

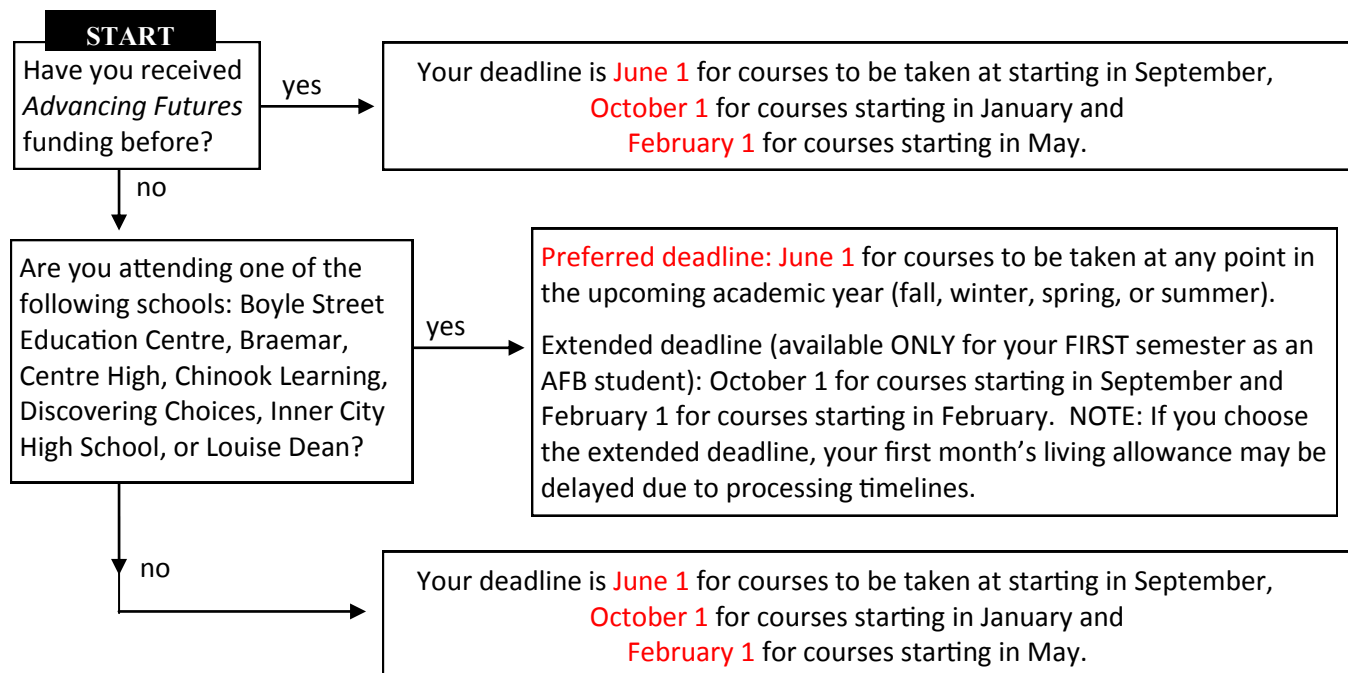
## INFORMATION FOR ACADEMIC UPGRADING APPLICANTS

### WHO SHOULD USE THIS FORM?

If this is your first time being funded by *Advancing Futures* to take high school (upgrading) courses, or if you did not attend upgrading at the same institution last academic year, please complete this form to request funding for your schooling. If you are unsure which application to complete, please call *Advancing Futures* at (780) 415-0085 (toll-free, dial 310-0000 first).

### WHEN DO I APPLY?

Use the chart below to determine when to apply.



### ABOUT YOUR APPLICATION

*Advancing Futures* applications take 6-8 weeks to process. All sections of the application form **MUST** be completed before it can be reviewed. Incomplete applications will be returned and not processed.

The personal information collected on this form will be used to review your eligibility for the *Advancing Futures* bursary and the Alberta Adult Health Benefit program.

**Please note** that according to Canada Revenue Agency **Upgrading is not considered Post-Secondary** and may not be a tax deduction. You may not be eligible for a T2202A from your institution and as a result you may be responsible to **pay additional taxes** to Canada Revenue Agency. Please refer to the Canada Revenue Agency website: <http://www.cra-arc.gc.ca> or call them directly at: 1-800-959-8281 for further information.

