

# Alberta Student Aid Scholarships Policy Manual 2024/25



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# Introduction

The Alberta Student Aid Scholarships and Awards Operational Policy Manual is intended to provide scholarship specific policy and procedure guidance to Alberta Student Aid staff, stakeholders, post-secondary institutions, and students.

Unless otherwise indicated, the policies and procedures described in this manual are effective for study periods starting on or after August 1, 2024 until July 31, 2025, which is considered the Alberta Student Aid funding year.

The manual provides policy guidance for Advanced Education's scholarships and awards. The scholarships and awards listed throughout this manual are paid directly through Advanced Education's budget. Unique scholarship and award criteria will be specified in the subsections of this manual.

The manual follows the same formatting throughout. References to the [Student Financial Assistance Act](#), S.A. 2002, c. S-20.5 or the [Student Financial Assistance Regulation](#), A.R. 298/2002, and the [Alberta Heritage Scholarship Act](#), R.S.A. 2000, c. A-24 or the [Alberta Heritage Scholarship Regulation](#), A.R. 214/1999 provide authority for the policy and are listed at the beginning of each section and noted with the following icon: .

**Alberta Student Aid policy is shown in bolded text** and all other procedures, clarifying notes and examples are written in regular text. In some cases, the legislation has been summarized for convenience. In the case of a conflict between the legislation and this document, the legislation prevails. This manual only applies to Alberta Student Aid policies and procedures. However, in some cases explanation on how Alberta Student Aid administers the Canada Student Loan Financial Assistance Program is included for clarity.

The information provided in the Alberta Student Aid Scholarships and Awards Operational Policy Manual is subject to change. Please refer to the [Alberta Student Aid](#) website for the most up-to-date copy of this manual.

# Chapter 1: Scholarships and Awards

# Scholarships, Awards and Bursaries



**Student Financial Assistance Act, ss. 12**  
**Student Financial Assistance Reg.: Schedule 2, ss. 16-23**



**Alberta Heritage Scholarship Act**  
**Alberta Heritage Scholarship Reg.**

## Scholarships

Scholarships are provided to students based on specific eligibility criteria to encourage access and participation in post-secondary education, and to reward academic excellence.

## Awards

Awards are provided to students based on specific eligibility criteria to encourage access and participation in post-secondary education, and incite participation in activities such as community involvement, leadership, or athletics.

## Bursaries

Bursaries are provided to students based on financial need or the need to remove financial obstacles to access post-secondary education.

## Delivery

All Alberta Advanced Education scholarships, awards or bursaries are delivered using Advanced Education's budget; the budget allocated is at the sole discretion of Advanced Education.

The following scholarships and awards are subject to the Alberta Student Aid policies and procedures noted in this chapter to determine a student's eligibility.

All scholarships and awards offered through Advanced Education directly will not include grant agreements. Advanced Education's policies noted in this chapter are administered and paid directly through Advanced Education's budget.

All exceptions to this delivery method will be specified in subsections of this chapter. Scholarships and Awards programs are not included in Alberta Student Aid's Request for Review (RFR) process.

Name of Scholarship or Award	Deadline	Lifetime Limit
Adult High School Equivalency Scholarship	Jan 15	None
Alberta Award for Study of Canadian Human Rights & Multiculturalism	Jan 15	None
Alberta Barley Commission – Eugene Boyko Memorial Scholarship	Oct 31	One scholarship
Alberta Excellence in Agriculture Scholarship	Oct 31	None
Alberta Federation of Agriculture Scholarship	Oct 31	None
Alex Decoteau Award of Honour	Oct 31	Two awards
Alexander Rutherford High School Achievement Scholarship	N/A	One scholarship
Anna and John Kolesar Memorial Scholarship	Oct 31	None
Arts Graduate Scholarship	Jan 15	Two scholarships
Canadian Oil Sands Network for Research and Development Scholarship (CONRAD)	Oct 31	None
Dr. Robert and Anna Shaw Scholarship	Oct 31	None
Janet & Horace Allen Scholarship	Oct 31	None
Jason Lang Scholarship	N/A	Three scholarships
Jo-Anne Koch for Bright Children Society Scholarship	Oct 31	None
Keyera Energy - Peter J. Renton Memorial Scholarship	Oct 31	None
Languages in Teacher Education Scholarship	Oct 31	One scholarship
Louise McKinney Post Secondary Scholarship - Study outside Alberta	Jan 15	None
Maria Sava Polish Heritage Scholarship	Oct 31	None
Sir James Lougheed Award of Distinction	Jan 15	Two scholarships



Tiessen Foundation Broadcast Scholarship	Jan 15	One scholarship
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All sections of this chapter on scholarships and awards applies to the scholarships and awards listed above with some exceptions.

For the policies and procedures related to the scholarships and awards (listed below), with unique criteria and exceptions refer to Chapter 4: Unique Scholarships and Awards:

- Alexander Rutherford Scholarship for High School Achievement and its related scholarships:
  - Dr. Ernest and Minnie Mehl Scholarship
  - Mildred Rowe Weston Memorial Scholarship
  - Rutherford Scholar Award
- Jason Lang Scholarship
- Louise McKinney Post Secondary Scholarship
- Alberta Graduate Excellence Scholarship
- Alex Decoteau Award of Honour
- New Beginnings Bursary

This manual does not include scholarships and awards delivered through Apprenticeship and Industry Training. For details on apprenticeship and occupational trainee scholarships and awards, visit: [Tradesecrets](#).

Alberta's government offers other scholarships, which do not fall under Alberta Student Aid policy and are not mentioned in this manual. Learn more on the [Alberta Scholarships](#) page on [studentaid.alberta.ca](http://studentaid.alberta.ca).

## Chapter 2: Eligibility Criteria

# Eligibility Criteria

Eligibility for a scholarship or award is determined specific to each scholarship and award.

## Citizenship and Immigration Status



SFA Reg.: Schedule 2, ss. 1(2) and 1(3)  
AHS Reg s. 1(g)

**Unless otherwise indicated for unique scholarships and awards, the general eligibility criteria for scholarships or awards delivered through Alberta Student Aid, a student must either be a:**

- Canadian citizen, or
- permanent resident of Canada, or
- protected person, as defined in the [Immigration and Refugee Protection Act \(Canada\)](#).

A student must have a valid Canadian Social Insurance Number (SIN) to be eligible for financial assistance from Alberta Student Aid. Students with questions about applying for a SIN may contact:

Service Canada  
Phone: 1-800-206-7218

**Protected persons must be able to document that their protected person status is valid at the start of their current study period.**

Protected persons must provide copies of the following documentation:

- a temporary Social Insurance Number (SIN) card or confirmation of SIN letter showing a 900 series SIN number, and
- a Notice of Decision issued by the Immigration and Refugee Board or Verification of Status document issued by Immigration, Refugees and Citizenship Canada. Protected Persons Status Documents issued prior to January 2013 are acceptable as well.

Unless otherwise indicated, students with only a study permit or a work permit are not eligible for scholarships or awards from Alberta Student Aid.

**Students must also meet Alberta residency criteria and other eligibility requirements to be eligible for scholarships and awards.**

## Residency

To be considered for scholarships and awards, a student must be a resident of Alberta.

Unless otherwise indicated, a student is considered to be a resident of Alberta, if they meet one of the following conditions:

- one parent or legal guardian has maintained permanent residence in Canada for at least twelve (12) consecutive months immediately prior to commencing post-secondary studies and be residing in Alberta, or
- Alberta is the last place the student has lived for twelve (12) consecutive months immediately prior to commencing post-secondary studies, or
- the student's spouse/partner has maintained permanent residence in Alberta for 12 consecutive months prior to the person attending post-secondary studies.

