

**Apprentice Income Support Application
Full-Time Study****Technical Training****Completion Instructions**

This application form is for apprentices who are enrolled in technical training as a part of their apprenticeship contract.

The following information provides assistance in completing the Apprentice Income Support Application. Instructions are not provided for all sections of the application. Instructions are provided for areas that are more difficult. You may benefit from reading the following instructions as you complete the application.

You may find it helpful to have the following information or documents available while you are filling out the application:

All Apprentices:

- Apprentice Income Support Application (found in the centre of these Completion Instructions)
- Alberta Personal Health Number
- Social Insurance Number
- line 150 from your most recent Income Tax Return
- employment hours for the past year
- information about your anticipated income while in training

Applicants Married or Living With a Partner:

- your spouse/partner's Social Insurance Number
- your spouse/partner's Alberta Personal Health Number
- line 150 from your spouse/partner's most recent income tax return
- information about your spouse/partner's income (e.g. pay stubs)

Applicants Who Have Dependent Children

- birth date of each child
- Alberta Personal Health Number of each child

Applicants Whose Social Insurance Number Begins With a "9"

- "Notice of Decision" granting Convention Refugee status
- "Work Permit" covering the entire training period
- "Study Permit" covering the entire training period
- Social Insurance Number covering the entire training period

Completion Instructions Apprentices

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Apprentice Income Support Applications should be received at least two months prior to the beginning of training. **Applications received after training is over will not be processed. Please print clearly in ink. If we cannot read the information on your application, it will be returned. This will delay your funding.**

Section 1 Applicant Information

EIIRD (This is your Alberta Employment and Immigration Identification Number)

If you know your EIIRD please provide it, otherwise this information will be entered for you and will be included in your Funding Assessment Decision letter for future use.

Address

Enter your address where you now live. This is where Alberta Employment and Immigration will send information about your funding to you.

If your address and the housing type you live in changes (e.g. moving from private housing to social housing), you must fill out a **Change in Circumstances (CIC) for Apprentices** form.

CIC for Apprentices forms are available from your training provider or at

www.employment.gov.ab.ca/learners-cic. You may also call the Student Funding Contact Centre (see below) to have them mail you a copy of the form. If your address changes and the housing type you live in stays the same, notify the Student Funding Contact Centre of your new address.

Student Funding Contact Centre

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485

Marital Status - Check one box only

Check married if:

- you are two adults in a legal union.

Check partner if:

- you are living in a common-law relationship of two adults of the opposite sex in a conjugal or marriage-like relationship, regardless of the length of time of your relationship, and may include:
 - sharing each other's lives,
 - an emotional commitment to each other, and
 - functioning as an economic and domestic unit.

Or

- You are in a relationship recognized under the *Adult Interdependent Relationships Act* which includes:
 - two adults in a same sex relationship, who declare they are partners
 - two adults not related by blood, living in a platonic relationship, regardless of gender, who declare they are partners
 - two adults who have entered into a formal Adult Interdependent Partnership agreement as authorized under the *Adult Interdependent Relationships Act*. Those can be blood relatives.

- Note:** 1. You do not have to be residing together when declaring yourself to be married or with a partner. (e.g. your partner could be working out of town).
2. If you are living with a person and you have a child of the relationship by birth or by adoption, you must declare your marital status as either married or partner.
-

Citizenship Status

You must be one of the listed citizenship statuses to receive Apprentice Income Support. Other immigration categories such as international visa students, Temporary Foreign Worker, skilled workers, visitors, etc. are not eligible.

Sponsored Immigrant

All applicants, including Canadian citizens, answer the question: "Are you currently a sponsored immigrant?". Sponsored immigrants, where the sponsorship has not expired, are normally only eligible for tuition, mandatory fees, student association fees, books and supplies. Your living costs are the responsibility of your sponsor. Sponsorship refers to the following groups of people:

- Immigrants and refugees and their families who are sponsored by a person or party under the *Immigration and Refugee Protection Act*.
- Refugees under the *Immigration and Refugee Protection Act* who are receiving financial assistance from the Government of Canada.
- If you accompanied your parents to Canada as a minor, the sponsor has responsibility for your living costs until the period of sponsorship is over.

