



The Clear Hills County Continuing Education Scholarships Level 3 - Computer & Book keeping Courses

**3 Application
deadlines per year:
February 1
June 1
October 1**

The Clear Hills County Continuing Education Level 3 Scholarships are designed to recognize the accomplishments of Clear Hill County residents seeking to expand their knowledge and skills to improve their employment opportunities and/or their capacity as a volunteer in community groups and non-profit organizations.

Level 3: Up to \$1,250

- Eligible Programs: Computer and Bookkeeping courses
- Ineligible Programs: No potential employment opportunity within the County.
- Recipients: will be physically attending a series of classes
- Eligible Expenses: Registration fees.
 - Maximum scholarship amount is equal to course registration fee.
- Fund must be used to pursue computer and/or bookkeeping courses.
- Scholarship payment: Approved Scholarships for computer and book keeping courses will be provided with proof of successful completion of the course in the form of a course certificate or verification letter provided by the educating body.

Level 3 Courses Application

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 submitting an application.
- Be physically attending a series of classes in a computer or book keeping course.

STEP 2: Fully complete the Application Form.

- **Cover letter containing the following:**
 - Your reason for taking the course.
 - Why you feel you would be deserving of the scholarship funds.
- **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 most suitable application deadline: February 1, June 1, or October 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 applicable application deadline.

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

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.)

Gender Male Female Birth Date (dd/mm/yy) _____

Course you are enrolled in? _____

Last Name: _____ First Name: _____

Mailing Address: _____

Town: _____ Province _____ Postal Code _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

Mail completed applications to: Clear Hills County Continuing Education Scholarships

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 appropriate application deadline.

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

Scholarship Agreement:

I, _____ understand that in the event I am approved for a Level 3 Education Scholarship that prior to funds being released I must provide the following to Clear Hills County administrator on or before December 31st of the year I have completed my course.

1. A copy of my certificate, or letter of verification from the educating body that I have successfully completed the course.
2. A copy of the detailed original receipt for the registration fees, if the receipt does not contain sufficient information a copy of the invoice will also be required to confirm the amount of registration fees.

I, _____ understand that if I fail to provide the required documentation by December 31st of the year my distance learning program is completed I will be ineligible for Scholarship funding .

Signature of witness

Signature of Student

Witness contact information: _____

Double check your application! Have you:

- Answered all of the questions and checked all of the appropriate boxes in a neat and legible manner?
- Signed the form?
- DO NOT include a Photo

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