

**Skills Investment Bursary Application  
Part-Time Study 2011/2012****Completion Instructions**

This application process is for individuals applying to Alberta Employment and Immigration for grant funding to attend part-time training courses. To apply for a Skills Investment Bursary, of up to \$5,000 per academic year, you must contact an Authorized Official at the training provider you plan to attend or at a Canada-Alberta Service Centre or Alberta Service Centre in your area. A list of addresses can be found at [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) then click on "Career Services Near You". After you have met with an Authorized Official about your employment skills and your need for training, they will advise you if you can be recommended for a bursary.

The following information provides assistance in completing the Skills Investment Bursary Application for Part-Time Study. Instructions are not provided for all sections of the application. Instructions are provided for sections that are more difficult. See your Authorized Official if you have any questions or require help filling out your application.

You may find it helpful to have the following information or documents available while you are filling out the application:

**All Applicants:**

- Skills Investment Bursary Application for Part-time Study (found in the centre of these Completion Instructions)
- Your Social Insurance Number
- line 236 from your 2010 income tax return
- bank account information (if applicable)

**Applicants Married or Living With a Partner:**

- your spouse/partner's Social Insurance Number
- line 236 from your spouse/partner's 2010 income tax return

**Applicants Who Have Dependent Children:**

- birth date of each child

**Applicants Who Immigrated to Canada may need:**

- your IMM5292 (Confirmation of Permanent Residence) or IMM1000 (Record of Landing)

**Applicants Whose Social Insurance Number Begins With a "9":**

- "Notice of Decision" granting Convention Refugee status
- "Work Permit" covering the entire training period
- "Study Permit" covering the entire training period
- Social Insurance Number covering the entire training period

## Completion Instructions Part-Time Study

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## Skills Investment Bursary Application Part-Time Study

Alberta Employment and Immigration (AE&I) provides financial assistance in the form of a bursary to help Albertans with low income acquire the skills needed to obtain employment or improve their employability and increase their potential for self sufficiency.

Individuals who meet the eligibility criteria may be eligible for a non-repayable bursary to cover training related costs at approved training programs.

### Section 1 Applicant Information

**EIIRD** (This is your Alberta Employment and Immigration Identification Number)

If you know your EIIRD please provide it, otherwise this information will be entered for you and will be included in your Funding Assessment Decision letter for future use.

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#### Birth Date

Bursaries are available to adults 18 years of age or older.

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#### Marital Status - Check one box only

Check married if:

- you are two adults in a legal union.

Check partner if:

- you are living in a common-law relationship of two adults of the opposite sex in a conjugal or marriage-like relationship, regardless of the length of time of your relationship, and may include:
  - sharing each other's lives,
  - an emotional commitment to each other, and
  - functioning as an economic and domestic unit.

**Or**

- You are in a relationship recognized under the *Adult Interdependent Relationships Act* which includes:
  - two adults in a same sex relationship, who declare they are partners
  - two adults not related by blood, living in a platonic relationship, regardless of gender, who declare they are partners
  - two adults who have entered into a formal Adult Interdependent Partnership agreement as authorized under the *Adult Interdependent Relationships Act*. Those can be blood relatives.

- Note:**
1. You do not have to be residing together when declaring yourself to be married or with a partner (e.g. your partner could be working out of town).
  2. If you are living with a person and you have a child of the relationship by birth or by adoption, you must declare your marital status as either married or partner.

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#### Citizenship Status

If you immigrated to Canada within the last 10 years you will need to submit a copy of your IMM5292 (Confirmation of Permanent Residence) or your IMM1000 (Record of Landing) along with your application. Canadian Citizens, Permanent Residents and Convention Refugees with a study and work permit may qualify for financial assistance for part-time training. Visa students are not eligible.

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#### Social Insurance Number (SIN)

You must provide a valid SIN. Skills Investment Bursary applications will **not** be processed without a valid SIN for the applicant. This number allows AE&I to issue tax slips and report your benefits to the Canada Revenue Agency.

If you do not have a SIN, please see your Authorized Official for information on applying for a SIN. SIN cards that begin with a 9 are temporary and valid only until the expiry date printed on the front of your card. The expiry date must be after training end date. Please include copies of the following documents with your application:

- The “Notice of Decision” granting Convention Refugee Status,
- “Study Permit” with dates that will cover the entire training period\*, and
- “Work Permit” with dates that will cover the entire training period.

\* Please note that Citizenship and Immigration Canada requires a letter of acceptance from your training provider before a Study Permit will be issued.

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### **Date Completed or Left School**

To encourage young adults to continue in school, applicants must be out of Elementary, Junior or Senior High school for 12 consecutive months. This does not include any adult academic upgrading.

## **Section 2 Contact Person Information**

Contact information provided may be used to contact the applicant:

- before or during your training period if we need to speak to you, for example, to change an appointment
- after your training period for follow-up purposes to see if the training has been helpful
- for program audit purposes to confirm that the training provider delivered the training and services

The contact person will only be asked for your current phone number or address. We recommend that you tell your contact person that you have given AE&I permission to ask for this information. You can remove or change the contact name by calling the:

### **Student Funding Contact Centre:**

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485.

## **Section 3 Information about Your Spouse/Partner**

Information about all members of your household is required to determine your financial eligibility. If your Marital status is Married or Partner, you will need to provide the information requested about your Spouse/Partner.

## **Section 4 Dependent Children Information**

One of the factors in determining your eligibility for financial assistance is the number of adults and dependent children in your household. Dependent children are children living with you, whom you or your spouse/partner financially support and are either under 18 years of age or who are 18 or 19 years of age and attending Elementary, Junior, or Senior High School (Grades K-12). Provide the name(s) and birth date(s) for all dependent children who live in your household on a full-time basis. Do not include foster children.