If your sponsor is not living up to the conditions of the sponsorship by fully supporting you, ask the Student Funding Contact Centre to determine what information is required by Alberta Employment and Immigration to consider your funding request.

Student Funding Contact Centre:

- in Edmonton at 780-427-3722 or
 - toll-free at 1-800-222-6485.
-

Born in Canada

If you answer 'No' to the question: "Were you born in Canada?" and

- you arrived in Canada within the last 10 years, and
- this is your first application for Apprentice Income Support,

You must include a copy of your IMM5292 Confirmation of Permanent Residence or your IMM1000 Record of Landing, with your application.

Alberta Personal Health Number (PHN)

You will find this number on your Alberta Personal Health Card.

You will receive health benefits coverage while you are in full-time training funded through Alberta Works, unless you are a sponsored immigrant whose sponsorship period has not expired or have Registered Status under the Indian Act. If you have coverage through another health plan, AE&I coverage will be used as a top-up. You and any dependants named on your Health Benefits Card will receive coverage for prescription drugs, eye exams and glasses, dental care, emergency ambulance services and essential diabetic supplies. If you do not provide an Alberta Personal Health Care Number for yourself, and spouse and dependent children if applicable, AE&I health benefits coverage cannot be provided.

Social Insurance Number (SIN)

You must provide a valid SIN. Apprentice Income Support applications will not be processed without a valid SIN for the applicant. This number allows Alberta Employment and Immigration to issue tax slips and report your benefits to the Canada Revenue Agency. All valid SIN cards beginning with a 9 have an expiry date. The expiry date must cover the entire training period.

All applicants whose SIN begins with a 9 must also provide a copy of:

- The “Notice of Decision” granting Convention Refugee Status,
- “Study Permit” with dates that will cover the entire training period*, and
- “Work Permit” with dates that will cover the entire training period.

* Please note that Citizenship and Immigration Canada requires a letter of acceptance from your training provider before a Study Permit will be issued.

Name of Training Provider

These are used to identify the training provider where you will attend and the dates of your technical training. This is checked by Alberta Employment and Immigration with Apprenticeship and Industry Training to confirm the information provided.

Section 2 Contact Person Information

Alberta Employment and Immigration (AE&I) is asking you to provide the name of a contact person, not living with you, who may be contacted in the event that we are unable to reach you at the address you provided.

This information may be used to contact you:

- before or during your training period if we need to speak to you, for example, to change an appointment
- after your training period for follow-up purposes to see if the training has been helpful.
- for program audit purposes to confirm that the training provider delivered the training and services

The contact person will only be asked for your current phone number or address. We recommend that you tell your contact person that you have given AE&I permission to ask for this information. You can remove or change the contact name by calling the:

Student Funding Contact Centre:

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485.

Section 3 Spouse/Partner Information

Spouse/partner information is collected to determine the financial support your household may be entitled to. Information on both partners is required to determine this eligibility.

Citizenship Status

When your spouse/partner is in Alberta and their citizenship status is “Other”, only those who are Refugee Claimants will be eligible for support as a member of a learner household. If you have checked “Other”, please provide documentation from Citizenship and Immigration Canada to confirm your spouse/partner’s status in Canada.

Sponsored Immigrant

If your spouse/partner is currently sponsored under **Refugee Class or Family Class**, the sponsor is responsible to pay his or her living expenses during the period of sponsorship. If you have sponsored your spouse/partner and the period of sponsorship is still in effect, Alberta Employment and Immigration must notify Citizenship and Immigration Canada. You will not be able to sponsor another person until all money issued for your spouse/partner while you were a learner is repaid.

Employment Status of Your Spouse/Partner

If your spouse/partner is not working 30 hours a week or more while you are in training and you have no children under the age of twelve months, your spouse/partner is expected to go to an Alberta Service Centre or Canada-Alberta Service Centre for an Employability Assessment and development of a Service Plan. These services will help him or her find employment. If your spouse/partner is unable to work for medical reasons, he or she is not required to have an Employability Assessment but will be required to produce a doctor's letter confirming inability to work if your file is audited.