If you have questions about the *Advancing Futures* bursary program or this application form, you can call (780) 415-0085 (toll-free, dial 310-0000 first). You can e-mail us at [HS.AdvancingFutures@gov.ab.ca](mailto:HS.AdvancingFutures@gov.ab.ca) or visit us at [www.advancingfutures.gov.ab.ca](http://www.advancingfutures.gov.ab.ca).

## THINGS YOU SHOULD KNOW

---

### ◆ Health Care Coverage

Students approved to receive an *Advancing Futures* bursary may be enrolled in the Alberta Adult Health Benefit Program if they meet the program's criteria. (Students who have health coverage through Assured Income for the Severely Handicapped (AISH) or who have Registered Status under the Indian Act already receive health coverage and do not qualify for the *Advancing Futures* health benefit.) The Alberta Adult Health Benefit program pays for health services that are not available through standard Alberta Health Care insurance, such as eyeglasses, prescription drugs, and dental care. Additional information about *Advancing Futures* student health coverage can be found on our website at [www.advancingfutures.gov.ab.ca](http://www.advancingfutures.gov.ab.ca).

### Staying In Touch

If your personal information (address, bank account direct deposit information, phone number or e-mail, etc.) changes, you must contact the *Advancing Futures* bursary program IMMEDIATELY! Failure to notify the program of changes may affect your funding.

### ◆ Your Responsibilities Concerning Funding

Recipients may be provided a maximum fixed monthly living allowance based on double occupancy.

Student Type	Single Student	Student with one child	Student with two children	Student with three children	Student with four children
Full-time	\$1099.00	\$1940.00	\$2517.00	\$3094.00	\$3671.00
Part-time	\$549.50	\$970.00	\$1258.50	\$1547.00	\$1835.50

It can be unlawful to receive multiple sources of funding. If you are awarded an *Advancing Futures* bursary, it is recommended that you inform any others from whom you are receiving financial assistance.

## I'VE SUBMITTED MY APPLICATION. NOW WHAT?

---

Completing your application is the first step of the process for receiving funding. Once your application has been reviewed for completeness and it has been determined that you are eligible to receive funding (this may take as long as 6-8 weeks), you will be notified of your next steps by your program coordinator.

Students who meet the program requirements will be **CONDITIONALLY APPROVED** for funding. At this point, you will receive a letter explaining any further steps that need to be completed. **ALL STUDENTS** who are conditionally approved will be required to complete the *Advancing Futures* Online Orientation and the Resiliency Survey before they can receive final approval for funding. A letter explaining how to do this will be mailed to you once you are conditionally approved.

When you have completed all of the requirements outlined in your Conditional Approval letter, *Advancing Futures* will provide final approval of your application for funding.

**APPLICATION PART A**

**SECTION 1: PERSONAL INFORMATION (all portions must be completed)**

gender	last name and last name while in care if different *		first name
birth date (YYYY/MM/DD)	Social Insurance Number	Alberta Health Care Number	Do you have Registered Status under the Indian Act? <input type="checkbox"/> yes <input type="checkbox"/> no
Are you currently covered under a health benefit plan? (e. g., guardian's, spouse's, Human Services, etc.) <input type="checkbox"/> no <input type="checkbox"/> yes		If "yes," we need to know . . .	name of insurer

**\*To confirm your legal name please provide us with a copy of one of the following: driver's license, birth certificate, Alberta Health Care Card, or passport.**

**SECTION 2: CHILDREN LIVING WITH YOU**

Complete this section\*\* if you have children living with you; otherwise, go on to Section 3.

last name	first name	birthdate (YYYY/MM/DD)	Alberta Health Care Number

**\*\*Submit a copy of a birth certificate, an Alberta Health Care card, or Guardianship Papers for each dependent child living with you. (If you have done so as part of an earlier application, you do not need to re-submit them.)**

Are you requesting <i>Advancing Futures</i> to cover childcare costs? <input type="checkbox"/> yes <input type="checkbox"/> no		
<b>If you require childcare, you must submit a Childcare Confirmation form.</b> Forms are located at <a href="http://www.advancingfutures.gov.ab.ca">www.advancingfutures.gov.ab.ca</a> .		
1. Are your children currently covered under a health benefit plan?	<input type="checkbox"/> yes <input type="checkbox"/> no	If "yes" to <b>Question 1</b> , complete the chart below.
2. Do your children have Registered Status under the Indian Act?	<input type="checkbox"/> yes <input type="checkbox"/> no	
name of insurer		

