

Alberta Children & Youth Services

Métis and Non-Status Bursary Program

Application Tip sheet

Helpful Tips in Completing Your Application

Because we will not have a chance to meet you, the Bursary Selection Committee makes its decisions on funding based on the application you submit. Please complete the application carefully because it represents you well as it also reflects your commitment, time and efforts to further your studies. The following tips will help.

1. Make sure your application is professional. It needs to be:
 - **Legible.** Type your application or write **clearly** so that we can read what you have to say.
 - **Well written.** Use good 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.** It is important that we have all the information needed to make a decision.
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 as described in the application (Educational, 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 to us 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 and included everything required.
 - **Application are due by May 31st, be sure you get the application in on time.** Late or incomplete applications will not be considered.

Applying for this Bursary is a competitive process. There is a limited amount of funding, with many students applying, so give yourself a good chance by being clear, accurate and by giving complete information.

Good Luck!