Spouse/partner school status as a Full-Time Student

If both you and your spouse/partner will be attending full-time school/training while you are in technical training, you are both required to complete applications for funding **unless** your spouse has answered yes to the question "Is this training Language Instructions for Newcomers to Canada (LINC)". There are three different applications in use for full-time student funding depending on the training for which you are applying. These are:

- Learner Income Support Application
- Apprentice Income Support Application
- Application for Financial Assistance: Full-Time Post-Secondary Studies

Each of the applications has different budgets that are used to determine living allowances. You must ensure that you and your spouse/partner are completing the correct application for your type of training and support.

- Where applicable enter all the monthly costs for your family in both applications
- Alberta Employment and Immigration, Alberta Advanced Education and Technology (if appropriate) will assess each of you one-half of the family needs (based on the appropriate budget for your application) for any overlapping time you are in training. You will each be assessed using the full costs of tuition, mandatory fees, student association fees and books and supplies for your separate programs.

Section 4 Dependent Children Information

The amount of Apprentice Income Support is based on the number of adults and children in your household. We collect information on your dependent children to determine how much money you should receive. Children who are dependant can be considered as part of the household.

Dependent children are children living with you, whom you or your spouse/partner financially support and are either under age 18 **or** who are age 18 or 19 and attending Elementary, Junior or Senior High School (Grades K-12):

- If you have children who are 18 or 19 or will turn 18 during the time you are attending technical training and they are attending Elementary, Junior or Senior High School (Grades K-12), complete the **Declaration of 18 and 19 Year Old Dependant** to ensure required funding levels.
- Children ages 18 and 19 may attend Elementary, Junior or Senior High School (Grades K-12) either full- or part-time.
- Children ages 18 and 19 are included in the determination of financial need during summer if they plan to continue schooling in Elementary, Junior or Senior High School (Grades K-12) in September.
- Children are not included in the determination of financial need for your household the month following their 20th birthday.

Registered Indian Status of Children

If your children have registered status under the *Indian Act*, their health coverage will continue to be funded by the federal government.

Alberta Personal Health Number

Health coverage for your dependent children under age 18 is through the Alberta Child Health Benefit (ACHB). Coverage for your dependent children under the ACHB is effective from the start date of training until September of the following year. If you do not provide each child's Personal Health Number, we cannot enroll them in the ACHB program.

Health benefits for children who are 18 or 19, and who complete the **Declaration of 18 and 19 Year Old Dependant** form, will automatically be provided under the ACHB from the start date of training until September of the following year or until they turn 20.

Number of Days per month

If any of your children do not live with you on a full-time basis because of a shared custody arrangement (e.g. resides at another address for more than one day per month), please indicate the number of days per month the child is living with you. This information is required to determine the amount of income support you receive for this child.

Section 5 Employment Insurance History

Employment Insurance (EI) History

If you answered "No" to all EI questions, you should continue with the application process. Apprentices are eligible for Apprentice Income Support even if you do not have Employment Insurance eligibility.

However, if you have eligibility for EI benefits, an estimated EI amount will be used as a resource while you are in technical training. You must maximize all funding sources before accessing AE&I funds.

Section 6 Additional Household Information

Receiving Income Support as an ETW or NETW from Alberta Employment and Immigration (AE&I)

If you are receiving Income Support from AE&I at the time of your application, check the appropriate box so your funding can be coordinated at the start of your training. Continue to submit your client reporting information until your funding as an Apprentice begins.

AISH - Preferred Source of Funding While Attending Training

Your answers to the questions on Assured Income for the Severely Handicapped (AISH) will determine the funding source for all your living costs. Therefore, **please make this decision after discussing the pros and cons of your choice with your AISH worker**. Whatever decision you make will be effective for the funded period of training.

