



Application Dates and Deadlines for Learner Income Support and/or Skills Investment Bursary Applications

NLC Program	Program Dates	When to apply for funding?	APPLICATION DEADLINE
Academic Upgrading	Both Terms: 09/01/2020 – 06/25/2021 Term 1: 09/01/2020 – 01/29/2021 Term 2: 02/08/2021 – 06/25/2021	Both terms: April 1, 2020 - June 15, 2020 Term 1 only: April 1, 2020 – June 15, 2020 Term 2 only: September 8, 2020 - November 30, 2020	Both terms: <i>June 15, 2020</i> Term 1: <i>June 15, 2020</i> Term 2 only: <i>November 30, 2020</i>
College and Career Preparation *2 course maximum <ul style="list-style-type: none"> • BIOL0190 Pre-Health Careers Biology • ENGL0190 Fundamentals of Writing, and Reading Developments • COMP0190 Introduction to Computer Applications • MATH0190 Pre-Health Careers Math 	Spring 2020 Term: 05/04/2020 – 06/26/2020 Fall 2020 Term: 09/01/2020 – 12/12/2020 Winter 2021 Term: 01/04/2021 – 04/23/2021 Spring 2021 Term: 05/03/2021 – 06/25/2021	Spring 2020 Term: December 2019 – February 15, 2020 Fall 2020 Term: April 1, 2020 - June 15, 2020 Winter 2021 Term: August 4, 2020 - October 15, 2020 Spring 2021 Term: December 3, 2020 - February 15, 2021	Spring 2020 Term: <i>February 15, 2020</i> Fall 2020 Term: <i>June 15, 2020</i> Winter 2021 Term: <i>October 15, 2020</i> Spring 2021: <i>February 15, 2021</i>

Funding Step 1: Gather your information.

1. Are you currently working? 2. Do you work more than 20 hours per week?

It is critical that you call Alberta Supports Contact Centre to obtain "Counsel to Leave Employment"

BEFORE

quitting your job and applying for benefits. Phone: 1-877-644-9992

Information Checklist

Applicant

- ☐ Name on Birth Certificate
- ☐ Date of Birth
- ☐ Social Insurance Number (SIN)
- ☐ Alberta Health Care Number
- ☐ Indian Registration Number (if applicable)
- ☐ Income Tax Assessment
Line 150 and Line 236
 - Phone Canada Revenue Agency
(1-800-959-8281)
- ☐ Legal Land Location or Street Address
- ☐ Mailing Address
- ☐ Grade last completed in K-12 system.
 - Include begin/end date for this grade
- ☐ Employment History
*required for the last 12 weeks
 - Name of most recent employer
 - Begin/end date
 - Job title:
 - Hours per week:
 - Rate of pay:
- ☐ Are you receiving EI? Or have you received EI within last 5 years?
 - When was the date of last payment?
 - Phone Service Canada (1-800-206-7218)
- ☐ Are you receiving any other income?
 - Income Support, Child Support, etc.

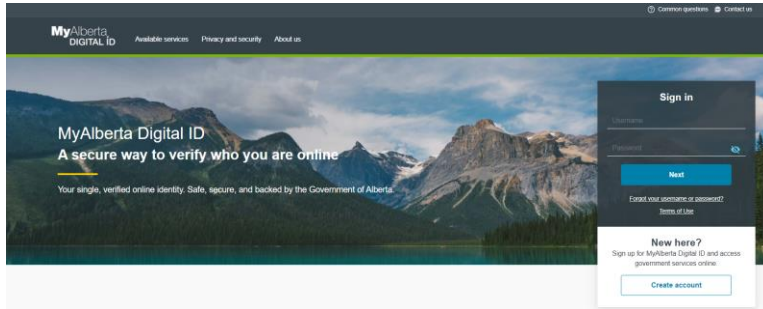
Spouse/Common-Law Partner (if applicable)

- ☐ Name on Birth Certificate
- ☐ Date of Birth
- ☐ Social Insurance Number (SIN)
- ☐ Alberta Health Care Number
- ☐ Indian Registration Number (if applicable)
- ☐ Income Tax Assessment
Line 150 and Line 236
 - Phone Canada Revenue Agency
(1-800-959-8281)
- ☐ Employment
 - Name of most recent employer
 - Begin/end date
 - Job title:
 - Hours per week:
 - Rate of pay:
- ☐ Attending training?
 - School and program
 - Funding source
 - Training dates

