

Application
Deadline
September 1

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 tuition costs 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 pursuing (in their first year) or continuing (in their second or future year of) an eligible program.
3. Application deadline is September 1 annually.
4. There will be a limit of one scholarship per successful applicant per year. Individuals may apply for a scholarship each year they will be attending an eligible multi-year program.
5. Scholarships will not be approved for post-secondary, apprenticeship, trades training or computer and bookkeeping courses that are in progress or completed at the time of application.
6. Eligible Programs: Post-Secondary, Apprenticeship, Trades Training, Computer and Bookkeeping courses. Classroom and internet or distance education programs are all eligible.
7. Ineligible Programs: No potential employment opportunity within the County.
8. 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.
9. Repayment: Recipients will repay the scholarship if they do not complete the apprenticeship, trade, post-secondary program, or computer/bookkeeping courses 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 entering (first year) or continuing (second or future year) an eligible program (recognized apprenticeship, trade, post-secondary program, computer, or bookkeeping courses).

STEP 2: Fully complete the Application Form and Attachments

Your application must be accompanied by a teacher and/or employer recommendation (See Application Form). **NOTE: This does not apply for Bookkeeping or Computer courses.**

- Year 1 students - a recommendation letter from a high school teacher or counselor or employer and copy of high school transcript.
- Year 2 and future year students– a transcript from education provider.
- **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.

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 application deadline of September 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 application deadline.

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

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, 4th 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 enrolling in. _____

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? _____

Bookkeeping/Computer Courses:

Name of Program Provider: _____

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

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

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(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 field of study, 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.

Giving back to the Community

To be considered for the Clear Hills County Continuing Education Scholarships, you must include a short essay **telling us about what you are doing or have done to make the County or Village of Hines Creek a better place to live, work or relax.** Use additional sheets or attach typewritten pages as required. Please write legibly or attach a typed Giving back to the Community essay to the application.

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

Scholarship Agreement:

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 tuition 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?
- 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?
- Year 1 students - Attached a recommendation letter from your high school teacher?
- 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.