- If you answer "Yes", you or your spouse/partner will stop receiving AISH funding. Instead you will receive funds from Apprentice Income Support, for the time you are attending training. By selecting this option, your AISH income will not be used to determine your eligibility for full tuition, mandatory fees, student association fees, books and supplies; however, your assets will be considered in the determination of your eligibility for these benefits.
- If you answer "No", you will only be eligible for tuition, mandatory fees, student association fees, books and supplies from Apprentice Income Support and your household will continue to receive AISH benefits for living costs for the time you are attending training.

Income Tax History

If you did not keep a copy of your income tax return, you can get this information by contacting the Canada Revenue Agency at 1-800-959-8281.

Indian Registration Number

This number is required to determine whether your health benefits or your spouse/partner's health benefits will be covered by the federal government or by Alberta Employment and Immigration.

Aboriginal Funds Codes for Bands in Alberta

| | | | |
|----------------------------------|-----|--|-----|
| Alexander | 438 | Loon River Cree | 476 |
| Alexis Nakota Sioux Nation | 437 | Louis Bull | 439 |
| Athabasca Chipewyan First Nation | 463 | Lubicon Lake | 453 |
| Bearspaw | 473 | Mikisew Cree First Nation | 461 |
| Beaver First Nation | 445 | Montana | 442 |
| Beaver Lake Cree Nation | 460 | O'Chiese | 431 |
| Bigstone Cree Nation | 458 | Other | OTH |
| Blood | 435 | Paul | 441 |
| Chiniki | 433 | Piikani Nation | 436 |
| Chipewyan Prairie First Nation | 470 | Saddle Lake - includes Goodfish | 462 |
| Cold Lake First Nations | 464 | Samson | 444 |
| Dene Tha' | 448 | Sawridge | 454 |
| Driftpile First Nation | 450 | Siksika Nation | 430 |
| Duncan's First Nation | 451 | Smith's Landing First Nation | 477 |
| Enoch Cree Nation #440 | 440 | Sturgeon Lake Cree Nation | 455 |
| Ermineskin Tribe | 443 | Sucker Creek | 456 |
| Fort McKay First Nation | 467 | Sunchild First Nation | 434 |
| Fort McMurray #468 First Nation | 468 | Swan River First Nation | 457 |
| Frog Lake | 465 | Tallcree | 446 |
| Heart Lake | 469 | Tsuu T'ina Nation | 432 |
| Horse Lake First Nation | 449 | Wesley | 475 |
| Kapawe'no First Nation | 452 | Whitefish Lake First Nation | 128 |
| Kehewin Cree Nation | 466 | Whitefish Lake First Nation (Atikameg) | 459 |
| Little Red River Cree Nation | 447 | Woodland Cree First Nation | 474 |

Section 7 Expenses While in Technical Training

If you will be **living with relatives** (which include a parent, step-parent, adoptive parent, grandparent, adult child, or adult grandchild, of you or your spouse/partner) **and your name is not on the lease**, check the appropriate box. You will be allowed a shelter rate that will offset the additional utility costs as a result of your residing in the household. If you are living in **private** accommodation check the appropriate box. The shelter rate will be based on private accommodation rates. If you are living in **social housing** (previously known as subsidized housing), check the appropriate box. Many social housing authorities include power (electricity) as part of your rent but some do not. If you check "Yes" to the question: "Do you pay your own power/electricity?", enter the amount you pay each month for power.

Maximum core benefits are established in the *Income Supports Health and Training Benefits Regulation*. Refer to the **Financial Benefits Summary**, available in the Alberta Works Policy Manual at www.employment.alberta.ca, to show the amount for which your household may be eligible. (The Financial Benefits Summary is subject to change.)

Section 8 Monthly Financial Resources

Monthly financial resource information is collected to determine the financial support your household may be entitled to. Any exemptions to your income will be applied by the Learner Income Support Office when determining your eligibility. Additional information about exemptions is available in the Alberta Works Policy Manual at www.employment.alberta.ca.

Wages/Salary

Apprentices who continue to receive a salary from their employer to attend technical training are **not** eligible for Income Support. While you are attending training your part-time employment earnings will be used to calculate your financial need.