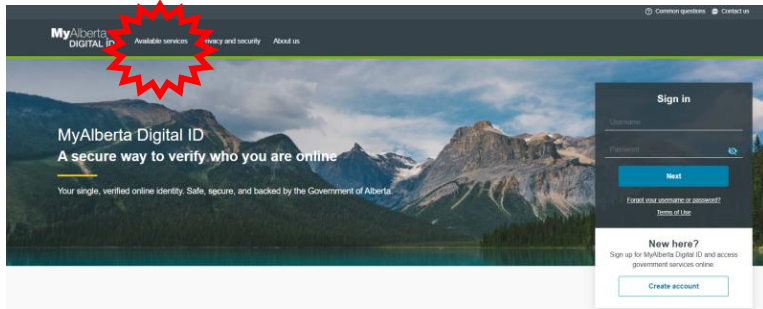
Children

- ☐ Full legal name(s)
- ☐ Date of birth
- ☐ Alberta Health Care Number
- ☐ Indian Registration Number (if applicable)
- ☐ Number of days per month in your care if custody is shared.
- ☐ Name and address (if known) of their other biological parent
- ☐ Is childcare required?
 - Cost and number of hours per month
 - Name/phone number of child care provider

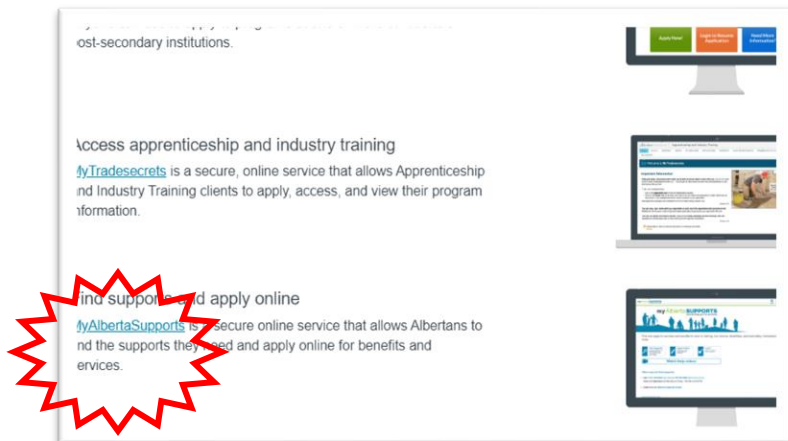
FUNDING STEP 2: Use Chrome, Firefox, IE or Safari to open www.account.alberta.ca



FUNDING STEP 3: Select “Available Services”



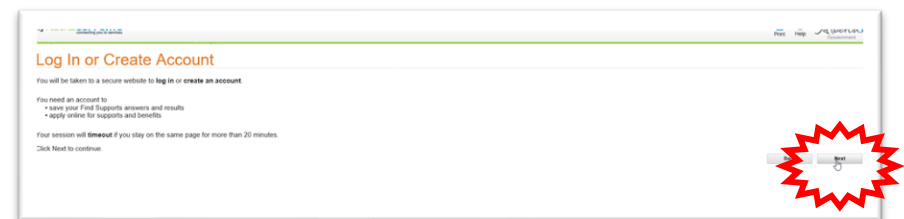
FUNDING STEP 4: Scroll and Select “MyAlbertaSupports”



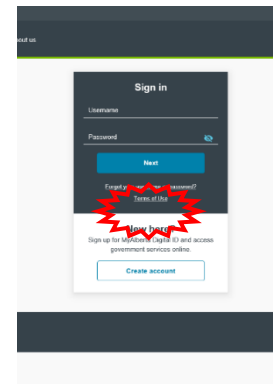
FUNDING STEP 5: Click ‘Apply Online’



FUNDING STEP 6: Click ‘Next’



FUNDING STEP 7: Log in, Create or Retrieve your MADI account information



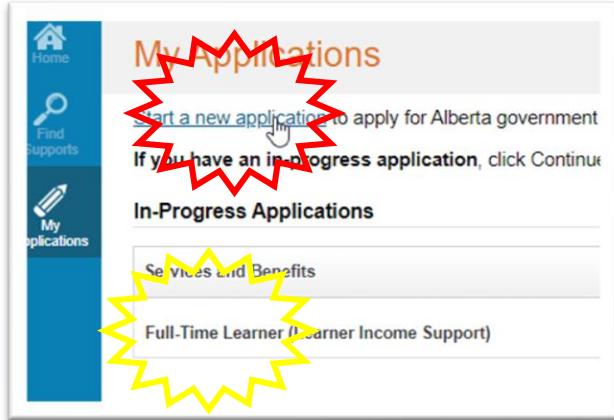
Make a note for your own personal record:

My username: _____

Password: _____

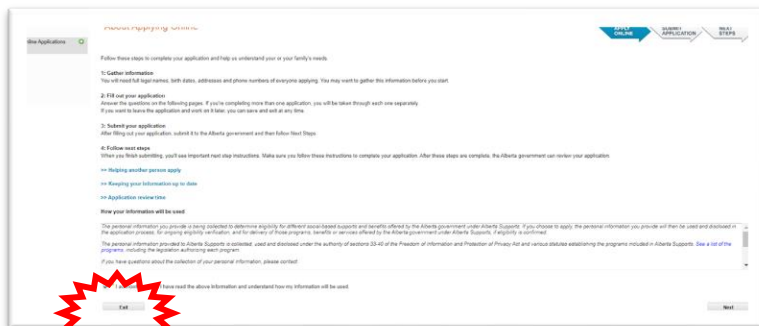
KEEP THIS IN A SAFE AND CONFIDENTIAL PLACE

FUNDING STEP 8: Start a new application or select an in-progress application.



FUNDING STEP 9: About Applying Online/Consent

Read the content and click the acknowledgement box to open the application.



FUNDING STEP 10: Complete the application.

Answer the questions using the information you gathered.

At the bottom of every screen, you will see the following:



You can SAVE & EXIT if you need to pause your application or select NEXT to answer the next set of questions.

FUNDING STEP 11: Print, sign and send your forms to Learner Income Support Office (LISO).

Need help with printing? Call Monica or Odessa

☐ Declaration (PDF)

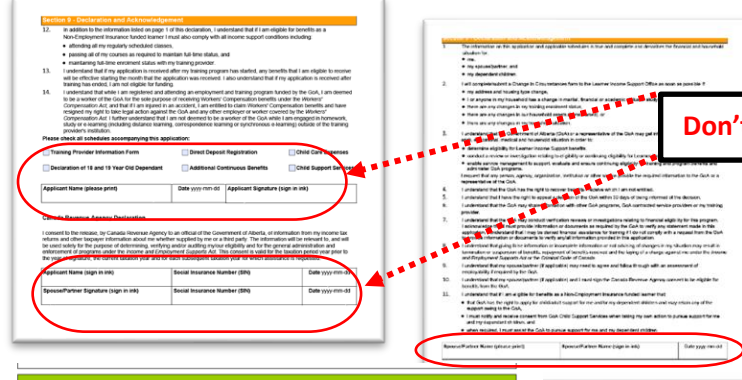
***More than one signature might be required from the applicant.

***Spouse/Common-law partner signatures are required.

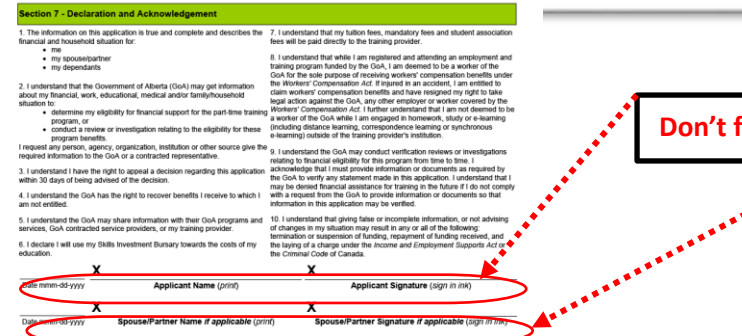
☐ Application (PDF) *keep for your records*

☐ Next Steps (PDF) Additional forms that must be sent to LISO

☐ Direct Deposit Form (Use your online banking form or download one at <https://cfr.forms.gov.ab.ca/form/emp2443is.pdf>)



Don't forget!



Don't forget!

Need help with your application? Need your documents printed?

Call Monica or Odessa for assistance.

Monica Fisher

Phone: 780-849-8612

email: fisherm@northernlakescollege.ca

Odessa Ptashnyk

Phone: 780-324-3737 ext. 6701

email: ptashnyko@northernlakescollege.ca

- **Contact NLC: 1-866-652-3456**
- **Call the Alberta Supports Contact Centre: 1-877-644-9992**
- **Check out the help videos at**

<https://myalbertasupports.alberta.ca/CitizenPortal/application.do>



Important Phone Numbers

The ***Learner Income Support Office*** can answer questions regarding your funding application.

Learner Income Support Office

Phone: 1-800-222-6485

FAX: 780-415-9947

Box 17000, Station Main

Edmonton, AB T5J 4B3

- **Alberta Health Care Insurance Plan**
(dial RITE Line – 310-0000) 780-427-1432
- **Alberta Supports Contact Centre**
1-877-644-9992
- **Canada Revenue Agency**
1-800-959-8281
- **My Alberta Digital ID (MADI)**
1-844-643-2789
Email: myalbertaid@gov.ab.ca
- **Northern Lakes College**
1-866-652-3456
- **Service Canada's Telephone Information Service**
1-800-206-7218