\_ understand that the maximum amount of a Level 2 Continuing Education Scholarship is equal to the cost of tuition to a maximum of \$2,500.00 (two thousand five hundred) dollars.

I, \_\_\_\_\_ understand that if I fail to provide the required documentation by December 31<sup>st</sup> of the year my distance learning program is completed I will be ineligible for Scholarship funding .

-----  
Signature of witness

\_\_\_\_\_  
Signature of Student

Witness contact information: \_\_\_\_\_  
\_\_\_\_\_

## **Double check your application! Have you:**

- Answered all of the questions and checked all of the appropriate boxes in a neat and legible manner?
- Included your Alberta Student Number?
- Included the cover letter
- Included your resume
- Included your high school OR post-secondary transcript?
- Year 1 students - Attached a recommendation letter from your high school teacher?
- Sign the form?
- DO NOT include a Photo

**Failure to do any of the above can result in your application being deemed ineligible. Please double check your application to ensure it is complete.**