

Public Teachers

ALBERTA TEACHERS' ASSOCIATION LOCAL 38

#212, 3016 – 5 Avenue NE, Calgary, Alberta T2A 6K4

Phone:(403) 262 -6616 Fax: (403) 234-9596

2010 February 1

FROM: Holly Theriault, Chair, Scholarship Committee

TO: Scholarship Applicants

Very Important!

Applications – deadline is 5:00 pm on May 31

The applications are due at the Calgary Public Teachers, ATA Local 38 office (#212, 3016 – 5 Avenue NE, Calgary, AB. T2A 6K4) **no later than 5:00 pm on May 31** of the year of application. If May 31 falls on a Saturday or Sunday, applications will be accepted up to 5:00 pm on the Monday. If you are mailing your application please do not mail it one or two days before the due date as it may not arrive on time.

**If applications are not received by the deadline, applicants will be disqualified.
No exceptions will be made.**

Transcript of Marks – deadline is 5:00 pm on August 31

It is your responsibility to contact Alberta Education for your transcript of marks and to **contact the ATA Local 38 office ((403) 262-6616) to make sure the transcripts have been received before the deadline of 5:00 pm on August 31.**

If August 31 falls on a Saturday or Sunday, transcripts will be accepted up to 5:00 pm on the Monday. **Contact Alberta Education at 310-0000 (when asked enter 780-427-5732) to order transcripts.** Alberta Education usually issues the transcripts the same day they are ordered and then they mail them to us the next day from Edmonton. Please make sure you allow at least one week for the transcripts to reach us by the deadline of August 31. (Please do not order your transcripts until July – to ensure that all your final marks have been filed with Transcripts at Alberta Education)

The ATA **will not** be contacting you requesting your transcripts if they have not been received on time.

If transcripts are not received by the deadline, applicants will be disqualified.

Post Secondary Enrollment Certification Form – deadline is September 15

The Post Secondary Enrollment Form will be sent to applicants along with the confirmation letter stating that we have accepted your application. Please have the Registrar's office of the University/College you are attending fill in this form as quickly as possible.

Due to classes beginning at different times in September there might be a delay with the Registrar's office completing the form. Please keep checking with them to make sure it has been sent out on time. **If there is a problem and in order to meet the deadline of 5:00 pm on September 15** you or the University/College may fax us a copy of the completed form (fax 403-234-9596) but **the original form must be received at our office as soon as possible or you will be disqualified.**

If you have any problems with the completion of this form please contact Tracy Hodal, immediately, at the ATA Local 38 office at (403) 262-6616.