▶ ▶ please ensure all sections on this page are completed ▶ ▶

### SECTION 3: RESIDENCE AND CONTACT INFORMATION

Unit #	mailing address		city
province	postal code	main phone number (     )	other phone number (     )
**e-mail is required. This is our main way of contacting you.			
How long have you lived at the address above?		<input type="checkbox"/> less than three months? If so please explain why you moved	
<input type="checkbox"/> over a year			
<input type="checkbox"/> six months to one year			
<input type="checkbox"/> three months to six months			

### SECTION 4: EDUCATIONAL INFORMATION

Term(s) applying for: <input type="checkbox"/> fall <input type="checkbox"/> winter <input type="checkbox"/> spring <input type="checkbox"/> summer					
School name		Campus location		Program type: <input type="checkbox"/> GED (prerequisite to get into a future program)	
				<input type="checkbox"/> upgrading	
delivery method					
<input type="checkbox"/> in-class <input type="checkbox"/> online					
<input type="checkbox"/> distance <input type="checkbox"/> blended					
What's the program called that you're enrolled in?		When did/do you start upgrading? (YY/MM)		length of program <input type="checkbox"/> weeks	
		When will you be done upgrading? (YY/MM)		<input type="checkbox"/> months	
				<input type="checkbox"/> years	
				your year in the program:	
				<input type="checkbox"/> first <input type="checkbox"/> second	
				<input type="checkbox"/> third <input type="checkbox"/> fourth	
your program status with your school*		attending		academic year starts (YYYY/MM/DD)	
<input type="checkbox"/> applied		<input type="checkbox"/> full-time			
<input type="checkbox"/> conditionally accepted		<input type="checkbox"/> part-time		academic year ends (YYYY/MM/DD)	
<input type="checkbox"/> accepted					
COSTS**	tuition and mandatory fees	cost of mandatory books	cost of mandatory supplies	fees for on-campus residence	number of months living in residence

**\*Please include a copy of your confirmation of enrollment, conditional acceptance, or acceptance from your school (confirmation should include tuition costs, as well as the courses you are enrolled in).**

**\*\*IMPORTANT\*\* Proof of your tuition and mandatory book and supply fees must be provided as well as a detailed course plan from your school. This course plan should detail what upgrading courses are required for your post-secondary program you plan to enroll in after upgrading and during what terms (or quarters) you will take these courses. You can get this information by meeting with an advisor at your school. Your application will not be approved without this proposed course list. **If you do not have this information when applying, please attach a note indicating when you will forward the missing information to *Advancing Futures*.****

▶    ▶ please ensure all sections on this page are completed    ▶    ▶

## SECTION 5: LEARNING DISABILITIES

The information you provide regarding learning disabilities will not affect your bursary funding. This information will be used to link you with supports you may need to access through your school to be successful.

Have you ever been diagnosed with a learning disability?  yes  no  I don't recall

What type of learning disability were you diagnosed with?

When was your last assessment completed?

Are you currently receiving support from your institution for your learning disability?  yes  no

## SECTION 6: SUPPORTS

**It can be unlawful to receive multiple sources of government funding. In order to avoid any potential penalties as a result of receiving additional assistance from this bursary, please ensure this section is completed accurately. False information may result in the loss of the *Advancing Futures* bursary.**

Have you applied for or are you receiving other financial assistance?\*  Yes  No

**☛ Financial assistance includes loans and subsidies through sources including, but not limited to, Alberta Works, Assured Income for the Severely Handicapped (AISH), Persons with Developmental Disabilities (PDD), Employment Insurance (EI), First Nation Funding, Supported Independent Living (SIL), Student Finance, or Child and Family Services.**

type of assistance (e.g., loan, bursary, scholarship, assistance)	status of funding <input type="checkbox"/> applied for <input type="checkbox"/> currently receiving <input type="checkbox"/> approved for	payment start date (YYYY/MM/DD)	payment end date (YYYY/MM/DD)
amount per month \$	form of payment (e.g, cheque, direct deposit)	name of agency or organization that supplies the funding (e.g., AISH, EI, SIL)	
caseworker's name		phone number for caseworker or organization	