The time spent as a full-time post-secondary student in Alberta does not count towards the length of time required to establish residency in Alberta.

## Full-Time Status



AHS Reg.: s. 1(c)

Generally speaking, for scholarships and awards delivered by Advanced Education, to be considered full-time by Alberta Student Aid, a student must be registered in at least 60% of a full course load in a designated post-secondary program.

To be eligible for the scholarship or award, a student must be full-time at the time of application, and at the time the scholarship or award is paid to the student.

For full-time enrolment:

- Post-secondary institutions determine what constitutes a full course load in each of their programs.
- No averaging of course loads between semesters is permitted (e.g., a student cannot take 80% one semester and 40% in the following semester).
- Courses counting towards the 60% must be post-secondary courses and must be taken for credit.

## Concurrent Enrolment

A student is considered concurrently enrolled when the student:

- attends more than one designated post-secondary institution at the same time; and
- is not considered a full-time student at any one of the institutions; and
- is considered a full-time student when the courses at each institution are added together, as determined by the post-secondary institutions.

A primary institution will need to be identified and listed. The student should contact their post-secondary institutions to determine which institution should be the 'primary institution' and notify Alberta Student Aid if they are concurrently enrolled when they apply for the scholarship/award.

The primary institution is responsible for confirming the student's registration. The post-secondary institutions should work with each other to determine whether the student is considered a full-time student for scholarship/award programs.

Enrolment status must be verified before the scholarship/award can be paid.

## Program Eligibility



SFA Reg.: Schedule 2, ss. 1(1)(h)

## Designation of Institutions and Programs

As the purpose of each scholarship and award program differs, the applicable institutions and programs offered will also vary. For more details, see the application form for each scholarship or award.

Students will be able to access scholarships and awards designated via grant agreements to post-secondary institutions, which have existing public funding agreements or nominations from post-secondary institutions including, but not limited to the following:

- Comprehensive academic and research universities
- Comprehensive community colleges
- Independent academic institutions
- Polytechnic institutions
- Specialized arts and cultural institutions
- Undergraduate universities

- First Nations Colleges

Effective August 1, 2023, no new additional post-secondary institutions (independent academic institutions, specialized arts and cultural institutions, First Nations Colleges are eligible to receive grant agreement funding for the purposes of scholarships, awards and/or bursaries. For profit institutions are not eligible for Alberta Student Aid Scholarship and Award grant funding.

# Chapter 3: Application Based Scholarships and Awards

# Application Availability



SFA Reg.: Schedule 2, ss. 1(1)(k) and 11(1.1)  
AHS Reg (1)

Alberta Student Aid's scholarship and award applications are available August 1. The Alberta Student Aid scholarships and awards funding year is based on a student's study period start date. If a student's study period begins:

- on or after August 1, 2024, they must complete the applicable application forms dated 2024-2025 for the scholarship/award.
- on or after August 1, 2025, they must wait for the release of the 2025-2026 scholarship/award applications available August 1, 2025.

Applications for the scholarship and awards programs can be found on the [Alberta Scholarships](#) page on studentaid.alberta.ca. Students must submit completed applications to Alberta Scholarships in one of following two ways:

1. [Login](#) to your Alberta Student Aid Account and securely upload all required sections of the application and any supporting documents.
2. Fill out and mail applications and any supporting documents to:

Alberta Student Aid  
PO Box 28000 Station Main  
Edmonton, AB T5J 4R4

# Application Processing Timelines



SFA Reg.: Schedule 2, s. 8(1)(b)

**For scholarships and awards administered by Alberta Student Aid, a completed application and any documents required to confirm the student's eligibility must be received by Alberta Student Aid within 30 days of the date of the request, or if an Information Request letter is received by the student, by the date indicated in the Information Request letter.**

**Applications and/or any documents received after this date will not be considered, except in exceptional circumstances which are determined on a case-by-case basis. These parameters may not apply to scholarships and awards administered directly through post-secondary institutions.**



An application is not considered complete until:

- all documents listed as required on the application are received, or
- all requested missing information has been submitted.

## Disbursements

A student will have their scholarships and awards disbursed when the:

- student has met all the scholarship or award eligibility criteria, and
- student has been selected as the recipient of the scholarship or award, and
- student's post-secondary institution has confirmed full-time registration for the study period, if required.

If a cheque is issued to the student by Alberta Student Aid for scholarships and awards delivered through Advanced Education, the cheque must be cashed within 180 calendar days. The student will need to contact Alberta Student Aid to have a cheque reissued after 180 days.

Scholarship/Award Deadline Date	Disbursement Date
October 31	End of December
January 15	End of March

Note: See the Alexander Rutherford Scholarship section for specific disbursement timelines for this scholarship.

## Replacing Cheques

Students who have not received, or who have lost a scholarship or award cheque issued by the Government of Alberta may request a replacement cheque as described below:

For the replacement of Alberta scholarship or award cheques, contact:

- **Alberta Student Aid Service Centre**  
Phone: 1-855-606-2096, Option 1

**A student may request a replacement cheque if the student has not received or has lost the original cheque, or if the cheque has expired. If the cheque has not been cashed and the student is still eligible for the scholarship or award funding, a stop payment will be placed on the original cheque and a**

**replacement cheque will be issued.**

**If the cheque has been cashed, an investigation is required before a replacement can be issued. If the student believes the cheque was fraudulently endorsed and cashed, a copy of the cashed cheque will be sent to the student along with the Alberta Forgery Statutory Declaration form. To initiate an investigation, the form must be completed by the student and a Notary Public. The original signed form must then be returned to Alberta Student Aid.**

If you have not received your scholarship or award by the end of April, call the Service Centre on the contacts listed above.

## Alberta Student Number

All students must provide an Alberta Student Number (ASN) on their student aid application. The ASN is a single, unique ID number assigned to all Alberta learners from kindergarten through to post-secondary studies. The ASN is recorded on an Alberta Transcript of High School Achievement or can be found online at [Learner Registry](#). Students who have never attended school in Alberta must apply for an ASN on this website.

## Confirmation of Registration

Before any funding can be issued to a student, Alberta Student Aid must receive confirmation the student is enrolled full-time for the applicable study period, if the scholarship or award is administered by Advanced Education.

Alberta Student Aid will confirm full-time enrolment with the appropriate post-secondary institution. This process is known as Confirmation of Registration (COR). If there is a problem contacting and receiving the required COR documents, you may be asked to provide COR information.

## Tax Forms

T4As are issued by Advanced Education when a student receives more than \$500 of scholarship or award funding per calendar year.

T4As are issued for the calendar year in which the scholarship or award amount was paid – not for the year in which the scholarship or award was scheduled to be disbursed.

Students with questions about the tax implications of their scholarships and awards should contact the Canada Revenue Agency or speak to their accountant.

## Disclosure of Personal Information and Authorizing Others to Act on Your Behalf

The *Freedom of Information and Protection of Privacy Act* (Alberta) (FOIP) governs the collection, use and disclosure of information for Alberta Advanced Education – Alberta Student Aid.

The Application for scholarships and awards provides information about the individuals or entities that Alberta Student Aid may disclose the student's personal information to. Other disclosures may also be authorized by the FOIP Act.

The student may also give direction to Alberta Student Aid through a Power of Attorney or Consent to Disclose.

### Power of Attorney

A student may complete an Alberta Power of Attorney form to allow another person to act on the student's behalf with respect to funding from Alberta Student Aid and to receive the student's personal information.

