

# Alberta Human Services Métis and Non-Status Indian Bursary Program

## Application Tip sheet

### Helpful Tips in Completing Your Application

The Bursary Selection Committee makes its decisions on funding based on the application you submit. Please complete the application carefully because it represents you and reflects your commitment, time and efforts to further your studies. Applying for this Bursary is a competitive process. There is a limited amount of funding, with many students applying. Give yourself a good chance by being clear, accurate and by giving complete information. The following tips will help.

1. Make sure your application is:
  - **Legible** - Type your application or write **clearly** so that it is readable.
  - **Well written** - Use proper grammar and correct spelling.
  - **Neat** - Your application represents you and needs to give the same good impression you would want to make in a job interview.
2. **Complete all sections of the application.**
3. After you have completed your application, please ensure that you have:
  - Reviewed the application to be sure it is clear and includes what you want us to know.
  - Ask someone whose opinion you respect to review the application to be sure it's complete and clear.
4. Reference Forms
  - Select your referee's as described in the application (Educational and Employment/Volunteer).
  - Write your name and course of study on the Reference Forms **before** you give it to the persons doing your reference.
  - Follow-up with your referees to be sure that the reference form gets completed on time. We cannot review your application without references.
5. In sending in your application:
  - Review the checklist provided in your application package to ensure that you have completed it in full.
  - **Applications are due by May 31<sup>st</sup>**. Late applications will not be considered.
  - Please make photocopies of all documents submitted
  - For any clarification in completing your application please contact **Randy at 780-422-2183**.

**Good Luck!**

**Alberta Human Services  
Métis and Non-Status Indian Bursary Program**

**Application Checklist**

Please make sure to send the following information by **May 31st**:

- Application** – completed application.
- Learning Plan** – completed by part-time applicants only.
- Reference Forms** – two required; one education and one employment minimal.
- Transcripts** – official transcripts of marks from the education institution most recently attended – high school, college or university.

If you are currently in the program of study, please submit the fall term transcripts, and for the winter term, ask the educational institution to provide a progress report.

- Confirmation of Aboriginal Heritage:**
  - **Métis** – Written confirmation, a photocopy of membership card from a Métis Association/Organization or copy of application for membership.
  - **Non-Status Indian** – Copy of response to application of Status recognition made to Indian and Northern Affairs Department (Canada) identifying your Non-Status.
- Proof of Dependents** - photocopy of Birth Certificates or Alberta Health card.
- Income Tax Purposes** – photocopy of Social Insurance Card.
  - **Make Photocopies of all documents submitted.**
  - **For any clarification regarding your application submission please contact Randy at 780-422-2183.**

Please return to:

**Alberta Human Services  
Métis and Non-Status Indian Bursary Program  
Attention: Randy Gagne  
6<sup>th</sup> Floor Sterling Place  
9940 – 106<sup>th</sup> Street  
Edmonton AB T5K 2N2**

The collection of personal information on this form is authorized under Section 8(1) of the *Government Organization Act* and is managed in compliance with the *Freedom of Information and Protection of Privacy Act (FOIP) Act* of Alberta. The personal information collected will be used in determining or verifying the applicant's suitability or eligibility for the Métis and Non-Status Indian Bursary Program.

**A. PERSONAL INFORMATION**

Applicant's Name		<i>Surname</i>	<i>Given Name</i>
Permanent Address		<i>(Box No., Apt No., Street, etc.)</i>	<i>City/Town</i>
		<i>Postal Code</i>	
Mailing Address (if different)		<i>(Box No., Apt No., Street, etc.)</i>	<i>City/Town</i>
		<i>Postal Code</i>	
Home Phone No. (include area code)	Business Phone No. <i>(if available at work)</i>	Social Insurance Number	Funding Requested <input type="checkbox"/> FT <input type="checkbox"/> PT
Date of Birth (yyyy/mm/dd)	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Interdependent Relationship <input type="checkbox"/> Separated/Divorced		Number of Dependents
Aboriginal Status <input type="checkbox"/> Métis <input type="checkbox"/> Non-status Indian		Email Address	Length of Residence in Alberta

\*Please enclose confirmation of your Aboriginal heritage - see attached guidelines.

**B. EDUCATIONAL HISTORY**

Name of Institution	Location	Highest grade/ program completed	Year of
High School			
Post Secondary			

**Additional Courses**

Name of Institution	Name of Course	Attendance Dates

NOTE: Please enclose the most recent transcript of marks with your application.