**\*If you receive financial assistance, *Advancing Futures* requires a letter from the department or agency providing you with assistance. This letter must indicate the end date of their services, including the month in which you will receive your final payment.**

Do you have a case worker or youth worker?  yes  no

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## SECTION 7: TRANSPORTATION

Does your institution provide you with a UPASS?  yes  no  not sure

If yes, are you eligible to receive a UPASS?  yes  no

If no to either of the above, is there public transportation in your town?  yes  no \*

If yes, what is the cost of a monthly bus pass?

**\* If your community does not have public transportation available, you will be automatically eligible for the transportation amount.**

▶ please ensure all sections on this page are completed ▶▶

## APPLICATION PART B

## Road Trip Survival Kit



Your answers to these questions will allow Advancing Futures to assess whether you are ready and willing to be a student at this point in your life. They will also help you decide on a career path and school that are right for you.

### Some resources for you

Know what you want to do?	Not sure what you want to do for a career?
Go to <a href="http://alis.alberta.ca">alis.alberta.ca</a> and explore. Pay particular attention to the OCCInfo section. This will enable you to answer questions regarding salary, how long you will be in school and what the future job market may look like.	Go to <a href="http://alis.alberta.ca">alis.alberta.ca</a> and explore. You can create a profile, do an interest inventory to help you investigate what type of career interests you, and find out if that career is employable.  You can also talk to Student Services at the institutions you are interested in attending. They have staff to help you figure out what you want to do and how they can help you do it.

NOW...

### You are ready to complete the Road Trip.

- TYPE your answers on a separate sheet of paper.
- Label the sections as shown below.
- Do NOT submit an essay.



WHAT

1. What program, school and campus (if applicable) are you planning to attend? (2 marks)
2. How long will it take you to complete your upgrading? (1 mark)
3. What program and institution are you planning to attend after completing your upgrading? (2 marks)
4. Is there any other education or training you hope to pursue in the future beyond the program that you identified above that relates to your education and career plan? If yes, explain. (1 mark)
5. What occupation or career are you hoping to pursue as a result of this education? (1 mark)
6. What is the salary range for jobs in this field? (1 mark)

**TYPE** your answers on a separate sheet of paper.

▶ ▶ please ensure all sections on this page are completed ▶ ▶

## WHY

1. Why is this career field of interest to you? (3 marks)
2. What personal characteristics and strengths do you have that makes this career a good fit for you? Explain how each characteristic or strength will contribute to your success in this career. (3 marks)
3. What are the challenges and disadvantages that you may encounter when employed in this field? (3 marks)

## HOW

1. Who are your supports and how do they support you? (2 marks)
2. How will you manage the financial strain that may come along with being a student? (2 marks)
3. What personal challenges do you anticipate facing as a student and what are some of the things you can do to overcome them? (3 marks)
4. Thinking about your responses to the previous questions, what are you going to do to help yourself be successful? (2 marks)
5. What are your top three goals for this year and why are they important to you? Explain what supports you anticipate you will need, if any, to achieve your goals. (3 marks)

## WHERE

1. Advancing Futures only funds upgrading of courses that are required for admission to your post-secondary program, therefore you will need to provide proof of program entrance requirements in order to be approved for funding for upgrading. Please attach a copy of the requirements/prerequisites for your program. (1 mark)
2. Attach a course plan from an advisor at the school you plan to attend to complete your upgrading. This should detail what courses are required for the university, college or trade program you plan to enroll in after completing upgrading, and during what terms (or quarters depending on your school) you will take these courses. If you do not have this program plan, you must include an explanation as to why and provide the date/time of your appointment with the school to get this program plan. (5 marks)
3. Why did you choose the school you are applying for funding to attend? (1 mark)
4. What other two institutions offer your program? (2 marks)

## WHO

- Although you will not be graded on these responses, the questions help your program coordinator to get to know you better.
1. Throughout the time you are funded by Advancing Futures, you will work with a Program Coordinator. Your Program Coordinator's role is to ensure your funding is in place and that you have the support you require to be successful with your educational goals. Is there anything you would like your Program Coordinator to know about you?
  2. If everything were perfect, what would be happening in your life five years from now?