The Power of Attorney form allows the student's attorney to take any action on the student's behalf other than completing an application for scholarships and awards. The Power of Attorney form grants authority for a 5-year period unless it is revoked sooner by the student.

### Consent to Disclose

To authorize someone to receive personal information, the student must submit written consent to Alberta Student Aid identifying:

- the person(s) authorized to receive the information
- relationship of the student to the authorized person(s)
- the type of personal information Alberta Student Aid is authorized to disclose, and
- the time frame for which the consent is in effect.

The Consent to Disclose form is the best way for a student to provide this authorization.

The Consent to Disclose form does not authorize the person identified in the form to take any action or make any changes to a student's application. It only allows for release of information to the identified person under the conditions described on the form.

A one-time verbal authorization by the student to disclose information is also acceptable

(e.g., on a particular phone call). This interaction will be documented on the student's file, but will not apply to future inquiries.

The above forms are available on the [Applications and Forms](#) page at [studentaid.alberta.ca](http://studentaid.alberta.ca).

# Chapter 4: Unique Scholarships and Awards

The policies and procedures for Unique Scholarships and Awards have their own unique criteria as identified below:

## Alexander Rutherford Scholarship for High School Achievement

<b>Purpose</b>	To recognize and reward academic achievement of senior high school students and encourage them to pursue post-secondary studies.
<b>Value</b>	Up to \$2,500
<b>Lifetime Maximum</b>	One scholarship

### Eligibility Criteria

#### Citizenship and Immigration Status



**To be eligible for the Alexander Rutherford Scholarship for High School Achievement, a student must be a:**

- **Canadian citizen, or**
- **permanent resident of Canada, or**
- **protected person, as defined in the *Immigration and Refugee Protection Act (Canada)*.**

A student must have a valid Canadian Social Insurance Number (SIN) to be eligible for financial assistance from Alberta Student Aid. Students with questions about applying for a SIN may contact Service Canada at 1-800-206-7218.

**Protected persons must be able to document that their protected person status is valid at the start of their current study period.**

Protected persons must provide copies of the following documentation:

- a temporary Social Insurance Number (SIN) card or confirmation of SIN letter showing a 900 series SIN number, and
- a Notice of Decision issued by the Immigration and Refugee Board or Verification of Status document issued by Immigration, Refugees and Citizenship Canada. Protected Persons Status Documents issued prior to January 2013 are acceptable as well.

Students with only a study permit or a work permit (e.g., visa students) are not eligible.

**Students must also meet Alberta residency criteria and other eligibility requirements to be eligible.**

## Residency



AHS Reg.: ss. 1(g) and 2(4)

To be eligible for the Alexander Rutherford High School Achievement Scholarship, a student must be an Alberta resident at the time of high school grades.

To be considered an Alberta resident, one of the following conditions must apply:

- one parent or legal guardian has maintained permanent residence in Canada for at least 12 consecutive months immediately prior to commencing post-secondary studies and be residing in Alberta, or
- Alberta is the last place the student has maintained permanent residence for 12 consecutive months immediately prior to commencing post-secondary studies.
- a person or member of a class of person declared by the Minister to be a resident.

Additionally, a student is not eligible to receive a scholarship with respect to any grade unless the student or the student's parent(s)/legal guardian were a resident in Alberta throughout the whole of that grade.

## Border Community



AHS Reg.: ss. 1(b) and 2

As the town of Lloydminster is a border community located both in Alberta and Saskatchewan, all students living in Lloydminster are eligible. Students must live in Lloydminster and attend Holy Rosary High School or Lloydminster Comprehensive High School. The student may be required to submit their transcript.

## Program Eligibility

To be eligible for the Alexander Rutherford Scholarship for High School Achievement, a student must be:

- enrolled in at least 60% of a full course load during a semester in an undergraduate post-secondary program of study at a Minister approved or designated post-secondary institution in Alberta or elsewhere, or

- enrolled in at least 60% of a full course load of a post-secondary program at a private career college in Alberta or elsewhere (licensed under the *Private Vocational Training Act*),
  - A post-secondary program at a private career college is considered full-time when the licensed post-secondary program is 12 weeks or longer and has 20 or more instruction/practicum hours per week.
- registered in an apprenticeship education program as defined in the *Skilled Trades and Apprenticeship Education Act (STAEA)*.

A student enrolled in Open Studies is eligible provided the student is enrolled in full-time post-secondary studies (at least 60% of a full course load at the post-secondary institution).

A student enrolled in an upgrading program, a graduate program, or professional program is not eligible.

A professional program means:

- a winter-session course at The Banff Centre, and
- a program of study at a post-secondary institution in medicine, law, dentistry, pharmacy, optometry, veterinary medicine, chiropractic studies, or any other program that exceeds a total of four years of post-secondary education and is designated by the Minister as a professional program.

### Designated Programs

A designated program is an undergraduate program with a minimum course length of 17 weeks of full-time post-secondary studies and when approved by the Minister of Advanced Education allows eligible student to apply for student loans, grants, scholarships, and awards. See [Designation for Loans and Grants](#) in the Student Aid Policy Manual for more information.

## Qualifying High School Course Requirements



AHS Reg.: ss. 2(1)(b), 2(2), 3(a), 3(b)

A student must have completed high school on or after September 30, 1980 in order to be eligible. The official mark found on an Alberta Transcript of High School Achievement is used in the assessment of the Alexander Rutherford Scholarship.

Course requirements and award amounts will also vary depending on when a student graduated from high school.



## Completion or Graduation Date

As a general rule, the graduation date is the date, which appears on the official high school transcript. If the student did not graduate, the completion date is determined using the most recent academic year where three or more courses were completed as indicated or shown on the high school transcript.

### For students who graduated high school on or before March 31, 2008

	Before 1999	1999 to 2006	April 1, 2006 to March 31, 2008
		Change to Award Value	Change to Grade 12 Course Criteria
Average	80.0%+	80.0%+	80.0%+
Grade 10	Up to \$300	Up to \$400	Up to \$400
Grade 11	Up to \$500	Up to \$800	Up to \$800
Grade 12	Up to \$700	Up to \$1,300	Up to \$1,300 *Two Grade 12 options of five credits each

### For students who graduated high school on or after April 1, 2008

Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none"> <li>Average of 75.0% to 79.9% in five courses - \$300</li> <li>Average of 80% or higher in five courses - \$400</li> </ul>	<ul style="list-style-type: none"> <li>Average of 75.0% to 79.9% in five courses - \$500</li> <li>Average of 80% or higher in five courses - \$800</li> </ul>	<ul style="list-style-type: none"> <li>Average of 75.0% to 79.9% in five courses - \$700</li> <li>Average of 80% or higher in five courses - \$1,300</li> </ul>
Average is calculated from 5 designated courses Option/Career and Technology Studies (CTS) may also be considered (See below).		
<b>One of:</b> <ul style="list-style-type: none"> <li>English 10-1, 10-2</li> <li>Français 10-1 or 10-2</li> </ul>	<b>One of:</b> <ul style="list-style-type: none"> <li>English 20-1, 20-2</li> <li>Français 20-1 or 20-2</li> </ul>	<b>One of:</b> <ul style="list-style-type: none"> <li>English 30-1, 30-2</li> <li>Français 30-1 or 30-2</li> </ul>
<b>At least two of:</b> <ul style="list-style-type: none"> <li>Mathematics 10C</li> <li>Science 10</li> <li>Social Studies 10-1 or 10-2</li> <li>A language other than one used above at the Grade 10 level.</li> </ul>	<b>At least two of:</b> <ul style="list-style-type: none"> <li>Mathematics 20-1, or 20-2</li> <li>Chemistry 20</li> <li>Physics 20</li> <li>Science 20</li> <li>Biology 20</li> <li>Social Studies 20-1 or 20-2</li> <li>A language other than one used above at the Grade 11 level.</li> </ul>	<b>At least two of:</b> <ul style="list-style-type: none"> <li>Mathematics 30-1, 30-2 or 31</li> <li>Science 30</li> <li>Social Studies 30-1 or 30-2</li> <li>Biology 30</li> <li>Chemistry 30</li> <li>Physics 30</li> </ul>

