



# Meta Harrison Scholarship Application Form

F 2-19

- The school administration will ensure that a staff member is designated to assist the Scholarship Recipient to complete a formal registration process.
- The registration form will become a record of the Meta Harrison Scholarship distribution, and will provide the fund manager with information to facilitate the appropriate and efficient distribution of funds.

**PART A: Program Information**

Student Name:	Birth Date: (YYYY/MM/DD)
Alberta Education Student Number:	Social Insurance Number:
Student's Address:	
Student's Telephone Number:	Alternate Telephone Number:

Institution Name:	
Program / Faculty:	
Institution's Student Number:	
Length of Program:   __ Two (2) Years    __ One (1) Year    __ Less than one year	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Student Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> High School Administration Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Copies:           Student                           School Administration                           PHPS Finance Services

**Information for the student about how to obtain payment:**

Payments will be made directly to the institution when the recipient provides the bill or invoice to Pembina Hills Public Schools (PHPS). Alternatively, the student may submit payment receipts to PHPS for reimbursement.

**It is advisable that the student ensure the anticipated expenses are appropriate to the conditions of the scholarship.**

**For training programs lasting two or more years:**

- An initial scholarship of \$3,000 will be provided to the recipient for the costs of year one of the training program.
- A second portion of \$2,000 will be provided to the recipient after successful completion of the first year of the program, for the costs of the second year of the training program.

**For training programs lasting one year:**

- A scholarship of \$3,000 will be provided to the recipient for the costs of the training program.

**For training programs lasting less than a full year:** Some programs are not designed as a typical academic year. They may be delivered as modules or separate certifications, each requiring distinct registration, attendance and evaluation. (E.g. Industrial safety training certifications, Esthetician certifications, etc.)

- A scholarship of \$3,000 will be provided to the recipient for the costs of the training program.

**Funds** may be used for tuition, residence, books and resources, and/or tools of the trade.

In the event that the Scholarship recipient takes one year off prior to attending a Post Secondary Institution, the student would still be eligible for the scholarship. Only a one year break is permitted.

Date Program to Begin:	<input type="checkbox"/> I am planning to take a 1 year break prior to attending a Post Secondary Institution.
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**Change of Address details**

Name:
New Address:
New Phone Number:
Alternate Phone Number:

Copies:          Student                                  School Administration                                  PHPS Finance Services

**PART B – Year 1 – Payment/Reimbursement Details**

**Year 2 – Payment/Reimbursement Details**

***Payment to the institution requested***

Institution Name:	
Address:	
Payment Process:	
<input type="checkbox"/> Invoice Attached	
_____	_____
Signature	Date

***Student reimbursement requested***

Student's Bank Account Number (Transit, Bank ID Number, Account Number):
Name of Bank:
Address of Bank:
<input type="checkbox"/> Payment receipt attached

<input type="checkbox"/> All criteria have been met. Payment approved for processing. (Provide copy of Administrative Procedure 30-25 for processing.)	
_____	_____
Signature (Secretary Treasurer or Designate)	Date

Copies:          Student                          School Administration                          PHPS Finance Services