

1. Income Support Grant for Apprentices- Funding during school

General Information

- Assistance is provided in the form of a non-repayable grant to help you cover the cost of tuition, books and living expenses while you are in school.
- This grant is designed to help bridge the gap between your expenses and income, including Employment Insurance, that you have while in school.
- Grant money is considered taxable income.

Application Process

- Application forms are available from Student Funding & Awards, RM 1101 or any Canada-Alberta Service Centre.
- Student Funding & Awards staff are available to review your completed application, make photocopies and submit it to the Learner Income Support Centre for you.
- Recommend applying at least **8 weeks** before starting classes; however, your application will be considered as long as your form is received by the Learner Income Support Centre at least 2 weeks prior to the last day of your classes.
- Normal processing time is **8 weeks**. Apply Early!

For tips on how to maximize your funding see opposite page

2. Federal Apprenticeship Incentive Grants- Money for after classes

Applications and information available at www.servicecanada.gc.ca/eng/goc/apprenticeship/index.shtml

- \$1000 Apprenticeship Incentive Grant : apply after your 1st and 2nd years once you have updated your blue book and received your marks from the Apprenticeship Office. Deadline June 30 of the calendar year following the calendar year in which you completed the level for which you are applying.
- \$2000 Apprenticeship Completion Grant: apply once you become a certified journeyman in a designated Red Seal trade.

AWARDS & SCHOLARSHIPS

Red Deer College Awards:

RDC awards application available at the following website: www.rdc.ab.ca/scholarships

- **Apprenticeship Awards:** Apply by May 31, 2011 for Entrance and Continuing Awards
- **Safety Scholarships:** apply online by completing **both** the Awards application and either the Hazard Assessment and Control Program or the Noise and Hearing Protection Assessment on blackboard.

External Awards:

- **Alberta Apprenticeship & Industry Training Scholarships:** Applications available online at www.tradesecrets.gov.ab.ca
- **Other websites to check:** www.ecfoundation.org/forstudents; www.albertametis.com; www.conocophillips.ca/EN/sd/investment/education/Pages/index.aspx

Visit the RDC website www.rdc.ab.ca/scholarships for more information on apprenticeship scholarships and awards.

Questions? Contact the Student Funding & Awards Office, Rm 1101
Phone: 403.342.3254 Email: financialaid@rdc.ab.ca
Fax: 403.342.3262 Website: www.rdc.ab.ca

INCOME SUPPORT GRANT APPLICATION CHECKLIST FOR APPRENTICES 2011 – 2012



The following charts summarize the funding that may be provided to eligible learners. If you find your costs are in excess of these amounts, follow and complete the checklist at the bottom of the page.

SINGLE BUDGET CHART

EXPENSES	Single not at home	One Child	Two Children	Three Children
Rent & Utilities	\$305	\$610	\$710	\$810
Food, Clothing, Personal Care & Transportation*	\$464	\$719	\$954	\$1189
TOTAL	\$769	\$1329	\$1664	\$1999

MARRIED BUDGET CHART

EXPENSES	No Children	One Child	Two Children	Three Children
Rent & Utilities	\$610	\$710	\$810	\$910
Food, Clothing, Personal Care & Transportation*	\$922	\$1157	\$1392	\$1628
TOTAL	\$1532	\$1867	\$2202	\$2538

*includes all costs associated with owning a vehicle

IF YOUR COSTS ARE HIGHER THAN THOSE LISTED IN THE CHARTS ABOVE, YOU MUST ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION FORM:

TYPE	DOCUMENTATION	MAXIMUM ADDITIONAL FUNDING
Additional Rent/ Mortgage	<ul style="list-style-type: none"> Schedule 5 of application, filled out and signed. 	Residence <u>Rented</u>: If primary residence is in Fort McMurray: <ul style="list-style-type: none"> up to \$900/month for households without dependent children up to \$1200/month for households with dependent children If primary residence is in Calgary or Grande Prairie: <ul style="list-style-type: none"> up to \$500/month for households without dependent children to \$700/month for households with dependent children All other parts of Alberta: <ul style="list-style-type: none"> up to \$400/month for households without dependent children up to \$600/month for households with dependent children Residence <u>Owned</u>: <ul style="list-style-type: none"> Up to \$900/month
Second Residence	<ul style="list-style-type: none"> ✓ Schedule 5 of application, filled out and signed. Indicate costs (ie. Rent/utilities). 	<ul style="list-style-type: none"> • Costs up to \$610/month maximum will be automatically considered.
Additional Childcare Costs	<ul style="list-style-type: none"> ✓ Schedule 2 of application, filled out and signed. 	
Additional Travel Costs	<ul style="list-style-type: none"> ✓ Identify on application the number of kilometers roundtrip from home to school. ✓ Schedule 5 of application, filled out and signed. 	

NOTE: Submission of documentation regarding your exceptional expenses **does not** guarantee that these additional costs will be included in your assessment.

Please keep copies of your receipts for the listed documentation. If your file is audited, you will be required to provide documentation regarding the amount paid during your training period.

- copy of rent/lease agreement, or mortgage agreement
- proof of payment for previous 3 months (ie. rent receipts, bank statements)
- home insurance policy
- property tax statement
- condo fee statement
- copies of all utility bills for the past 3 months

Please contact the Student Funding & Awards Office with any questions you may have regarding this application form.

Student Funding & Awards Office, Rm 1101
 Phone: 403.342.3254 Email: financialaid@rdc.ab.ca
 Fax: 403.342.3262 Website: www.rdc.ab.ca