		<ul style="list-style-type: none"> <li>• A language other than one used above at the Grade 12 level.</li> </ul>
<p><b>Any two courses</b> with minimum three credit value at Grade 10 level (1000 or 4000 series) including those listed above and combined introductory CTS and option courses.</p>	<p><b>Any two courses</b> with minimum three credit value at Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate CTS and option courses.</p>	<p><b>Any two courses</b> with minimum five credit value at Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined advanced CTS and option courses.</p>

**Notes:**

- French and Français are not the same course and are not interchangeable.
- A course cannot be repeated after a higher-level course has been taken in the same series.
- Average marks are not rounded up when calculating eligibility for scholarships.
- The value of the scholarship is calculated on the overall average in five designated courses as listed under each grade level.
- Courses listed in the *Coursework in Alberta Accredited Schools* section and the *Private Music Study* section of an official Alberta Transcript of High School Achievement are acceptable (excludes Driver’s Education).
- Only marks obtained before the start of post-secondary study can be used.
- Courses with a 'Pass' on a high school transcript are equivalent to a 50% mark.
- CALM course can be taken in any grade, but the final mark will be calculated in Grade 11.

**Career and Technology Studies (CTS) Courses**

**Grade 10 and Grade 11:**

- Three one-credit CTS modules can be combined and used as an elective course at the Grade 10 and Grade 11 level; or
- Two groups of three one-credit CTS modules can be combined; or
- Groups of one credit CTS modules and one and two credit option courses can be combined to total three credits.

**Grade 12 as of April 2006:**

- Five one-credit CTS modules can be combined and used as an elective course; or
- Two groups of five one-credit CTS modules can be combined; or
- Groups of one credit CTS modules and one to four credit option courses can be combined to total five credits.

**To be combined:**

- All courses must be from the same level e.g., Introductory, Intermediate or Advanced; and

- Courses can be from different subject areas, e.g. computer courses with welding courses; and
- Marks will be calculated and the total average combined will be used for Grades 10, 11 and 12.

## COVID-19 Measures for Grades 10 to 12 Unassigned Credit (UCT) Courses



AHS Reg.: s. 2.1

For the purposes of the 2019-20 academic year, a student who obtains credit that corresponds with one of the following course codes applied by Alberta Education is deemed to have obtained a grade of 90% for that course:

- UCT 1999
- UCT 2999
- UCT 3999

These courses can be used to determine eligibility for the Alexander Rutherford Scholarship for the 2020-21 application year and beyond.

### Additional Information

#### Out of Province

Eligible students who complete high school outside of Alberta must submit an official transcript of their high school marks for their province.

#### Upgrading Courses

Upgrading high school credit courses on an official Alberta High School Transcript of Achievement are accepted. Canadian Adult Education Credential (CAEC) exam marks are not eligible.

Any upgrading high school credit courses should be completed prior to applying for the Rutherford Scholarship.

#### College Preparation or Upgrading Courses

Only upgrading courses recorded on an official Alberta Transcript of High School Achievement are accepted. Canadian Adult Education Credential (CAEC) exam marks are not eligible.

#### International Baccalaureate (IB) Courses

IB courses can be used as either core or option courses in Grades 10, 11 and 12. Students who attend United World College will be assessed at 80% for all courses.

## Green Certificate Courses

Green Certificate courses are accepted as options for Grade 12. These courses are not sequential and may be taken in any order. Each Green Certificate course is coded as a 33 Grade 12 level and all credits earned in Green Certificate courses count toward Grade 12 graduation requirements.

The Green Certificate Program allows students in Grades 10, 11 and 12 to participate in an agriculture-related apprenticeship, earn credits and complete the Technician Level of a Green Certificate in any one of nine specializations. It consists of 21 courses in seven primary agricultural specializations.

## Alberta Home Education

Home education may be eligible as long as your program follows the Alberta Programs of Study curriculum. Students in home education must obtain both course evaluations and recommendations for credits from a high school principal and an official Alberta Transcript of High School Achievement.

## Alexander Rutherford Scholarship | Application Process

Students must apply online at [studentaid.alberta.ca](https://studentaid.alberta.ca).

After applying online and verifying their identity, students can login to their secure account to view correspondence from Alberta Student Aid, upload any required documentation, update their contact information, and report changes to their application.

Students can browse the Student Aid Verified Account page at [studentaid.alberta.ca](https://studentaid.alberta.ca) for details on how returning students can verify and regain access to their personal account.

### Apply Online | Alberta.ca Account

Students can access the online application for the Alexander Rutherford Scholarship for High School Achievement and receive emails from Scholarships and Awards in their Alberta Student Aid account. The Alberta Student Aid secure account is protected by Alberta.ca Account. All students require a verified Alberta.ca Account to access their Alberta Student Aid account.

To learn more, see [Student Aid Verified Accounts](#).

Students having difficulty accessing their Alberta.ca Account can contact the [Alberta.ca Account Help Desk](#).

**Step 1:** Students should be enrolled full-time in a post-secondary institution and apply when:

- their official high school transcripts are available;

- they have completed any high school upgrading credit courses they are taking;

Note: High school upgrading credit courses must appear on an official Alberta High School Transcript of Achievement.

- they plan on attending full-time post-secondary studies in the current academic period; and
- they have completed high school on or after September 30, 1980.

**Step 2:** Login to their personal account and select the following option:

Apply for the Alexander Rutherford High School Achievement Scholarship

## **Receiving Your Alexander Rutherford Scholarship**

Students will be notified in writing of the results of their assessment once Alberta Student Aid confirms their grades/marks based on the final official high school transcript. If the student is eligible, Alberta Student Aid will send a request to the post-secondary institution to confirm the student's current enrolment by the end of the student's first month of study or within one month after the application is approved, whichever comes first.

Once the school receives the request for Confirmation of Registration, they have 30 days to respond.

If the confirmation is not received within 30 days, Alberta Student Aid will send the student a Confirmation of Registration form. Students will need to take the form directly to the school to be completed. The student has 30 days from the date Alberta Student Aid sent the form to them to return the completed form to Alberta Student Aid.

### **Students Attending Out-of-Province Schools**

Students can login to their Alberta Student Aid account and download a Manual COR Worksheet. After a school official has authorized the worksheet (confirmed full-time enrolment), students can return the document using Upload eDocuments in their secure account. The completed worksheet must be returned to Alberta Student Aid within 30 days from the date of the school authorization and before the period of study end date.

Alberta Student Aid will mail a cheque to the student approximately one month after the school confirms enrolment.

Based on the applications received for the Alexander Rutherford Scholarship for High School Achievement from April 1 to March 31 annually, the recipients of the following three related scholarships are determined.

## Dr. Ernest and Minnie Mehl Scholarship

The Dr. Ernest and Minnie Mehl Scholarship is provided to the top student, as determined on the first writing of diploma examinations for the academic year.

The recipient is selected from the applications for the Alexander Rutherford Scholarship for High School Achievement. A separate application is not required.

