



### Form A - Personal Information and Declaration of Eligibility

*(Be sure to copy 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 #: \_\_\_\_\_ SIN #: \_\_\_\_\_

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: \_\_\_\_\_

**Please complete a copy of this form for each award/ bursary. Indicate below the name of the award/ bursary for which you are applying.**

\_\_\_\_\_



## Application Guidelines

**Submit your completed application directly to the Student Life Office (Annex B) unless otherwise indicated.**

### 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. Competitive awards require the submission of a complete application package to the Student Resource Centre.
2. A separate completed awards application form as well as any other documents required for each award must be included in separate packages. **Please do not staple your package together!**
3. **Students applying for multiple awards should submit only one CD** with the required images for each award in separate labeled folders. Images must be JPEG only with a maximum size of 5x7, and must be PC-compatible files only.
4. If you are submitting a video file it 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 requirements for consideration to the ACAD Awards Office (Student Resource Centre, located in Annex A) by the appropriate awards deadline. Incomplete or late applications will not be considered.
6. Only successful applicants will be notified.
7. Application packages, excluding original artwork will become the property of ACAD. Artwork will only be held until the end of the semester in which it was submitted.

### HINTS FOR SUCCESSFUL SUBMISSIONS

- Check the Awards descriptions on the Website ([http://www.acad.ab.ca/award\\_descriptions.html](http://www.acad.ab.ca/award_descriptions.html)) to ensure you are eligible and have all the correct documents.
- Complete a **Form A** for **each** award, scholarship or bursary.
- Complete only **one Form B** if applying for bursaries. Include a copy of your Notice of Assessment for 2009/2010 if you have applied for a student loan.
- Complete every question on your Forms. Incomplete forms will not be considered.
- Make separate packages for each award application that include all the required documents. **Do not use staples.**
- Submit only **one CD**. Make folders on the CD – one for each award with the required images – label the folders.
- Mark your CD or DVD clearly with your name and the awards you are applying for.
- All files must be PC-compatible, JPEG with a resolution of 72 dpi only. Do not submit MAC files that are not fully PC compatible.
- 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.
- Video files must be accessible with one of the following plug-ins: Quicktime, RealPlayer, Shockwave, Windows Media Player or Flash.
- Videos should be no longer than 5 minutes.
- If submitting original work make sure it is clearly labeled.
- Ensure you have submitted your application by 4:00 p.m. to the ACAD Awards office by the appropriate deadline.