



## EDMONTON CIVIC EMPLOYEES CHARITABLE ASSISTANCE FUND

### Two Term Bursary Program Application:

A Term is defined as a block of time or unit of education normally consisting of a four month period commonly referred to as a semester or trimester. Full-time status is defined as no less than three courses in a term. The bursary assistance will be available for **two terms which must be completed within a twelve month calendar period.**

**FIRST TERM** bursary application forms will only be accepted from students who are wholly dependant upon the parent that is with the employee, a retired employee, or a deceased-in-service employee. Further, if there is more than a six (6) year period from the time the student entered high school (grade 10), to entering the post secondary institution a letter of explanation must be included with the application. This provides 3 years to complete high school plus and additional 3 years for the student to upgrade marks, work, travel or other endeavors. **A copy of the high school transcript must accompany the FIRST bursary application.** To obtain transcripts of high school marks write to:

Alberta Education  
44 Capital Blvd., 10044 – 108 St.  
Edmonton, Alberta T5J 5E6  
Phone (780) 427-5732  
Fax (780) 422-2137

Retain the **SECOND TERM** bursary application form and return it not later than 30 days prior to the next term. Students who are applying for enrolment to any institution other than NAIT, U of A or Grant MacEwan must provide a letter from the institution which identifies the basic tuition fees for the program in which they are enrolling.

The **FIRST** and **SECOND TERM** bursary application forms must be submitted no later than 30 days prior to the beginning of the term. Incomplete applications will be returned to the applicant. Students who are enrolled in a term must complete the bursary application and return the form to:

Fund Administrator  
Edmonton Civic Employees Charitable Assistance Fund  
P.O. Box 3604  
Station Main,  
Sherwood Park, Alberta  
T8H 2T4

Funds do not provide complete bursary assistance, assistance toward books, or various fees and assessments. The tuition amount is established annually, and is based on the fund's financial status. Application forms received after the start of the term will only be considered by the trustees if accompanied by an explanation acceptable to the trustees. Trustees will consider extenuating circumstances on appeal in writing.

- 1) This application will be accepted provided the following conditions are met:
  - a) You are a full-time dependent of:
    - i) A current Employee
    - ii) A retired Employee (to pension or 35 years of service)
    - iii) A deceased In-Service Employee
  - b) Your parent is a member of one of the unions/associations:
    - i) CEMA (including EPCOR and Telus)
    - ii) EFFU Local 209
    - iii) CUPE Local 30
    - iv) CEP 829
    - v) UNA Local196
    - vi) ATU 569
    - vii) IBEW 1007
    - viii) Senior Police Officers Association
    - ix) AMNUA – Capital Health/Community Health
  - c) Your parent has been contributing to the Charitable Fund for 12 consecutive months prior to the school entrance date.
  - d) You are accepted by the school you have applied to attend as a full-time student.
- 2) This fund will pay tuition directly to the institution you will be attending.
- 3) You are required to pay advance deposits or fees when required.
- 4) You will be reimbursed by the institution, after this fund remits tuition fees to that institution.
- 5) Please contact the school registrar one month after the entrance date, if you are entitled to a refund and have not received it yet.
- 6) You will be notified by letter, of the tuition amount paid.



OFFICE USE ONLY

**EDMONTON CIVIC EMPLOYEES CHARITABLE ASSISTANCE FUND**

<b>FIRST TERM BURSARY APPLICATION</b> (Please Print)				
Student Surname		First Name		Second Name
Social Insurance Number				
Student Address			City	Province
Postal Code				
Student Telephone Number		Age	Birth Date (yy/mm/dd)	Relationship to Employee
Parent Name (Employee)		Parent Employment Status		Parents Payroll Number
Parent's Address			City	Province
Postal Code				
Parent's Home Phone			Parent's Business Phone	
Parent's Employer			Union No. or Assoc. Name	
<b>Present Academic Status</b>	High School		Diploma	Other
Please enter Other status info.				
Date of Entrance to Grade 10		High School Entered		
Last High School Attended			Post Secondary School Applied to:	
Name of Faculty Program				Term Start Date (yy/mm/dd)
Basic Tuition Fee ONLY (1 Semester or Term) \$		Student Registration Number		Term End (yy/mm/dd)
<b>Mailing Address of School</b>			Signature of Applicant	
Address			Signature of Parent	
City		Province		
Postal Code			Date of Application (yy/mm/dd)	
Country				

**COPY OF HIGH SCHOOL TRANSCRIPT MUST BE ATTACHED TO THIS APPLICATION**

SEND COMPLETED APPLICATION TO:  
Fund Administrator – Edmonton Civic Employees Charitable Assistance Fund P.O. Box 3604, Sherwood Park, Alberta T8H 2T4



**EDMONTON CIVIC EMPLOYEES CHARITABLE ASSISTANCE FUND**

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<b>SECOND TERM BURSARY APPLICATION</b> (Please Print)			
Student Surname	First Name	Second Name	Social Insurance Number
Student Address	City	Province	Postal Code
Student Telephone Number	Age	Birth Date (yy/mm/dd)	Relationship to Employee
Parent Name (Employee)	Parent Employment Status	Parents Payroll Number	
Parent's Address	City	Province	Postal Code
Parent's Home Phone	Parent's Business Phone		
Parent's Employer	Union No. or Assoc. Name		
Last Post Secondary School Attended	From	To	
Name of School Applied to:			
Name of Faculty Program			Term Start Date (yy/mm/dd)
Basic Tuition Fee ONLY (1 Semester or Term) \$	Student Registration Number	Term End (yy/mm/dd)	
<b>Mailing Address of School</b>		Signature of Applicant	
Address		Signature of Parent	
City	Province	Date of Application (yy/mm/dd)	
Postal Code	Country		

**NOTE:**

**This Application will ONLY be accepted for your SECOND term of post-secondary education. Submit no later than 30 days prior to start of second term.**

SEND COMPLETED APPLICATION TO:  
Fund Administrator – Edmonton Civic Employees Charitable Assistance Fund P.O. Box 3604, Sherwood Park, Alberta T8H 2T4

*Bursary Application  
January 2009*