The income of your spouse/partner can be from employment, self-employment, Employment Insurance, Worker's Compensation Benefits, etc.

If your spouse/partner has wages or salary, enter their "Net pay". This is the amount of money after the standard deductions of Canada Pension Plan (CPP), Employment Insurance (EI) and Income Tax. Other deductions may be considered if they are required by an employer as a part of the job. Examples include company pension plan contributions, uniform rental and cleaning, union dues, and meal expenses. For deductions made by the employer to be considered, you may be asked to provide a letter, brochure or other documents from the employer, which proves employees must pay the deduction.

Child Support and Spousal/Partner Support (Adult Support)

If you receive child and/or spousal support, enter the monthly amount.

Self-Employment

Self-employment income means all self-employment income including all income earned from a home-based business, with the exception of income earned by people providing child care in their own home. **People earning income by providing child care in their home should report this income in Wages/Salary.** All other net self-employment income should be reported in Self-Employment Income. All learners and/or spouse/partners with self-employment income are allowed to deduct specified expenses from gross self-employment income to determine net self-employment income. These allowable expenses are:

- All deductions required by law, including business taxes and business license fees.
- The reasonable cost of materials, supplies, goods and services that are essential to the business or farm operation.

Employment Insurance

If your Employment Insurance (EI) claim has not been finalized an estimate of EI payments may be made based on information you provide in Section 5. If this is done, you will be advised on your Funding Assessment Decision letter. You must notify Alberta Employment and Immigration (AE&I) of the actual amount you receive when your Employment Insurance payments begin to ensure you are receiving the correct funding from AE&I. To estimate your EI (if required), you can access the EI website at www.hrsdc.gc.ca/eng/ei/types/regular.shtml and click on "How we calculate the amount you will receive."

Rental Property Income (only for property you are currently living in)

If you and your spouse/partner are receiving rental income from the home in which you live (your principal residence) enter the total (gross) rent received in this line. Fifty percent of this income will be used when determining your family's monthly financial needs. If you have any income for rental property other than the house you are living in, do not enter the amount on this line. Enter the rent received on this property under Other Income. All of the rent received for this property will be used when determining your family's monthly financial need.

Room and Board Income

If you and your spouse/partner are receiving room and board income from boarders in the home in which you live, enter the total (gross) room and board income received in this line. Twenty-five percent of this income will be used when determining your family's total monthly financial needs.

Aboriginal Funds

If you are receiving band funding from a band in another province, please enter Band Code 999.

Other Income

Other sources of income include but are not limited to: orphan's benefits, gifts, pensions, rent from property, interest income etc. If there is insufficient space to detail the income source attach a separate piece of paper with the details of the income.

Do not include income from Canada Child Tax Benefit, Universal Child Care Benefit or Goods and Services Tax credits.

Section 9 Household Assets

You may be required to use some of your assets to help cover the costs of your training.

Savings

Enter the amount of money you expect to have the day you start training. This will include bank accounts, Tax Free Savings Account, cash on hand and negotiable cheques.

Registered Retirement Savings Plan (RRSP)

Enter the full amount of RRSPs for both you and your spouse/partner. Apprentice households have an RRSP exemption of \$100,000. Any amount of RRSP that exceeds \$100,000 will be used as a resource when determining your family's financial need.

Registered Education Savings Plan (RESP)

Apprentices attending occupational training (which includes the technical training portion of your Apprenticeship contract) must declare the full RESP amount that they can access during training. This amount will be considered income and will be used in determining your eligibility. Do not include RESP's for other household members.

Scholarship/bursary

Enter the full amount of all scholarships.

Assets

Assets include resources such as term deposits, bonds, stocks, GICs, etc. If you are unsure whether the asset you and/or your spouse/partner own is used to calculate your financial need, please ask the:

Student Funding Contact Centre

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485

Waiting for Funds

If you or your spouse/partner are waiting for funds from sources such as: another government, government department, or insurance company, you may be required to repay some or all Apprentice Income Support that you received as part of your assessed need while waiting for this payment. Your application will be stopped during processing until you complete and return a repayment agreement.

