

SCHEDULE "C"



TERRY TOPOLNITSKY EDUCATION SUBSIDY APPLICATION FORM (Education Subsidy may be applied to tuition costs only)

APPLICATION DEADLINE: July 31

Your Name & Position: _____
Employer: _____
Address: _____
Email: _____
Phone: (____) _____

Are you a current member of the ADOA?

☐ Yes

☐ No, attach an application form to become a current member and applicable fees

1. Are you registered in an accredited or recognized program in the planning and development field?

☐ Yes

☐ No, just taking selected courses of interest

Name of Program: _____

Name of Course: _____

Date of Course Start: _____ Date of Course Completion: _____

Course Tuition Fee: _____ Location of Course: _____

2. Did you pay for ☐ a portion, ☐ all, or ☐ none of the course tuition? _____ amount?

3. Did your employer pay ☐ a portion, ☐ all, or ☐ none of the course tuition? _____ amount?

4. Do you expect to be reimbursed for ☐ a portion, ☐ all, or ☐ none of the course tuition by your employer after you have successfully completed the course? _____ amount?

5. Who paid for travel	<input type="checkbox"/> applicant	<input type="checkbox"/> employer	<input type="checkbox"/> N/A
accommodations	<input type="checkbox"/> applicant	<input type="checkbox"/> employer	<input type="checkbox"/> N/A
meals	<input type="checkbox"/> applicant	<input type="checkbox"/> employer	<input type="checkbox"/> N/A

6. Is this your first course in the program? ☐ Yes
☐ No

7. How many have you completed in the program? _____

8. How many courses remain to complete the program? _____
9. Are you or your employer a previous recipient of a Grant from the ADOA? _____
10. Have you applied for a post secondary institution bursary/ grant/ scholarship? ☐ Yes
☐ No
11. Did you receive a post secondary institution bursary/ grant/ scholarship? ☐ Yes
☐ No

This information is being collected for the sole purpose of the Alberta Development Officers Association. I agree to allow the Alberta Development Officers Association to collect and use this information for the purpose of reviewing and processing this application and awarding an educational subsidy if successful.

Applicant Signature

Date

Checklist of Documentation to be submitted for the ADOA Education Subsidy:

- ☐ **Completed application form**
- ☐ **A letter outlining the following:**
- a) Why the education subsidy is required?
 - b) What efforts have been made to commit to your program including paying the costs (course fees & travel costs) from your own funds
- ☐ **Confirmation of enrolment in the recognized/ accredited program**
- Note:** The Statement of Results will be required to be submitted to verify a minimum grade of 60% or 1.7 grade point (C-) in reference to the University of Alberta prior to any monies being awarded.
- ☐ **Employer's policy regarding education funding. If applicable include the amount of funding contributed by the employer.** This may be in the form of a letter or an email.

**PLEASE SEE ADOA EDUCATION SUBSIDY - POLICY & PROCEDURES
11-ADOA-001**

Return your Education Subsidy Application & Information to:

**ADOA Executive Assistant
#48, 134 Village Way
Strathmore, AB T1P 1A2
Phone: (780) 913-4214 Email: admin@adoa.net
Website: www.adoa.net**

**IMPORTANT: VERIFY WITH THE ADOA EXECUTIVE ASSISTANT THAT YOUR INFORMATION
AND APPLICATION HAS BEEN RECEIVED.**