

Application
Deadlines
October 1st &
February 1st

Clear Hills County Continuing Education Scholarship Application

Clear Hills County recognizes the value of continued education and Trades Training among its citizens and offers scholarships to Clear Hills County residents to assist with the costs to obtain additional education and training.

Scholarship Overview:

1. Scholarships: Each Scholarship will be to cover education fees to a maximum of \$3,000.00.
2. Eligibility: To be eligible for a scholarship an applicant must
 - a. Be a Canadian citizen or landed immigrant, and resident of Alberta.
 - b. Be a resident of Clear Hills County or the Village of Hines Creek for no less than one year prior to applying.
 - c. Be actively enrolled or have applied for an eligible program.
3. Biannual application deadlines will be October 1st and February 1st.
4. There will be a limit of one scholarship per successful applicant per year. When a scholarship recipient will be completing a second consecutive Trade year in the same program within the qualifying year, then the individual will be able to apply for a supplementary CES at a reduced amount of \$1,500.00.
5. A scholarship recipient will only be able to access one full scholarship and one Supplementary Trade year scholarship within the qualifying year.
6. Individuals may apply for a scholarship each year they will be attending an eligible multi-year program.
7. Scholarships will not be approved for previous years eligible programs that have completed at the time of application.
8. Eligible Programs: Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications
9. Ineligible Programs: No potential employment opportunity within the County.
10. Scholarship Payment will be processed upon the Recipient providing proof that tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.
11. Repayment: Recipients will repay the scholarship if they do not complete the apprenticeship, trade, post-secondary program, or Product-specific certifications the scholarship was received for or fail to provide proof of completion.

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 applying.
- Be actively enrolled or have applied to enroll in an eligible program

STEP 2: Fully complete the Application Form and Attachments

- Year 1 students - Copy of high school transcript.
- Year 2 and future year students—transcript from education provider.
- All applicants must include a Letter of recommendation from one of the following Teacher or Employer.
- **Cover letter containing the following must be attached to the completed application form.**
 - **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.**
- **Resumé**
- **Highschool or Post-Secondary Transcript**
- **DO NOT Include a Photo**

Your application must be complete. Incomplete applications will be removed from the selection process.

For an electronic version of this application form contact Bonnie Morgan, Executive Assistant with Clear Hills County, bonnie@clearhillscounty.ab.ca

STEP 3: Submit completed application before the biannual deadlines of October 1st and February 1st.

Send your completed application to:

Bonnie Morgan
Clear Hills County
Box 240 Worsley, Alberta
T0H 3W0

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

If you have any questions about the scholarship, please contact Clear Hills County at 780-685-3925 Ext: 120.

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 a 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, 4th Floor, 9940-106 Street, Edmonton, Alberta, T5K 2V1. Phone 780.427.8640.

Application for Clear Hills County Continuing Education Scholarships

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

(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 enrolling in. _____

Amount you are applying for (Maximum \$3,000.00) _____

Applying for a second consecutive Trade year in the same program within the qualifying year. (\$1,500.00) (please check one) Yes No

Anticipated Tuition cost for program: _____

Last Name: _____ First Name: _____

Mailing Address: _____

Town: _____ Province _____ Postal Code _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

Year 1 Students:

Name of High School _____

Year 2 & 3 Students:

Name of Educational Institution: _____

Number of hours of on-the job training and work experience completed in your trade: _____

Have you registered for apprenticeship technical training? *(Please check one)* Yes No

If yes, where? _____

Product-Specific Certifications:

Name of Program Provider: _____

How is the Program provided: In class? _____ If Yes, where? _____ Online? _____

I, _____ agree to provide, the Clear Hills County administrator of the Continuing Education Scholarship which I have received, with written certification or verification letter from the educating body confirming completion of the education within 8 weeks of completion.

If I, _____ do not complete the education the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program I agree to repay the full scholarship funds obtained from the Clear Hills County at 313 Alberta Avenue Box 240 Worsley Alberta T0H 3W0

Signature of witness

Signature of Student

Witness contact information: _____

Use of Funds and Reporting Requirements:

- Funds must be used for Education Fees for an eligible program in Alberta or Canada
- An accounting confirming the funds were used for tuition will be forwarded to Clear Hills County.

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 resumé
- Included your high school OR post-secondary transcript?
- Letter of Recommendation – Teacher or Employer
- Apprentices - Included your apprentice I.D. number?
- Apprentices - Filled in the boxes on page 3 asking for number of hours of on-the-job training or work experience?
- Completed the “Tell Us About Yourself” or included on a separate sheet
- Completed the “Giving Back to the Community” or included on a separate sheet.
- Sign the form?
- Have a witness sign the form?
- DID NOT include a Photo

Failure to do any of the above will result in your application being deemed ineligible. Double check your application to ensure it is complete.