The Dr. Ernest and Minnie Mehl Scholarship is provided to the student who:

- a. has qualified for an Alexander Rutherford Scholarship for High School Achievement,
- b. achieves the top average in grade 12 of all applicants within the same application year as those selected for the Alexander Rutherford Scholarship for High School Achievement, based on diploma examination results in subjects specified by the Minister, as attested to in an Alberta Education transcript, and
- c. completes all grade 12 courses prior to enrolment in a post-secondary institution in Alberta or elsewhere.

In calculating the average under (b.) above, only the grade earned for the first writing of a diploma examination is used.

The subjects specified by the Minister are:

- One of:
  - English Language Arts 30-1, 30-2, or
  - Français 30-1
- And:
  - Social Studies 30-1 or 30-2
- Plus any three other subjects:
  - Mathematics 30-1, or 30-2
  - French Language Arts 10-1
  - Biology 30
  - Chemistry 30
  - Physics 30
  - Science 30

One scholarship valued at \$3,500 is available. In the event of a tie, additional scholarships may be provided.

## Mildred Rowe Weston Memorial Scholarship

The Mildred Rowe Weston Memorial Scholarship is provided to the top three students based on their Grade 12 averages.

Recipients are selected from applications for the Alexander Rutherford Scholarship for High School Achievement. A separate application is not required.

The Mildred Rowe Weston Memorial Scholarship is provided to the top three students who:

- a. have qualified for an Alexander Rutherford Scholarship for High School Achievement,
- b. achieve the top average in grade 12 of all applicants within the same application year as those selected for the Alexander Rutherford Scholarship for High School Achievement, and
- c. have completed at least three courses through the Alberta Distance Learning Centre (ADLC) as shown on an Alberta Education transcript with school code 0099.

Three scholarships valued at \$1,000 are available. In the event of a tie at the third recipient, additional scholarships may be provided.

## Rutherford Scholar Award



The Rutherford Scholar Award is provided to the top ten students as determined on the first writing of diploma examinations for the academic year.

Recipients are selected from applications for the Alexander Rutherford Scholarship for High School Achievement. A separate application is not required.

A Rutherford Scholar Award is provided to the top ten students who:

- a. has qualified for an Alexander Rutherford Scholarship for High School Achievement,
- b. achieves one of the top 10 averages in grade 12 of all applicants within the same application year as those selected for the Alexander Rutherford Scholarship for High School Achievement, based on diploma examination results in subjects specified by the Minister, as attested to in an Alberta Education transcript, and
- c. completes all grade 12 courses prior to enrolment in post-secondary institution in Alberta or elsewhere.

In calculating the average under (b.) above, only the grade earned for the first writing of a diploma examination is used.

The subjects specified by the Minister are:

- One of:
  - English Language Arts 30-1, 30-2, or
  - Français 30-1
- And:
  - Social Studies 30-1 or 30-2
- Plus any three other subjects:
  - Mathematics 30-1, or 30-2
  - French Language Arts 10-1
  - Biology 30
  - Chemistry 30
  - Physics 30
  - Science 30

Ten scholarships valued at \$2,500 are available. In the event of a tie at the tenth recipient, additional scholarships may be provided.

## Jason Lang Scholarship



SFA Reg.: Schedule 2, s. 23

<b>Purpose</b>	To recognize and reward Alberta post-secondary students for their academic achievements and encourage them to continue in their undergraduate or professional program of study.
<b>Value</b>	\$1,000
<b>Lifetime Maximum</b>	Three scholarships per student

## Eligibility Criteria

### Citizenship and Immigration Status



SFA Reg.: Schedule 2, s. 23

**To be eligible for the Jason Lang Scholarship, a student must be a:**

- **Canadian citizen, or**
- **permanent resident of Canada, or**
- **protected person, as defined in the *Immigration and Refugee Protection Act* (Canada).**



A student must have a valid Canadian Social Insurance Number (SIN) to be eligible for financial assistance from Alberta Student Aid. Students with questions about applying for a SIN may contact:

- Service Canada  
Phone: 1-800-206-7218

**Protected persons must be able to document that their protected person status is valid at the start of their current study period.**

Protected persons must provide copies of the following documentation:

- a temporary Social Insurance Number (SIN) card or confirmation of SIN letter showing a 900 series SIN number, and
- a Notice of Decision issued by the Immigration and Refugee Board or Verification of Status document issued by Immigration, Refugees and Citizenship Canada. Protected Persons Status Documents issued prior to January 2013 are acceptable as well.

Students with only a study permit or a work permit (e.g., visa students) are not eligible.

**Students must also meet Alberta residency criteria and other eligibility requirements to be eligible.**

## **Residency**

To be eligible for the Jason Lang Scholarship, a student must be an Alberta resident.

To be considered an Alberta resident, one of the following conditions must apply:

- one parent or legal guardian has maintained permanent residence in Canada for at least 12 consecutive months immediately prior to commencing post-secondary studies and be residing in Alberta, or
- Alberta is the last place the student has maintained permanent residence for 12 consecutive months immediately prior to commencing post-secondary studies, or
- the student's spouse/partner has maintained permanent residence in Alberta for 12 consecutive months prior to the person attending post-secondary.

## Program Eligibility



SFA Reg.: Schedule 2, s 9

### Course Load Requirement and Course Delivery

To be eligible for the Jason Lang Scholarship, a student must:

- be enrolled full-time in the second or subsequent year of an undergraduate program (including professional programs) at a publicly funded post-secondary institution in Alberta, and
- have achieved a minimum Grade Point Average of 3.2 on a 4.0 point scale and attending at least 80% of a full course load in the previous fall and winter terms.

A term is defined as a study period of up to 17 weeks in length. Co-op work terms, internships or exchange programs may be eligible as long as these programs are a mandatory component of the undergraduate or professional program.

A professional program means:

- a program of study at a post-secondary institution in medicine, law, dentistry, pharmacy, optometry, veterinary medicine, chiropractic studies, or any other program that exceeds a total of four years of post-secondary education and is designated by the Minister as a professional program.

### Eligibility Restrictions

Students are not eligible for a Jason Lang Scholarship if they:

- are enrolled in a one-year certificate program,
- do not return to a publicly funded post-secondary institution in the fall or winter terms of the next academic year,
- are recipients of a Louise McKinney Scholarship for the same period of study, or
- have received the lifetime maximum of three Jason Lang Scholarships.

## Application Process

Students should confirm the application process at the Student Awards Office at their post-secondary institution.

Students who meet the eligibility criteria are nominated by the Student Awards Office at the Alberta post-secondary institution where they currently attend. If the student has transferred from another publicly funded post-secondary institution, the institution they currently attend will confirm the previous year's eligibility criteria.

To issue a cheque, Alberta Student Aid requires the student's full legal name, Social Insurance Number, Alberta Student Number, date of birth and current mailing address. If

a student has changed their name since receiving any type of funding from Alberta Student Aid (e.g., student loan), a copy of their legal name change is required.

## Nomination Deadline

The nomination deadlines for the Jason Lang Scholarship is October 31 for the fall term and January 31 for the winter term.

Nominations are forwarded to Alberta Student Aid for final approval and payment.

Any additional requested documents required to confirm the student's eligibility must be received by Alberta Student Aid by March 1. Any documents received after this date will not be considered. If the requested information is not received by March 1, the student's application will be closed and will not be considered to receive the scholarship.

## Payment

The scholarship payment will be made by the end of December for October nominations and by the end of March for January nominations.

## Louise McKinney Post Secondary Scholarship

**Purpose** Established in honour of Louise McKinney, the Louise McKinney Post-secondary Scholarship recognizes and rewards students for their academic achievements and encourages them to continue in their undergraduate or professional program of study.