Section 10 Applicant Declaration

Read the declaration carefully. It describes the responsibilities that you and your spouse/partner have as an Apprentice receiving income support and training support including providing complete and true information about your family and financial situation and reporting changes in your circumstances. The declaration also specifies how the information you provide is used to administer Apprentice Income Support. Alberta Employment and Immigration (AE&I) and Alberta Advanced Education and Technology (on behalf of AE&I as part of a Shared Services Agreement) may conduct verification reviews or investigations relating to financial eligibility for this program from time to time and has the right to recover benefits you receive to which you are not entitled. If there are parts of this declaration that you do not understand ask the Student Funding Contact Centre to explain them to you before you sign the declaration.

Both you and your spouse/partner must sign and date the declaration in two places. You must use ink to sign the declaration or the application will be returned to you.

Other Schedules that may form part of the Apprentice Income Support Application

Direct Deposit Registration Schedule 1

Electronic Funds Transfer is the preferred method of payment for Apprentice Income Support. This schedule is required so that your Apprentice Income Support can be deposited directly into your bank account. If you do not have a bank account, you can open an account and provide the required information.

If you do not have a bank account a cheque for your Apprentice Income Support will be mailed to the address you provided on this application form.

Child Care Expenses Schedule 2

This schedule is required to provide you with accurate payment for your child care requirements. If this schedule is not completed you will not receive any funds for child care. Complete information for each child that requires child care. If you are applying for a child care subsidy and your child care provider has been unable to provide you with the amount of the parent portion, you can determine this by accessing Children and Youth Services at: www.child.alberta.ca and clicking on **Child Care Subsidy Application** online.

If you are applying for child care costs for a dependant age 12 and over, please explain the need for this circumstance in a letter attached to the **Child Care Expenses** Schedule 2. You do not need to attach documentation **but** you must be able to produce documentation in the event of an audit.

Note: You must keep receipts for child care costs in the event that you are selected for an audit.

Declaration: Before you sign the declaration on this form, please read the declaration information.

Declaration of 18 and 19 Year Old Dependant Schedule 3

To encourage young adults to continue in school until they have completed Grade 12, Alberta Employment and Immigration will financially support your dependants, during your technical training, while they live with you and attend school in Elementary, Junior or Senior High School (Grades K-12) up to the age of 20. Your dependant is not required to be a full-time student. However, your child must attend regularly in the classes for which he or she is registered.

In order to provide Apprentice Income Support that includes dependants age 18 and 19, this form must be completed by a dependant who:

- is or will be 18 or 19 during this period of technical training, and
- is living with you, and
- is attending classes in an Elementary, Junior or Senior High School (Grades K-12) or is on summer break and will be attending school in an Elementary, Junior or Senior High School in the fall.

Declaration

You (the apprentice and parent) are signing this declaration confirming that your dependant is living with you and attending Elementary, Junior or Senior High School (Grades K-12). You are committing yourself to notify Alberta Employment and Immigration if your child quits school or leaves home.

Additional Continuous Benefits Schedule 5

Common additional monthly needs have been identified on this form. Required proof for the benefits is found on the form.

Shelter Costs

Primary Residence: If your total rent/mortgage, utilities, property tax, home insurance and condo fees exceed the budget guidelines (see the Financial Benefits Summary available at www.employment.alberta.ca), complete the Additional Continuous Benefits form in this package. You may be asked at any time to verify this information. Remember to keep:

- Lease agreement or rent receipt,
- mortgage document
- property tax statement
- home insurance policy
- condo fee statement
- utility bills (including power/electricity, water, heating fuel, basic telephone costs).

A benefit for the following utilities is **not** provided:

- cable
- additional telephone packages (e.g. call waiting, call display, etc.)
- internet access
- long distance charges.

Temporary Accommodation:

If you are required to maintain two residences while you are in technical training, Alberta Employment and Immigration will allow a maximum of \$610 for rent and utilities for the second residence, providing your primary residence is in Alberta. If your primary residence is in another province, you will only be eligible for financial assistance for your Alberta residence while in training. To apply for this benefit please complete the **Additional Continuous Benefits Schedule**.

