

## **WBF WOMEN BUILDING FUTURES® Alumni Career Advancement Scholarship Application Form**

To support WBF Alumni to pursue continuing education at other educational providers in Alberta that will increase their skills in leadership, support transition to renewable energy, apprenticeship completion, blue seal certification, micro credentials in project management, leadership, and other programs or courses that will advance gender equality.

### **Eligibility Criteria**

#### **Applicants must:**

- be a Canadian Citizen, Permanent Resident or Protected Person (visa students are not eligible),
- be an Alberta resident. To be considered an Alberta resident, one of the following conditions must apply:
  - Alberta is the last place the applicant, their parent/guardian, or their spouse/partner has lived for the twelve (12) consecutive months immediately prior to starting their program at Women Building Futures or their current program/course.
- be completing or have completed a program at Women Building Futures.
- be undertaking a course or certification that will advance their career, promote leadership, and advance gender equality.
- Consideration will be given to applicants who are undertaking further studies outside of the province, however they must identify the special nature of the out of province program.

### **Application and Selection Process**

**Application Deadline:** Applications will be accepted throughout the year; however, the quarterly deadlines are October 15, January 15, April 15, and July 15.

**Submit supporting documents to Women Building Futures to [studentawards@womenbuildingfutures.com](mailto:studentawards@womenbuildingfutures.com):**

- Information regarding the program, course, or credential you are undertaking including supporting documentation i.e., Confirmation of enrollment or receipt for course payment
- A 500-word written submission or creative project in response to the question outlined in Section 4 of the application.
- Confirmation of residency.
- Other required documents if applicable.

Your application and all supporting documentation must be received by the application deadlines to be included in that selection period.

Selections will be based on successful submission of complete applications, your certification or course of study and the quality and content of your project submission.

Successful recipients will be notified after each selection period and the funds will be provided via EFT or a cheque mailed out to the address specified on the application form.

### **Alberta Student Number (ASN)**

Your Alberta Student Number is on your Alberta Transcript for High School Achievement.

If you do not know your ASN, or do not have an ASN:

- Visit [learnerregistry.ae.alberta.ca](http://learnerregistry.ae.alberta.ca) for instructions on how to look up or request an ASN.
- Call toll-free in Alberta at 310-0000 to have a Request for ASN form mailed to you. Due to privacy issues, ASN's will not be given over the phone.

Information you provide to Women Building Futures during the application process is collected under the authority of section 33 of the Freedom of Information and Protection of Privacy (FOIP Act). The information will be used to determine your eligibility for the scholarship.

**Section 1 - Applicant Information**

<b>Last Name</b> (current legal name)	<b>First Name</b> (current legal name)	<b>Date of Birth</b> (DD/MM/YYYY)
<b>Home Phone</b> (999-999-9999)	<b>Cell Phone</b> (999-999-9999)	<b>Email</b>
<b>Social Insurance Number</b>		<b>Alberta Student Number</b>
<b>Apartment or Box Number</b>		<b>Street Address</b> (add NW or SW)
<b>City/Town</b>	<b>Province</b>	<b>Postal Code</b>
<p><b>Citizenship Status in Canada</b> (check one)</p> <p><input type="checkbox"/> <b>Canadian</b>      <input type="checkbox"/> <b>Permanent Resident</b></p> <p><input type="checkbox"/> <b>Protected Person/Convention Refugee</b> (see list of documents required for submission)</p>		
<p><b>Indigenous Status</b></p> <p>If you wish to declare your Indigenous heritage, please check the box that applies to you.</p> <p><input type="checkbox"/> Status First Nations      <input type="checkbox"/> Non-Status First Nations</p> <p><input type="checkbox"/> Métis      <input type="checkbox"/> Inuit      <input type="checkbox"/> Not Applicable</p>		
<p><b>Alberta Residency</b></p> <p>Do you currently reside in Alberta?</p> <p><input type="checkbox"/> <b>Yes</b>      <input type="checkbox"/> <b>No</b></p> <p>Did you or one of your parents or legal guardians live in Alberta for at least 12 consecutive months immediately prior to starting your program at WBF or your current program/course?</p> <p><input type="checkbox"/> <b>Yes</b>      <input type="checkbox"/> <b>No</b>      If you are new to Canada and have not lived in any other province, please select Yes.</p> <p>If No, was your spouse/partner an Alberta resident immediately prior to you starting your program at WBF or your current program/course?</p> <p><input type="checkbox"/> <b>Yes</b>      <input type="checkbox"/> <b>No</b></p>		