**C. EDUCATIONAL PLANS/GOALS**

<b>Current/proposed studies</b>			
Name of Educational Institution/School	Location		Degree/Diploma
Program Enrolled In	Length of Program	Graduation Year	Dates Attending School YYYY/MM/DD      YYYY/MM/DD
Have you been accepted by the educational institution? <input type="checkbox"/> Yes <input type="checkbox"/> Pending			From      To Date applied to educational institution YYYY/MM/DD
If your program of study is out-of-province, please explain why you have chosen this program.  _____			

# D. FINANCIAL INFORMATION

## Personal Budget While In School

While attending school I will be living at:  Parent(s) Home  Rental  Student Residence  Own Home  Other \_\_\_\_\_ specify

Have you applied for a student loan?  Yes  No Your financial contribution towards your education \$ \_\_\_\_\_

While attending school I anticipate the following monthly expenses and income/resources:

Monthly Expenses	Amount	Monthly Income/Resources	Amount
Housing	\$ .00	Part-Time Earnings (net)	\$ .00
Food/Personal Care	\$ .00	Contribution from Parents	\$ .00
Utilities	\$ .00	Spousal Earnings (net)	\$ .00
Clothing	\$ .00	Child Support/Alimony	\$ .00
Child Care/Baby-sitting	\$ .00	Grants/Scholarships	\$ .00
Transportation	\$ .00	Other Government Funding (specify)	\$ .00
Entertainment	\$ .00	Other (Specify)	\$ .00
Other (specify)	\$ .00		\$ .00
<b>Total Monthly Expenses</b>	<b>\$ .00</b>	<b>Total Monthly Income/Resources</b>	<b>\$ .00</b>

Multiply your **monthly expenses** by the number of months you will be in school

\$ \_\_\_\_\_ total monthly expenses.

X \_\_\_\_\_ number of months in school.

= \_\_\_\_\_ your total living expenses for one school year.

**Total Expenses for One School Year:**

Total living expenses for one school year \$ \_\_\_\_\_ a year.

Tuition & Fees \$ \_\_\_\_\_ a year.

Books & Supplies \$ \_\_\_\_\_ a year.

**Your Total Expenses for One School Year** \$ \_\_\_\_\_ a year.

**INCOME BEFORE STARTING SCHOOL:**

For the 4 months before starting this school term I was/will be:

For the 4 months before starting this school term my income in total was/will be:

Employed for _____ months	Total wages/salary before deductions	\$ .00
Unemployed for _____ months	Unemployment Insurance	\$ .00
Full-time student for _____ months	Social Assistance	\$ .00
	Other Income (list)	\$ .00
Living with <input type="checkbox"/> parents <input type="checkbox"/> Other (specify) _____	<b>TOTAL INCOME</b>	\$ .00
	Income Tax Deducted	\$ .00

Please provide information about your financial situation and your need for a bursary \_\_\_\_\_

\_\_\_\_\_

### E. EMPLOYMENT HISTORY

*Please begin with your most recent employment*

Employer	
Address	
Date of employment: _____ month / year	_____ month / year
From	To
Position held	

Employer	
Address	
Date of employment: _____ month / year	_____ month / year
From	To
Position held	

Employer	
Address	
Date of employment: _____ month / year	_____ month / year
From	To
Position held	

### F. OCCUPATIONAL / CAREER GOALS

Will you be taking a leave of absence from your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Long?
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What are your employment plans once you have completed your studies?

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Where in the province of Alberta do you prefer to work once you have completed your studies?







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▷ **RETURN TO:**  
Alberta Human Services  
Métis and Non-Status Indian Bursary Program  
Attention: Randy Gagne  
6th floor, Sterling Place  
9940 - 106 Street  
Edmonton, AB T5K 2N2

Applicant's Name

\_\_\_\_\_

**To be completed by person making referral**

How long have you known the applicant?

In what capacity?

\_\_\_\_\_

Which courses, if any, have you taught the applicant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please comment on the applicant's strengths and/or challenges in any of the following areas:

Academic potential:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Written and oral communications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interpersonal skills:

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Enthusiasm for social service work:

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Please provide your comments on the following:

Applicant's suitability for a career in the helping profession:

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Applicant's readiness for current or proposed educational program?

*Academically / Personally:*

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Name of person giving this reference: (*please* PRINT):

Telephone Number (where you can be reached):  
(include area code)

Position held:

Name of Institution:

Address of Institution:

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Signature:

Date (yyyy/mm/dd):

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Applicant's Name

**To be completed by person making referral**

How long have you known the applicant?

In what capacity?

What was the position held, and what duties were performed by the applicant?

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Please comment on the applicant's strengths and/or challenges in any of the following areas:

Academic potential:

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Written and oral communications:

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Interpersonal skills:

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Enthusiasm for social service work:

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Please provide your comments on the following:

Applicant's suitability for a career in the helping profession:

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Applicant's readiness for current or proposed educational program?

*Academically / Personally:*

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Would you rehire this individual?  Yes  No *Please explain why:* \_\_\_\_\_

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Name of person giving this reference: (*please PRINT*):

Telephone Number (where you can be reached):  
(include area code)

Position held:

Name of Company:

Address of Company::

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Signature:

Date (yyyy/mm/dd):