▶ ▶ please ensure all sections on this page are completed ▶ ▶

## PART C: SUPPORTING DOCUMENTS

Submit the following with your application:

- If you are a first-time applicant, you must attach a signed letter of reference from a significant person in your life (foster parent, teacher, caseworker, friend, family member). This letter should describe (1) your current situation; (2) your plans for the future, and (3) how you would benefit from the *Advancing Futures* bursary.

reference's name	relationship to applicant	daytime phone number (       )
------------------	---------------------------	-----------------------------------

- a signed and dated direct deposit form.

Obtain from your school (see box at right) and submit the following:

- confirmation of conditional acceptance, acceptance, or enrolment  
 tuition costs  
 cost of *mandatory* books and supplies  
 a program plan provided by your school advisor with your course list

Each of these must be documented either by

- a letter from your school
- a copy or printout of your student account
- confirmation from the school's website

**If you do not have this information at the time you apply, attach a note indicating when you will forward the missing information to *Advancing Futures*.**

- your TYPED answers to the Road Trip Assessment Tool
- documentation of which academic upgrading courses are needed (entrance requirements) for the post-secondary program that you intend to enroll in
- a copy of one of the following: driver's license, birth certificate, Alberta Health Care Card or passport (unless previously provided to *Advancing Futures*)
- a letter from any department or agency providing you with funding (if applicable)
- childcare form (if applicable)
- birth certificate for dependent children (unless previously provided to *Advancing Futures*)
- pages 1-6 of the completed *Advancing Futures* bursary application. **BE SURE YOU HAVE SIGNED AND DATED PAGE 6!**

## Part D: DECLARATION AND CONSENT

**Please read and sign:** The information that I have provided in this application is true, accurate and complete. I am aware that providing incomplete or false information can be considered fraud and will affect my ability to access future funding and may also result in criminal charges. I authorize Human Services, other government departments, and the school I am or will be attending to share my student information and information in relation to additional sources of funding I am receiving, for the purpose of determining and verifying eligibility for, and general administration of, the award for which I have applied. I authorize *Advancing Futures* to contact my reference and other support systems if needed. Information will be used only for management of the *Advancing Futures* award.

**I understand that bursary payments received from *Advancing Futures* MAY BE TAXABLE. (For more information, contact Canada Revenue Agency at: 1-800-959-8281.)**

signature	print name	today's date (YYYY/MM/DD)
-----------	------------	---------------------------

*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. Any questions regarding the collection and use of your personal information can be addressed to Community Partnerships, Advancing Futures Bursary.*

▶ ▶ please ensure all sections on this page are completed ▶ ▶



## IMPORTANT REMINDERS

---

Applications to attend a post-secondary school at any time during the upcoming academic year must be received on or before June 1, October 1 or February 1. Avoid disappointment: please re-check the information page and confirm the correct deadline for the type of school you wish to attend.

All sections of the application form must be completed before it can be reviewed. Applications received **AFTER** the application deadline will **NOT** be eligible for funding. Incomplete applications will be returned and not processed. The personal information collected on this form will be used to review your eligibility for the *Advancing Futures* bursary and the Alberta Adult Health Benefit program.

Completed application packages can be faxed to (780) 644-6905, emailed to [hs.advancingfutures@gov.ab.ca](mailto:hs.advancingfutures@gov.ab.ca) or mailed to:

*Advancing Futures* Bursary Program  
3rd Floor, Sterling Place  
9940 – 106 Street  
Edmonton, Alberta T5K 2N2

## I'VE SUBMITTED MY APPLICATION. NOW WHAT?

---

Provided that you have submitted a complete application (with all of the items on the checklist included) these are the next steps:

1. Your application will be reviewed and graded by your Program Coordinator.
2. Based on your results of that review you will either be conditionally approved or contacted directly by your Program Coordinator to address missing or incomplete items.
3. You will receive a conditional approval letter in the mail that outlines what you must do to have your application approved.
4. Once you have completed all of the required tasks outlined in your conditional approval letter and notified your Program Coordinator, your award will be approved.
5. You will receive an award approval letter in the mail confirming the details of your funding. Your school will also be notified of your sponsorship.

 Alberta Government