**Value** \$2,500

## Eligibility Criteria



AHS Reg.: s. 7

### Citizenship and Immigration Status

To be eligible for the Louise McKinney Post-Secondary Scholarship, a student must be a:

- **Canadian citizen, or**
- **permanent resident of Canada, or**
- **protected person, as defined in the *Immigration and Refugee Protection Act (Canada)*.**

A student must have a valid Canadian Social Insurance Number (SIN) to be eligible for financial assistance from Alberta Student Aid. Students with questions about applying for a SIN may contact:

- Service Canada  
Phone: 1-800-206-7218

**Protected persons must be able to document that their protected person status is valid at the start of their current study period.**

Protected persons must provide copies of the following documentation:

- a temporary Social Insurance Number (SIN) card or confirmation of SIN letter showing a 900 series SIN number, and
- a Notice of Decision issued by the Immigration and Refugee Board or Verification of Status document issued by Immigration, Refugees and Citizenship Canada. Protected Persons Status Documents issued prior to January 2013 are acceptable as well.

Students with only a study permit or a work permit (e.g., visa students) are not eligible.

**Students must also meet Alberta residency criteria and other eligibility requirements to be eligible.**

## Residency



AHS Reg.: ss. 1(g),7(1)(a) and 7(2)(a)

To be eligible for the Louise McKinney Post Secondary Scholarship, a student must be an Alberta resident.

To be considered an Alberta resident, one of the following conditions must apply:

- one parent or legal guardian has maintained permanent residence in Canada for at least 12 consecutive months immediately prior to commencing post-secondary studies and be residing in Alberta, or
- Alberta is the last place the student has maintained permanent residence for 12 consecutive months immediately prior to commencing post-secondary studies, or
- the student's spouse/common-law partner has maintained permanent residence in Alberta for 12 consecutive months prior to the person attending post-secondary.

## Program Eligibility



AHS Reg.: ss. 1(c),(7)(1)(c) and 7(2)(d)

### Course Load Requirement and Course Delivery

To be eligible for the Louise McKinney Post Secondary Scholarship, a student must be enrolled full-time in the second or subsequent year of an undergraduate or professional program at a publicly funded post-secondary institution in Alberta.

Or be enrolled full-time in the second or subsequent year of full-time study in an undergraduate program or a professional program, at a post-secondary institution outside Alberta because that program of study is not offered in Alberta. The student must provide a letter demonstrating the student's class standing in the top two per cent of their program enrolment in the previous year of study.

Program of study refers to the outcome of study. For example, a Bachelor of Arts degree is the outcome of taking an arts program. For this scholarship, the program of study must not be offered in Alberta. An example of an eligible program of study is a Doctorate of Chiropractic as this program is not available in Alberta.

A term is defined as a study period of up to 17 weeks in length. Co-op work terms, internships or exchange programs may be eligible as long as these programs are a mandatory component of the undergraduate or professional program.

Students are not eligible for a Louise McKinney Post Secondary Scholarship if they:

- have been nominated for a Jason Lang Scholarship for the same period of study, or
- are in a graduate program, or
- are an apprentice, or
- are currently taking upgrading courses.

## Application Process

To inquire about the deadline date and application process, contact your institution's Student Awards Office.

Out of province applicants must submit to Alberta Student Aid by January 15:

- a completed application form, and
- an academic transcript, and
- a letter from the Registrar indicating their class standing in the two per cent of the program enrolment of their previous year of study.

## Selection Process

Selection is based on academic standing. There are a limited number of scholarships available to each school and application deadlines vary by school.

Questions with respect to the scholarship policy of each school should be directed to the Student Awards Office. Students who plan to change post-secondary institution or program should contact the Awards Office at the institution they are currently attending to determine their eligibility.

Students studying in-province are nominated by the Student Awards Offices at eligible Alberta public post-secondary institutions.

## Payment

The scholarship payment will be made prior to Jason Lang nominations. Louise McKinney Scholarships must be paid prior to March 1. Louise McKinney Post-secondary Scholarship - Study Outside Alberta recipients will be paid by March 31.

## Alberta Graduate Excellence Scholarship (AGES)



SFA Reg.: Schedule 2, s. 23



AHS Reg.: s. 1

### Purpose

The Alberta Graduate Excellence Scholarship recognizes outstanding academic achievement of students pursuing graduate studies in Alberta. It was established to incent the best and the brightest students, including international students, to study in Alberta.

### Value

\$11,000 - \$15,000

## Eligibility Criteria | Citizenship and Residency



SFA Reg.: Schedule 2, ss. 1(2) and 1(3)



AHS Reg.: s. 1

To be eligible for AGES, a student must be living in Alberta while studying at an Alberta post-secondary institution and meet one of the following eligibility criteria:

- be a Canadian citizen, Permanent Resident of Canada or Protected Person, or
- be an international student, or
- be a Status Indian/First Nations, Non-Status Indian/First Nations, Métis or Inuit.

## Program Eligibility



SFA Reg.: Schedule 2, ss. 1(h)

## Course Load Requirement and Course Delivery

To be eligible for AGES, a student must be enrolled full-time in a master's, doctoral, or graduate level program. Graduate level programs must be able to ladder into a master's degree program.

To receive this award, students must also be enrolled in:

At least 60% of a full course load (40% of a full course load if you are a student with a permanent disability) in at least one term of study in a graduate program.

**Note:** A term is defined as a study period of up to 17 weeks in length. Co-op work terms, internships or exchange programs may be eligible as long as these programs are a mandatory component of the program.

## Application Process

To inquire about the deadline date and application process, contact the Student Awards Office at your post-secondary institution.

## Selection Process

Post-Secondary Institutions will select recipients based on the minimum eligibility criteria for the Alberta Graduate Excellence Scholarship, and any additional eligibility criteria set by the institution.

Questions with respect to the scholarship policy of each post-secondary institution should be directed to the Student Awards Office. Students who plan to change institutions or program should contact the Awards Office at the institution they are currently attending to determine their eligibility.

Students studying in-province are nominated by the Student Awards Offices at eligible Alberta public post-secondary institutions:

## Payment

The scholarship payments must be made prior to March 1.

## Alex Decoteau Award of Honour



SFA Reg.: Schedule 2, s. 23

This award is named in honour of Alex Decoteau, an Olympic athlete and Canada's first Indigenous police officer, who joined the Edmonton police force in 1909. He died at the Battle of Passchendaele on October 30, 1917, while serving in the Canada's Expeditionary Force during the First World War.

**Purpose** The Alex Decoteau Award of Honour recognizes, and rewards Canada's Armed Forces and their immediate families by supporting their pursuit of post-secondary studies in Alberta.

**Value** Up to 200 awards of \$5,000 each are available.

**Lifetime Maximum** Two awards per student

## Eligibility Criteria

### Citizenship and Residency

To be eligible for the Alex Decoteau Award of Honour, a student must be a:

- Canadian citizen, or
- permanent resident of Canada, or
- protected person, as defined in the *Immigration and Refugee Protection Act (Canada)*.

A student must have a valid Canadian Social Insurance Number (SIN) to be eligible for financial assistance from Alberta Student Aid. Students with questions about applying for a SIN may contact:

- Service Canada  
Phone: 1-800-206-7218

**Protected persons must be able to document that their protected person status is valid at the start of their current study period.**

Protected persons must provide copies of the following documentation:



- a temporary Social Insurance Number (SIN) card or confirmation of SIN letter showing a 900 series SIN number, and
- a Notice of Decision issued by the Immigration and Refugee Board or Verification of Status document issued by Immigration, Refugees and Citizenship Canada. Protected Persons Status Documents issued prior to January 2013 are acceptable as well.

