

General Information

- Applications are accepted within 90 days of term completion:** The deadline for the Fall (September) term is the following March 31, and the deadline for the Winter (January) term is the following July 31. For apprenticeships, the deadline is 90 days from receiving the period's marks.
- If received after 90 days, applications will be denied. Incomplete or missing required documentation will be requested or the application may be denied.**
- T4As are issued by February 28 of the next calendar year as scholarships are taxable as income to the recipient under CRA rules.
- Scholarships for post-secondary programs will be available for a lifetime maximum of **two** terms per student of an ECECAF member. Students must be under 25 years of age at the start date of each of two scholarship terms.
- Scholarships for apprenticeship programs will be considered to a lifetime maximum of **four** periods. Proof of payment of actual tuition fees is required.
- The Board has the right to consider extenuating circumstances that do not fall within these guidelines on a “without prejudice” basis.**

Student Information

- “Student” is defined as the child of an ECECAF member who is attending post-secondary education at a designated institution, including apprenticeships.
- The student must be under 25 years of age at the start date of the scholarship term.
- The student is to have **completed** the term as a **full-time** student. Full-time status is defined as no less than three post-secondary level courses/nine credits in a term (in accordance with CRA rules).
- Social Insurance Number must be included as a T4A will be issued.
- Enter a current and valid email address as the applicant and parent may be notified via email regarding the application.
- Pronoun is optional e.g., she/her, he/him, they/them

Parent Information

- “Parent” is defined as including legal guardian and step-parent.
- The student's parent (to a maximum of two) is a current contributing, retired, or deceased member of: CEMA, EFFU Local 209, CUPE Local 30, ATU Local 569, Unifor (formerly CEP) Local 829, IBEW Local 1007, Senior Police Officers Association, UNA Local 196, or AMNUA – Alberta Health Services.
- The student's parent(s) has been contributing to Edmonton Civic Employees Charitable Assistance Fund for twelve (12) consecutive months prior to the start date for each of the two scholarship terms (unless retired or deceased).
- Employment status is to be circled: FT for full-time, PT for part-time, LTD for long term disability, retired, or deceased. (Retired is as defined by the member employer and/or union/association.)
- Casual employees must contribute for 12 consecutive months prior to the start date for each of the two scholarship terms and have contributed a minimum of \$100 within that time frame; otherwise, scholarship application approval will be determined upon board review.

Education Information

- The full name of the post-secondary educational institution is required, and if outside Alberta, the address must be included.
- Visit www.ececaf.ca for the current scholarship amount per term per student of an ECECAF member.
- Scholarships for co-op programs will be considered at the discretion of the board.

Required Supporting Documentation

- A **copy** of each of the following is **required** to accompany the Scholarship Application form. Failure to do so will delay the process and the student may be denied scholarship funding:
 - Government issued photo identification e.g., Driver's License or Passport
 - Term/period final marks from the post-secondary institution must clearly state student name, school, and term/period
 - Proof of tuition paid must clearly state student name, school, term/period

Required Signatures

- The student must sign the application form
- The contributing member parent(s) must sign the application form

Final Steps

- After completing the application form, double check for completeness using these Scholarship Guidelines.
- Send the completed application form and required documentation to the address at the bottom of the application form. Allow for postal service time and must be post-marked on/before the application deadline.
- Allow 4-6 business weeks for processing from the time of complete application submission. If it's peak time, processing may take up to 8 business weeks.**

SCHOLARSHIP APPLICATION

Application Deadline:

Applications received after 90 days of term completion will be denied.
Incomplete applications will be delayed or returned.
Fall (September) term deadline is the following March 31
Winter (January) term deadline is the following July 31

This application is for (check one):			
<input type="checkbox"/> 1 st Scholarship Term	<input type="checkbox"/> Period 1 Apprentice	<input type="checkbox"/> Period 3 Apprentice	
<input type="checkbox"/> 2 nd Scholarship Term*	<input type="checkbox"/> Period 2 Apprentice	<input type="checkbox"/> Period 4 Apprentice	
* NEW: Not required to be consecutive to 1st Scholarship Term			
STUDENT INFORMATION – CHILD OF CONTRIBUTING ECECAF MEMBER			
Name (First Middle Last)			Pronoun (Optional)
Social Insurance Number (Required for T4A)	Email Address	Phone Number	
Home Address	City, Province	Postal Code	
Date of Birth (dd/mm/yyyy)	Age at Start Date of Scholarship Term (<u>must</u> be under 25 years of age)		
PARENT INFORMATION – CONTRIBUTING ECECAF MEMBER			
Name (First Last)	Email Address	Phone Number	
Employer	Union/Association	Payroll Number	Employment Status (circle one): FT PT Casual LTD Retired Deceased
If applicable, Second Parent Contributor Name	Union/Association	Payroll Number	Employment Status (circle one): FT PT Casual LTD Retired Deceased
EDUCATION INFORMATION			
Post-Secondary Institution Name and, if outside of Alberta, Address			Faculty/Program
Student ID/Registration Number	Term Start Date (dd/mm/yyyy)	Term End Date (dd/mm/yyyy)	
REQUIRED SUPPORTING DOCUMENTATION MUST BE INCLUDED - COPIES NOT ORIGINALS			
<input type="checkbox"/> Government issued photo identification e.g., Driver's License or Passport <input type="checkbox"/> Final marks of term/period issued by the post-secondary institution - including student name, school, and term/period (does not need to be official transcript) <input type="checkbox"/> Proof of tuition paid including student name, school, and term/period			
REQUIRED SIGNATURES			
<i>I confirm the information herein is complete and accurate. I understand the information provided by me to ECECAF about myself will be used to process this request for scholarship funding and the issuance of a T4A to the student.</i>			
Student Signature:		Contributing Parent(s) Signature:	
Date:		Date:	

Send completed application form and required supporting documentation to:

Fund Administrator
Edmonton Civic Employees Charitable Assistance Fund
PO Box 389
St Albert AB T8N 7A2

OFFICE USE ONLY:

RECEIVED		DATA ENTERED		DATE PAID
APPROVED AMOUNT	DENIED	INCOMPLETE	RETURN OR EMAIL	INC INFO RECEIVED