Include only the additional cost and the average number of hours of child care (above your regular child care) required to support your attendance at the training course(s) included on this application.

**Note:** You must keep receipts for child care costs in the event that you are selected for a verification review.

## **Section 5 Income and Assets Information**

Income support recipients should inform their Supports and Financial Services Coordinators of their intent to pursue part-time training to ensure ongoing financial support.

To be eligible for financial assistance for part-time training you must demonstrate financial need, based on last year’s income, current assets and family size. The amount of net income for you and your spouse/partner, as indicated on line 236 of your 2010 tax returns, plus any non-taxable child support payments are factors used to determine your eligibility.

## Family Size

## Income Threshold Table

Single .....	\$35,000
Single parent 1 dependent child/Couple no dependent children .....	\$40,000
Single parent 2 dependent children/2 parents 1 dependent child .....	\$45,000
Single parent 3 dependent children/2 parents 2 dependent children .....	\$50,000
Single parent 4 dependent children/2 parents 3 dependent children .....	\$55,000
Single parent 5 dependent children/2 parents 4 dependent children .....	\$60,000
Single parent 6 dependent children/2 parents 5 dependent children .....	\$65,000

For each additional dependent child, add \$5,000.

If you did not keep a copy of your income tax return, you can get this information by contacting the Canada Revenue Agency (CRA) at 1-800-959-8281.

## Assets

Assets are also used to determine eligibility. Enter the full amount of RRSPs and liquid assets (savings, term deposits, GICs, bonds, stocks, cash on hand etc.) To be eligible for a Skills Investment Bursary, the maximum total liquid assets you and your spouse/partner have when you start school cannot exceed \$5,000 and the maximum RRSPs owned cannot exceed \$100,000.

## Section 6 To Be Completed By The Applicant

If you have previously received financial assistance for part-time training from AE&I, you will need to submit proof that you made satisfactory academic progress. Transcripts are available from the training provider where you took your training course or you may submit a record of marks on training provider letterhead.

## Section 7 Declaration and Acknowledgement

Read the declaration carefully. Applications need to be signed and dated by both the applicant and spouse/partner (if applicable) in ink in the appropriate spaces provided.

## Section 8 Non-AFA Training Provider Information

If your training provider has not signed an Accountability Framework Agreement (AFA) with AE&I, you must include a copy of your admission letter with this application. If you are not able to provide a copy of your admission letter, ask your training provider to complete the Non-AFA Training Provider Information section.

If your plan is to complete more than one course and there is a 30 day gap between the start of the courses, a second application is required.

## Other Forms

### Direct Deposit Registration Schedule

The Direct Deposit Registration schedule is required so that your part-time training benefits can be deposited directly into your bank account. If you do not have a bank account, you can open an account and provide the required information on the schedule included with this application. If you are not able to open a bank account, talk to your Authorized Official.

If you do not have a bank account a cheque for your part-time training benefits will be mailed to the address you provided on this application form.

## Tax Return

Financial assistance for part-time training is taxable. A tax slip is issued in February of each year confirming income received in the previous calendar year.

The address given on your application is where your tax information slip will be mailed unless you have notified AE&I of an address change. You must report information from the tax slip to the Canada Revenue Agency (CRA) with your income tax return.

Even after your training is completed, it is important to keep your address current in order for these tax slips to reach you. Send notification of address change if you move after training is completed to:

Alberta Employment and Immigration  
Learner Income Support Office  
P.O. Box 17000, STN Main  
Edmonton, AB T5J 4R4

## Conditions of Funding

To ensure that you remain eligible to receive funding for future training periods, you are expected to:

- **Comply with training provider rules**
- **Report changes to personal information**
- **Keep a copy of your transcripts or record of marks. This will be required for future applications.**

For further information contact the:

### **Student Funding Contact Centre**

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485

## Conclusion

### **Are you finished?**

#### **Checklist for applicants:**

- Double check that all applicable questions are answered, the required schedules are complete and (if applicable) copies of the Immigration documents indicated in Section 1, are attached
- Application is signed and dated in ink in each of the signature spaces
- Your spouse/partner has signed and dated (in ink) the application in each of the signature spaces
- Non-AFA Training Provider Information has been provided
- Direct Deposit Registration Schedule is complete.

Mail to:

**Alberta Employment and Immigration  
Learner Income Support Office  
Box 17000, STN MAIN  
EDMONTON, AB T5J 4R4**

### **What Happens Next?**

#### **1. If more information is needed:**

- You may be asked to clarify your application
- Applications with missing or incorrect information may be returned to you

**Note:** The earlier you send in the requested information, the faster you will receive an answer. It is recommended that you apply 6-8 weeks prior to the start of your course.

#### **2. After your application is processed:**

- A Funding Assessment Decision letter will be mailed to the address you provided advising you of:
  - the amount of money you may receive, or the reasons you will not receive funding.
  - where and when you can expect to receive funding.
  - your right to appeal and directions on how to appeal.

**3. If you have an active Employment Insurance (EI) claim,** you must talk to Service Canada at 1-800-206-7218 about your eligibility to collect EI benefits while attending training on a part-time basis. Your EI benefits may be disrupted or stopped if you fail to discuss your plans with them.

#### **4. If the costs for training were included in your assessment:**

- Books, supplies, internet access, transportation, or childcare costs will be included in your first benefit payment.
- Tuition and fees will be paid directly to your training provider on your behalf.