Students with only a study permit or a work permit (e.g., visa students) are not eligible.

**Students must also meet Alberta residency criteria and other eligibility requirements to be eligible.**

## Program Eligibility

To be eligible for the Alex Decoteau Award of Honour, a student must currently reside in Alberta and attend an Alberta institution.

Canadian Armed Forces Member must be returning soldiers who:

- actively served in designated military operations in the Canadian Armed Forces (Regular or Reserves), or
- were permanently disabled as a result of participation in the Canadian Armed Forces training.

Applicants who are a family members of a Canadian Armed Forces Member must be a spouse/common-law partner or child of a Canadian Armed Forces soldier who:

- actively served in a designated military operation in the Canadian Armed Forces (Regular or Reserves), or
- is deceased or permanently disabled as a result of serving in a designated military operation in the Canadian Armed Forces (Regular or Reserves or as a result of participation in Canadian Armed Forces training.

Applicants must be currently enrolled in a publicly funded post-secondary institution in Alberta in a post-secondary program that leads to a credential (e.g. journey person certificate, certificate, diploma, or degree including graduate programs).

## Application Process

All applicants must submit to Alberta Student Aid:

- a completed application form, and
- Canadian Armed Forces Member's Personnel Record Resume for verification of military service dates and designated military operation.

Canadian Armed Forces members must submit:

- Proof of disability, if applicable. The document should indicate if disability was the result of participation in Canadian Armed Forces training. Please indicate the nature of the disability.

Family members of a Canadian Armed Forces member must submit:

- Proof of death or disability, if applicable. The document should indicate if the death or disability was the result of having served in the designated military operation or Canadian Armed Forces training. If a disability, please indicate the nature of the disability.

Disability-related documents related to the above two scenarios may be obtained from [Veteran Affairs Canada](#).

A list of current and past designated [military operations of the Canadian Armed Forces](#) is available on the Government of Canada website.

## Deadline

October 31 of each year.

## Payment

The award payment will be made by the end of December after Alberta Student Aid confirms the recipient's enrolment in a post-secondary institution.

## New Beginnings Bursary



SFA Reg.: Schedule 2, s. 23

<b>Purpose</b>	The bursary provides financial support to low-income students studying in qualified high-demand programs in sectors identified in Alberta's Recovery Plan that support Alberta labour market needs and industry demand.
<b>Value</b>	\$5,000
<b>Lifetime Maximum</b>	Two bursaries per student.

## Eligibility Criteria

### Citizenship and Immigration Status

To be eligible for the New Beginnings Bursary, a student must be a:

- **Canadian citizen, or**
- **permanent resident of Canada, or**
- **protected person, as defined in the *Immigration and Refugee Protection Act (Canada)*.**

A student must have a valid Canadian Social Insurance Number (SIN) to be eligible for financial assistance from Alberta Student Aid. Students with questions about applying for a SIN may contact:

- Service Canada  
Phone: 1-800-206-7218

**Protected persons must be able to document that their protected person status is valid at the start of their current study period.**

Protected persons must provide copies of the following documentation:

- a temporary Social Insurance Number (SIN) card or confirmation of SIN letter showing a 900 series SIN number, and
- a Notice of Decision issued by the Immigration and Refugee Board or Verification of Status document issued by Immigration, Refugees and Citizenship Canada. Protected Persons Status Documents issued prior to January 2013 are acceptable as well.

Students with only a study permit or a work permit (e.g., visa students) are not eligible.

Students **must** also meet [Alberta residency](#) criteria and other eligibility requirements to be eligible.

## Program Eligibility

To be eligible for the New Beginnings Bursary, a student must:

- Have a family income from the previous tax year at or below the low-income threshold. For more information see, [Income Thresholds for Canada and Alberta Eligibility](#).
- Be enrolled in one of the following high demand programs at a public post-secondary institution in Alberta:
  - Airframe mechanics and aircraft maintenance technology/technician
  - Airline/commercial/professional pilot and flight crew
  - Civil engineering
  - Computer and information sciences
  - Computer engineering technologies/technicians
  - Computer science
  - Data modelling/warehousing and database administration
  - Electrical and electronics engineering
  - Engineering physics/applied physics
  - Industrial production technologies/technicians
  - Information technology
  - Materials engineering
  - Mechanical engineering
  - Physical sciences
  - Licensed Practical Nurse
  - Registered Nurse

The post-secondary institution must confirm the student's enrolment in one of the above programs. Preference will be given to students attending a study period at least two semesters in length. Students enrolled in apprenticeship classroom instruction, integrated training, pre-employment or non-credential programs are not eligible.

## Application Process

Recipients are selected from applications received for full-time student loans in the current academic year. A separate application is not required.

Students enrolled in a Combined Degree, where they will receive two different degrees upon completion, must apply with the program of study eligible for the New Beginnings Bursary. If the program of study used on the application is not eligible for the New Beginnings Bursary, the application will not be considered.

## Selection Process

Alberta Student Aid will select recipients by looking at the pool of student loan borrowers who have completed applications for full-time loans for the current loan year and by applying the bursary eligibility criteria.

Eligible completed applications will be selected in the order they were received.

An individual may receive a lifetime maximum of two bursaries.

## Payment

The bursary payment will be made by the end of December after Alberta Student Aid confirms the recipient's eligibility.

## Northern Alberta Development Bursary (NADB) Program



SFA Reg.: Schedule 2, s. 17 & 23

<b>Purpose</b>	To encourage students to train for jobs that are in demand in northern Alberta. The return of service bursary is a non-repayable bursary if the students agrees to live and work in <a href="#">northern Alberta</a> for one year of full-time employment in return for each year of bursary support received.
<b>Value</b>	\$7,000-\$14,000
<b>Lifetime Maximum</b>	Varies by bursary type

## Eligibility Criteria

### Citizenship and Immigration Status

To be eligible for the Northern Alberta Development Bursary, a student must be a:

- **Canadian citizen as defined in the *Citizenship Act (Canada)*, or**
- **Permanent resident of Canada as defined in the *Immigration and Refugee Protection Act (Canada)*, or**
- **Protected person, as defined in the *Immigration and Refugee Protection Act (Canada)*.**

Students must also have a valid Canadian Social Insurance Number (SIN) to be eligible for financial assistance from Alberta Student Aid. Students with questions about applying for a SIN may contact:

- Service Canada  
Phone: 1-800-206-7218

**Protected persons must be able to document that their protected person status is valid at the start of their current study period.**

Protected persons must provide copies of the following documentation:

- a temporary Social Insurance Number (SIN) card or confirmation of SIN letter showing a 900 series SIN number, and
- a Notice of Decision issued by the Immigration and Refugee Board or Verification of Status document issued by Immigration, Refugees and Citizenship Canada. Protected Persons Status Documents issued prior to January 2013 are acceptable as well.

Students with only a study permit or a work permit (e.g., visa students) are not eligible.

Students **must** also meet [Alberta residency](#) criteria and other program eligibility requirements to be eligible.

## Program Eligibility

To be eligible for the Northern Alberta Development Bursary Program, a student must:

- Be enrolled in a full-time program in a post-secondary institution that is designated for provincial funding.
- Be registered in a program that is at least 12 weeks in length to be eligible for half a bursary or 16 weeks in length to be eligible for the full bursary.
  - Preference will be given to students attending a study period of at least two semesters in length if there are more applicants than available bursaries.
  - Students enrolled in apprenticeship classroom instruction, integrated training, pre-employment, or non-credential programs are not eligible.
- Not be in default of an Alberta student loan.
- Be a resident of Alberta for 12 consecutive months before the start of their program.
- Be 18 years of age or older.
- Live and work for one year of full-time employment in northern Alberta for each year of bursary funding.

