

Learner Income Support Checklist

Ministry of Advanced Education – Tuition based Foundational Learning

Please use this Checklist when completing the Funding Application form for Tuition Based Training to ensure all essential information is complete and submitted.

Application processing takes 4-6 weeks and is longer during the busy months of June and September. To ensure swift processing, please make sure the application is completed fully and that all required information is submitted. In some cases, the application will be returned to you if it is not completed correctly.

Before submitting a funding application to the Learner Income Support Office check the following:

- Application is complete with all the questions answered. **If you are unsure of how to answer a question, please refer to the application completion instruction for more information; they can be found at: <http://www.humanservices.alberta.ca/AWonline/ETS/3849.html>**

- The declaration is signed and dated (current date) in **INK** by you and your spouse/partner (if applicable). The Canada Revenue Agency Authorization is signed and dated in **INK** and includes Social Insurance Numbers for you and your spouse/partner (if applicable).

- If you are completing a paper application, make sure the Training Provider Information (TPI) form is completed by your school and attached to your application. If you are completing an online application, attach the TPI to your signed Declaration. The training dates on your application need to match the dates on the Training Provider Information form.

- If you were not born in Canada, **and** have been in Canada less than 10 years, **and** this is your first funding application, send your Immigration Documents with the application form.

- Section 1.1 Education History and section 1.2 Employment History is complete. If you do not have any education or work history, please write “no history” in that section. Do not leave blank.

- All additional Schedules that apply to your household are completed and attached to your application including the Direct Deposit Registration.

- If you are working more than 20 hours per week, please see a Career & Employment Consultant at an Alberta Supports office to discuss options available to you.

For help filling out your application form please call the Alberta Supports Contact Centre at 1-877-644-9992, in Edmonton call 780-644-9992.

After you submit your application, if you receive a letter from LISO asking you to provide additional information on your application and you have questions, please call the Learner Income Support Office at 1-800-222-6485, in Edmonton 780-427-3722

Funding for academic upgrading and adult learning

<https://www.alberta.ca/apply-learner-income-support-skills-investment-bursary.aspx>