Transportation

If your technical training is available in a centre with urban transportation you are expected to use this service at a monthly cost of a bus pass.

- If you live outside the community where your training provider is located and there is no public transportation, your private vehicle costs will be re-imbursed at \$0.12 per kilometre round trip for 22 days/month.

Declaration: Before you sign the declaration on this form, please read the declaration information on page 11.

Change in Circumstances

If you have a change in your circumstances either before technical training begins or during training these changes must be reported by completing and submitting a **Change in Circumstances for Apprentices** form. These changes include:

- change in name
- change in training dates
- removal or addition of a spouse/partner
- change in the number of dependent children
- change in monthly income
- emergency or one-time needs and
- other changes not included in the list above.

The Student Funding Contact Centre in Edmonton at 780-427-3722 or toll-free in at 1-800-222-6485 can assist you with the completion of this form.

Declaration: Before you sign the declaration on this form, please read the declaration information on page 11.

Other Considerations

Tax Information

Apprentices attending technical training are issued a tax slip in February of each year confirming income received in the previous calendar year. The address given on your application is where your tax information slip will be mailed unless you have notified Alberta Employment and Immigration (AE&I) of an address change. You must report information from the tax slip to the Canada Revenue Agency (CRA) with your income tax return.

Apprentices are issued a T4E which indicates all income you received while in technical training including your tuition, mandatory fees, books, supplies and Income Support. **All money issued to you as an Apprentice is taxable.** In order to offset these taxable benefits, AE&I will remit income tax directly to CRA on your behalf for the Income Support you receive. This income tax amount is based on the Income Support payment you receive each month. The T4E also indicates the amount of income tax AE&I has submitted to CRA on your behalf.

Even after your training is completed it is important to keep your address current in order for these T4E forms to reach you. Send notification of address changes if you move after training is completed to:

**Alberta Employment and Immigration
Learner Income Support Office
Box 17000, STN MAIN
EDMONTON, AB T5J 4R4**

Conditions of Funding

To ensure that you remain eligible to receive funding in later technical training periods, you are expected to:

- **Comply with school/training rules**
- **Report changes to personal information**

To notify Alberta Employment and Immigration, Learner Income Support Office of any changes, you are required to complete and submit a **Change in Circumstances for Apprentices** form. For further information on this process or if you have questions, contact the:

Student Funding Contact Centre

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485

Alberta Employment and Immigration, Learner Income Support Office will use an estimated amount of EI benefits if your claim has not been finalized at the time of application. See page 9 of this guide for information on estimating EI. You must notify AE&I immediately of the date EI starts and the amount being received. If you chose not to apply for EI, the estimated amount will still be used as income. Alberta Employment and Immigration requires that you maximize available resources.

Conclusion

Are you finished?

Checklist for all apprentices:

- Application is complete when all applicable questions are answered and all required schedules are complete
- Application Declaration and Acknowledgement is signed and dated in ink.
- Canada Revenue Agency Authorization is signed and dated in ink and includes Social Insurance Numbers for you and your spouse/partner.
- Direct Deposit Registration Schedule is complete.

Detach the application and the additional schedules you are submitting from these Completion Instructions.

Mail to:

**Alberta Employment and Immigration
Learner Income Support Office
Box 17000, STN MAIN
EDMONTON, AB T5J 4R4**

What Happens Next?

1. If more information is needed:

- You may be asked to clarify your application
- Applications that have illegible printing will be returned to you
- Applications with missing or incorrect information may be returned to you

Note: The earlier you send in the requested information, the faster you will receive an answer.

2. After your application is processed:

- A Funding Assessment Decision letter will be mailed to the address you provided advising you off:
 - the amount of money you may receive, or the reasons you will not receive funding.
 - when you can expect to receive funding.
 - your right to appeal and will provide directions on how to appeal
- You will receive one payment to cover all your expenses including tuition, mandatory fees, books, supplies and living costs for the period of technical training. It is your responsibility to pay the tuition and fees **directly to the training provider.**