

SCHOLARSHIP APPLICATION GUIDELINES

1. Applicant must be an Alberta Health Services employee and be in a position, which directly or indirectly enhances patient care in the High River/Nanton Service area.
2. Applicant must be a full time or part time employee of Alberta Health Services employed in the High River or Nanton Service area.
3. The eligible applicant must have worked a minimum of 806 hours in the previous 12 months prior to application date. (Exceptions may be made on an individual basis).
4. Education must lead to a degree, diploma, certificate or designation in a health-related field. Individual courses that support professional development related to the individual's career stream will also be considered.
5. Courses taken prior to Jan 1st of the current year will **not** be considered for funding except in extenuating circumstances.

B. SCHOLARSHIP DISBURSEMENTS:

1. The maximum amount one may receive is up to \$1000.00 per **calendar year** for full-time study requiring an educational leave of absence, and up to \$500.00 per **calendar year** for part-time study.
2. Individual courses that support professional development will be funded on a 50/50 cost share with a maximum allowable of \$500 per **calendar year**.
3. Disbursement of funds may be limited depending on number of applicants and monies available.

C. DEADLINE FOR APPLICATION AND APPROVAL PROCESS:

1. Feb. 28, May 30, and Oct. 31 are the deadlines for Scholarship applications. The Scholarship Committee will meet within 30 days of each application deadline to review applications and applicants will be advised of the Committee's decision immediately following. Disbursement of funds to approved applicants will occur within 30 days following receipt of proof of course payment.
2. Applicant may submit request for funds prior to entering, during or within 6 months of program/course completion.

D. CONDITIONS OF ACCEPTANCE:

1. The application must be completed in its entirety, or the application will be rejected.
2. As part of application process, applicant must submit a narrative (reasons for funding request).
3. Approved funding must be used within 1 year of acceptance. If applicant is unable to complete course, all approved funds will be returned to Foundation Scholarship Fund.
4. Proof of successful course completion must be submitted within 3 months of completion to the Foundation Scholarship Committee.
5. Successful applicant may be expected to share learnings and/or resources with co-workers.