

MACEWAN STAFF ASSOCIATION

2018 MSA MEMBER FINANCIAL AWARD APPLICATION FORM

*Refer to the criteria listed on the back before completing this form.*

**MacEwan Staff Association Employee Information**

Name of the MacEwan Staff Association Member: \_\_\_\_\_

Department: \_\_\_\_\_

Work Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

MacEwan Employee since: \_\_\_\_\_ Position type: FTC PTC TERM CASUAL

MSA Membership # \_\_\_\_\_

**Course Information**

Name of Course: \_\_\_\_\_

Course #: \_\_\_\_\_

Name of program/faculty or area of study: \_\_\_\_\_

Post-Secondary Institution: \_\_\_\_\_

Length of the program the applicant is registered in (if applicable): \_\_\_\_\_

How long the applicant has been registered in the program: \_\_\_\_\_

Cost of Course (can be up to or greater than award): \_\_\_\_\_

***Proof of registration and proof of fee payment as of Sept 30<sup>th</sup>, 2017 or Feb 15<sup>th</sup>, 2018 MUST be submitted with this application form.***

**APPLICATIONS ACCEPTED BETWEEN SEPT 30, 2018 AND FEB 15, 2019.  
AWARDS WILL BE SELECTED FEBRUARY 2019.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this completed form and the required documentation to:**

**MacEwan Staff Association Office, MacEwan University  
Room 7-102D, 10700 – 104 Avenue, Edmonton, AB T5J 4S2**

The personal information requested on this form is collected and protected under the Alberta Personal Information Protection Act (PIPA) for the purpose of Scholarship/Award Competition management. This form will be retained for one (1) year from the date of the award announcement. Direct questions about the collection, use and disposal of this information to the MacEwan Staff Association at [\(780\) 497-5697](tel:7804975697).

## MACEWAN STAFF ASSOCIATION

### 2018 MSA MEMBER FINANCIAL AWARD CRITERIA

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The MacEwan Staff Association supports post-secondary education. On September 15, 2016, the Board of the MacEwan Staff Association (MSA) approved the creation of two (2) - \$500 Financial Scholarships to its members for a credit or non-credit course.

If overall there are not a sufficient number of applicants for the number of awards available (2), the money will remain in the Awards Fund.

#### **Criteria**

- Applications will be accepted between September 30, 2018 and February 15, 2019.
- Applicant(s) must be a signed member of the MacEwan Staff Association.
- The MacEwan employee must have worked a minimum of one (1) full year of service and have reached (1820) hours of service.
- The applicant must be enrolled in any education course whether credit or non-credit.
- Funds that are available through MacEwan Professional Development – Access to Learning Fund and/or Career Development Fund – must have been exhausted or declined. Supporting documentation proving that these funds have been used or declined **must** be provided. (Emails stating as such from HR or a direct supervisor will be accepted.)
- The applicant can be a full or part-time student.
- **Proof of registration and fees must be submitted with application.** Proof of registration may include Registration Statements, Class Timetable Statements, and Enrollment Verification. Course fees must be paid either in full or for first term.
- Cost of education activity may be up to or exceed amount of award. (If cost of activity is less than \$500, only the amount equal to activity will be given out.)
- **Applicant must provide short statement of 150 - 200 words explaining how this award would benefit them.**
- A recipient may receive only one (1) award in a lifetime.

#### **Selection Criteria**

- A selection will be made by draw by the Financial Award Committee of the MSA Board.
- Selection will be based on review of application documents and required criteria.
- Successful applicants will be contacted by phone and by letter/email.
- Unsuccessful applicants will be notified by letter/email.
- The award will be presented either by mail or in person.
- Notification of the winning applicants will be announced in the MSA newsletter, email announcements and through social media that are available to our membership.