**Section 2 – Alumni Information**

**Are you currently attending a program at Women Building Futures?**

Yes  No

If yes, What is the name of the program you are currently enrolled in:

**Are you a previous student/Alumni of a program at Women Building Futures?**

Yes  No

If yes, What was the name of the program you were enrolled in:

What year did you graduate:

If no, you are not eligible for this scholarship.

**Section 3- Current Education Information**

**Course/Program/Credential Name**

If you are taking a program that is longer than a year, please indicate the individual course or credential.

**Course Start Date**

**Course End Date**

**Training Provider/Educational Institution Name**

**Training Provider/Educational Institution Address**

Is your Training Provider/Educational Institution located outside of Alberta?

Yes  No

If Yes, please indicate why you chose to study out of province?

**Section 4 – Written or Creative Project**

Please provide a 500-word written/project/art submission to describe how receiving this scholarship will impact your decision to further your education and how it relates to women’s leadership and economic security. Describe how you worked within a team during your program or employment/education after you completed your program at Women Building Futures.

Physical creative pieces are not required for submission. Please submit a video or photos and accompanying information to showcase your work.

### Section 5 – Supporting Documentation

**Please review your application to make sure you have completed all the required fields and that the information is accurate and the following documents are attached.**

**Incomplete applications will not be reviewed.**

- Confirmation of Residency.** This can include a copy of your Driver’s License, rental agreement, Residential Tax Assessment
- Course/Program Information, Cost, and Study Dates – examples: proof of enrolment/registration, letter of attendance, invoice/bill for tuition and fees.** (This is not required if you are currently attending a program at Women Building Futures).
- Written and/or creative content in response to the questions in Section 4 – Written or Creative Project.**
- Protected Persons/Convention Refugees:** If you are a protected person or convention refugee, you must submit a copy of your social insurance card and a copy of one of the following:  
Notice of Decision or Verification of Status Document (VOS)

### Section 6 – Declaration of the Applicant and Consent to Release Information

**Protection of Privacy:**

The personal information on this form is collected under the authority of section 33 of the Freedom of Information and Protection of Privacy (FOIP Act) for purposes of determining your eligibility for the scholarship and scholarship administration. Applicants’ personal information may be disclosed to academic and administrative units according to Women Building Futures policy; federal and provincial reporting requirements; the Ministry of Advanced Education; and other funder requirements.

**Declaration:**

I have read and understand the instructions, and declare that:

- All information provided in this application, including any supplemental information required to establish my eligibility is true and complete.
- My address is current and understand that the scholarship cheque will be mailed to this address if I am selected as a recipient.
- I understand that the information submitted may be verified and agree to provide additional information if requested before the scholarship funds will be released to me.
- I understand that my eligibility is based on my creative project submission, current course details, and the additional information submitted.
- I understand that if I receive a scholarship, my name, award, and city/town may be released publicly to promote the program and on the Government of Alberta Grant Disclosure Portal. However, my consent to the publication of this personal information is not a criterion for eligibility and if I do not want to be identified, I will contact Alberta Student Aid and request that it not be disclosed.

**Consent for Release of Information:**

I, \_\_\_\_\_, understand and consent to the disclosure and exchange of my personal information, student records and application information academic and administrative departments within Women Building Futures and various provincial and federal government departments.

<b>Name</b> (print)	<b>Signature</b>	<b>Date</b> (DD/MM/YYYY)
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