

MACEWAN STAFF UNION

2024 MSU MEMBER FINANCIAL AWARD APPLICATION FORM

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

MacEwan Staff Union Employee Information

Name of the MacEwan Staff Association Member: _____

Department: _____

Work Address: _____ Phone Number: _____

Email: _____ MSU Membership # _____

MacEwan Employee since: _____

Position type: FTC PTC TERM CASUAL* (If TERM or CASUAL, you must have worked an accumulated
(circle one) 1820 hours prior to making application)

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): _____

Please see attached CRITERIA outline documentation that must be submitted with application.

**APPLICATION DEADLINE FEB 28, 2025.
AWARDS WILL BE SELECTED MARCH 2025.**

Applicant's Signature: _____ Date: _____

Return this completed form and the required documentation to:

Email: msa@macewan.ca

**Address: MacEwan Staff Union, MacEwan University
101A- 11041 105 Avenue, Edmonton, AB T5H 3Y1**

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 UNION

2024 MSU MEMBER FINANCIAL AWARD CRITERIA

The MacEwan Staff Union supports post-secondary education. On September 15, 2016, the Board of the MacEwan Staff Union (MSU) approved the creation of two (2) - \$500 Financial Scholarships to its members for a credit or non-credit course. In 2018, we were able to award four (4) - \$500 and have approval to continue with four awards.

If overall there are not enough applicants for the number of awards available (4), the money will remain in the Awards Fund. A recipient may receive only one (1) award in a lifetime.

CRITERIA (please use this as your personal checklist to ensure you aren't missing documents that may affect you qualifying for this award)

- Applications will be accepted between September 15, 2024 and February 28, 2025.
- Applicant(s) must be a signed member of the MacEwan Staff Union.
- 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 MacEwan Activities Fund and Learning and Career Development Fund), as well as MSU's Professional Development Reimbursement 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 paid must be submitted with application.** Proof of registration to include Registration Statements, Class Timetable Statements, and Enrollment Verification.
- Proof of course fees paid must be submitted with application.** Course fees must be paid either in full or for the 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.)

Selection Criteria

- A selection will be made by draw by MSU Staff.
- Selection will be based on review of application documents and required criteria.
- Applicants will be notified of results via email.
- Award is presented by cheque.
- Notification of the winning applicants will be announced in an MSU email announcement and on the MSU website.

MSU Checklist Only – do not write in this area

- Proof of registration provided
- Proof of course fees paid provided
- Proof of Access to MacEwan Activities, Learning and Career Development, and MSU PD Reimbursement Funds declined or exhausted for this term period
- Applicant is a signed member of the MSU
- Applicant has worked a minimum of 1820 hours during their employment