- Students have up to six months after graduation to find employment related to their fields of study.

## Northern Alberta Development Bursaries



SFA Reg.: Schedule 2, s. 17 & 23

The following specialty bursaries fall under the Northern Alberta Development Bursary:

- **Northern Alberta Development Bursary** – a return of service bursary of up to \$7,000 per year (for a maximum of two years) for students completing their final two years of post-secondary studies. It is an incentive to encourage students to train for high demand jobs in northern Alberta including education, social work, medical and health, engineering, and technical fields.
- **Medical and Dentistry Student Bursary** – a return of service bursary of up to \$14,000 per year for the full length of the medical program (maximum four years). It is an incentive to encourage Alberta medical or dentistry students to practice in northern Alberta upon graduation.
- **Nurse Practitioner Bursary** – a return of service bursary of up to \$10,500 per year for the full length of the practitioner program (maximum three years). It is an incentive to encourage nurse practitioners to practice in northern Alberta upon graduation.
- **Pharmacy Student Bursary** – a return of service bursary of up to \$7,000 per year for the full length of the pharmacy program (maximum four years). It is an incentive to encourage Alberta pharmacy students to live and work in northern Alberta upon graduation.
- **Veterinary Student Bursary** – a return of service bursary of \$7,000 per year for the full length of the veterinary program (maximum four years). It is an incentive to encourage Alberta veterinary students to live and work in northern Alberta upon graduation.

## First Nations Métis and Inuit Bursary



SFA Reg.: Schedule 2, s. 23

The First Nations Métis and Inuit Bursary is a return of service bursary for First Nations, Métis and Inuit students of varying amounts:

- Students in pre-apprenticeship training, or in a certificate or diploma studies can access up to \$7,000 for their studies.
- Students in a Bachelor's/Masters' degree, or PhD program can access \$11,500 per year for any year of their studies.

Students must provide proof of Canadian Indigenous ancestry – First Nations status card, Métis card, Inuit card, letter from the Band or Métis Settlement, or a letter from an Indigenous organization the student is actively involved with.

## Bursary Partnership Program



SFA Reg.: Schedule 2, s. 23

The Bursary Partnership Program is a return of service bursary that encourages employers or organizations to invest in northern Alberta by sponsoring post-secondary students.

- The program will match sponsor's amount of up to \$3,500 per student per year.

## Application Process

Application forms are available on the NADB website:

- [Northern Alberta Development Bursary Program](#)

For more information, contact the Northern Alberta Development Bursary team:

- Email: [bursariesnad@gov.ab.ca](mailto:bursariesnad@gov.ab.ca)

## Selection Process

A selection committee chooses recipients based on the pool of applicants and the following criteria:

- program of studies and the demand for career program in northern Alberta,
- knowledge of northern Alberta,
- academic record,
- answers to essay questions, and
- financial need.



## Payment

The bursary payment will be made after the recipient signs the return of service agreement and Alberta Student Aid confirms the recipient's confirmation of eligibility.

## Events of Default

A student commits an Event of Default under a return of service agreement if the student:

- does not use the bursary for the purposes of which it was intended;
- is no longer a full-time student in the program of study for which the bursary was given;
- withdraws from their program of study (voluntarily or otherwise);
- fails to maintain a passing grade in the program of study in any academic year;
- fails to notify the Minister of Jobs, Economy and Trade (JET) of change to the student's educational status or contact information within 30 calendar days;
- fails to obtain full-time employment in a related field of study within 6 months of completion of their program of study;
- fails to continue the full-time employment for the full amount of the Return of Service Period, unless otherwise approved by the Minister of Advanced Education;
- fails to maintain a full-time residence within the [NADC Boundary](#);
- fails to provide written information regarding the student's employment status and location of employment and residence; or
- was not entitled to receive all or part of the bursary, as determined by the Minister of Advanced Education.

In the event the student commits an Event of Default, the student is responsible for paying the Bursary Repayment to the Minister. The Minister may consider any partial fulfillment of the Return of Service Period and reduce the Bursary Repayment on a pro-rata basis.

If the student commits an Event of Default, the Minister of Advanced Education will give written notice to the student advising the student of the amount of the Bursary Repayment and require the student to make the required Bursary Repayment to the Crown.

- If the student has a direct loan, as defined in Schedule 2 of the Student Financial Assistance Regulation, the amount of the Bursary Repayment will be added to the balance of that direct loan.
- If the student does not have a direct loan, the amount of the Bursary Repayment will be converted to a direct loan that is deemed to be made under Schedule 2 of the Student Financial Assistance Regulation and set the terms and conditions of that direct loan.

## Deferral Process



SFA Reg.: Schedule 2, s. 17 & 23

Decision-making authority for the NADB program falls under Advanced Education and the Student Financial Assistance Regulation Section 17 & 23 – Northern Alberta Development Bursary. Advanced Education works with the Ministry of Jobs, Economy and Trade to administer and deliver the program.

A maximum of two deferrals can be granted per student for a maximum of 24 months.

**Note:** Specialty bursaries awarded to students enrolled in a professional program as defined in the Alberta Heritage Scholarship Regulation may be eligible for additional months of Education Deferral.

The following outlines the deferral process as established by Advanced Education and Jobs, Economy and Trade. A deferral request may occur when student is not meeting their obligations under the Return of Service agreement they have signed with the Minister of Advanced Education.

The student may request a deferral of the time to find employment or to complete the Return of Service Period under certain circumstances. The student should contact the Jobs, Economy and Trade program officer to request a deferral.

### Tier 1 Deferral Review is completed by Jobs, Economy and Trade:

The Program Advisor at Jobs, Economy and Trade has the authority to grant deferrals for the following reasons and length of time:

Deferral Type	Maximum Amount of Time Eligible
Parental Leave *Where more than one parent is taking parental leave, this is the aggregate total for both parents.	18 Months
Sick Leave *Medical note required	12 Months
Unable to find employment after completing studies, but living and working within the NADC Boundary outside of field of studies	6 Months
Educational Deferral	24 months to complete additional studies (e.g., Diploma to Bachelor's Degree, Bachelor's Degree to Masters' Degree). 12 months to move from a Certificate to Diploma.
Program Completion	One additional year of studies to complete a program that is 2 years in length or longer. One additional term for a program less than 2 years.

## Change in Field of Studies

Students may change their field of studies while attending post-secondary studies. The new field of studies will be used for return of service provided the new field is in a high or medium demand occupation as listed in the current occupations scoring guide at the time of the change, and not at the time of the award being granted. If the new field of studies does not meet this requirement, the bursary will be converted to a loan and will follow the [repayment process of an Alberta Student Loan](#).

### **Tier 2 Deferral Review is completed by Advanced Education:**

Any other request that falls outside of those listed in Tier 1 will need to be reviewed to determine if it is an exception that should be made on a case-by-case basis.

After Jobs, Economy and Trade has advised the student that they are not meeting the terms of the agreement and their bursary will be sent for repayment, the student may request a review provided there is a special circumstance.

- Special circumstances may include medical issues or problems, injury, or unique situations where it is not possible to meet the terms of the agreement, or where additional time may be required to find employment in the student's field of study.
- A special circumstance does not include the desire to live and work outside of the NADC Boundary.

The student will be asked to provide a request for deferral due to their special circumstances to [bursariesnad@gov.ab.ca](mailto:bursariesnad@gov.ab.ca). The student will need to clearly indicate what they are requesting and provide rationale (e.g., seeking approval to allow employment to be used towards their return of service obligation).