



Form A - Personal Information and Declaration of Eligibility

(Be sure to print this page and submit it with each application)

Personal Information – (all fields must be completed)

Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Federal Taxation Act. If you have questions about the collection or use of this information please contact the Student Resource Coordinator at (403) 284-7705.

Name: _____ Phone#: _____

Calgary Address: _____

ACAD ID #: _____

Current Program: _____ Year: _____ GPA: _____

Declaration of Eligibility

I have read the instructions, and hereby submit my award or bursary application to the Alberta College of Art + Design and I declare:

- a) I understand that pertinent information regarding award recipients will be released to applicable funding sources and/or award donors, Alberta College of Art + Design administrators and faculty.
- b) I consent to the publication of my name in the listing of Scholarship + Award recipients at the Alberta College of Art + Design.
- c) I also understand that the College reserves the right to make any changes to the Awards Program that circumstance may require, including the cancellation, amendment and/or addition of awards, and that the Alberta College of Art + Design takes no responsibility for lost or damaged artwork or submissions.
- d) That I will notify Alberta College of Art + Design Awards Office if I withdraw from full-time status and I authorize the Student Resource Centre to determine my eligibility for awards through request and receipt of information specific to my post-secondary academic standing and enrollment status.
- e) I understand that payment of outstanding fees owed to the College is the first charge against award money.

Signature: (in ink) _____

Date: _____

Indicate below the name of the award(s) for which you are applying.



Application Guidelines

Submit your completed application directly to the Student Experience Office
(Registrar/Admissions Office).

General Conditions:

Unless otherwise stated, students must be current full-time degree students at ACAD registered in at least 9 credits. Applicants should be aware that the College does not provide specific reasons for award decisions.

1. All Awards require the submission of a completed paper application (Form A for Competitive Awards or Form B for Bursaries) submitted to Patricia Knott in the Student Experience office by the awards deadline. Students applying for multiple competitive awards need only to submit **one** paper Form A application. Students applying for multiple bursaries need only to submit **one** paper Form B application.
2. Students **must** submit the required materials as listed under each award (if applicable) using the online submission form on the awards page of the ACAD website. Students applying for multiple awards need to submit an online form for **each** award they are applying for. Any additional material submitted that is not required for the award you are applying to will be discarded prior to adjudication.
3. Images must be JPEG only with a maximum pixel dimension of 1024 x 1024.
4. Please submit video files with your paper application to Patricia Knott in the Student Experience office. The video should be no longer than 5 minutes and must be accessible with one of the following plug-ins: Quicktime, RealPlayer, Shockwave, Windows Media Player or Flash.
5. Please ensure that you have submitted all the required information for each award by the appropriate deadline. Incomplete or late applications will not be considered.
6. Only successful applicants will be notified.

STEPS FOR SUBMITTING

- Check the Scholarships and Awards descriptions on the Website. (http://www.acad.ab.ca/awards_scholarships.html) to ensure you are eligible and have all the correct documents.
- Identify the Scholarships and Awards you qualify for.
- Print off and complete a paper application for the Award or Bursary you are applying for. If applying for Awards, please submit **one** Awards paper application (Form A) and indicate on the form all the awards you are applying for. If you are applying for Bursaries, please submit **one** Bursary paper application (Form B) and indicate on the form all the Bursaries you are applying for. If you are applying for bursaries you must also submit a copy of your Notice of Assessment for 2011/2012 if you have applied for a student loan. Please submit these to Patricia Knott in the Student Experience Office.
- Complete the online submission form for each Award and/or Bursary you are applying for. Complete only the required information as outlined in the Award or Bursary description you are applying for. Incomplete forms will not be considered. Any additional material submitted that is not required for the award you are applying to will be discarded prior to adjudication.
- Complete an online submission form for each separate Award or Bursary you are applying for.
- Don't submit any type of presentation (for example PowerPoint), "zipped", "Stuffit" or other compressed files.
- Test your material before submitting to ensure that it has been formatted correctly.
- When you submit the online submission form you will receive an email receipt indicating that you submitted successfully.
- Ensure you have submitted your application by 4:00 p.m. to the ACAD Awards office by the appropriate deadline.

STUDENT RESOURCE CENTRE – ANNEX A

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