

INFORMATION FOR AWARD HOLDERS

THIS INFORMATION APPLIES TO ALL AWARDS ADMINISTERED BY EDUCATIONMATTERS

1. INQUIRIES

Direct inquiries regarding awards to:

Scholarship Officer
EDUCATIONMATTERS
515 Macleod Trail SE
Calgary, AB T2G 2L9

Telephone: (403) 294-8151
Fax: (403) 294-8126
E-mail: askus@educationmatters.ca

2. PAYMENT OF AWARDS

2.1 POST-SECONDARY / GRADUATION AWARDS:

Most post-secondary awards administered by EducationMatters are paid by cheque to the student's post-secondary institution. These funds are directed to the student's tuition fees account.

To hold an award from EducationMatters you must be registered full-time (80% course load or better) in an eligible post-secondary institution or apprenticeship program according to the Terms of Reference for the award you have received. To have payment(s) processed, you must have activated your registration at your post-secondary institution. You must send the completed ***Payment Activation Form*** to the Scholarship Officer. If Official Transcripts are required, please be sure to send also. Failure to meet this requirement will delay payment of the award to the following month.

Award holders must provide the EducationMatters Scholarship Officer with a Canadian Social Insurance Number or a Student Authorization / Study Permit Number, with expiry date, to receive payment.

2.2 JUNIOR & SENIOR HIGH SCHOOL AWARDS

All awards administered by EducationMatters for students in Junior or Senior High School will be paid by cheque to the student or program, as specified in the Terms of Reference of the award.

Award holders must provide the EducationMatters Scholarship Officer with a Canadian Social Insurance Number or a Student Authorization / Study Permit Number, with expiry date, to receive payment.

Awards not administered by EducationMatters are usually paid directly to the student by the awarding agency on a schedule determined by the agency. If the agency directs payment through EducationMatters, unless explicitly noted by the agency, the payment will follow the EducationMatters payment policy schedule.

3. ACCEPTANCE OF AWARDS

In most cases you are not obligated to take up the award immediately. Most awards have a period of approximately one year for activation. Check your notification letter or contact the EducationMatters Scholarship Officer for further details.

When you have registered in your post-secondary institution, you may take up the award by completing the *Payment Activation Form* and returning it to the EducationMatters Scholarship Officer.

If you receive a named award, established by a private donor (or donors), you are required to send a personal letter of thanks to the individual or corporate donor. The contact information is provided in your notification letter. A template to assist you in composing your letter is available at <http://www.educationmatters.ca>.

4. TENURE OF AWARDS

Awards are tenable only at an eligible post-secondary institution as defined in the eligibility criteria of the award Terms of Reference. Normally students must be registered full-time (80% course load or better) in a program of study leading to a baccalaureate degree, diploma, apprenticeship, or certificate. Tenure of awards begins the graduation date unless specified otherwise in the Terms of Reference or in the notification letter.

5. TERMINATION OF AWARDS

If you are no longer registered in the degree program for which you received the award, the award will be terminated as of the effective date of the program termination or program transfer. If you accept full-time employment, the award will be terminated as of the effective date of the employment contract.

6. INCOME TAX

The 2006 Federal Budget proposed to fully exempt scholarship, fellowship and bursary income that is received by you as a student, from all tax payable under the Income Tax Act. Effective for the 2006 and subsequent taxation years, if you enrolled in a program that entitles you to claim the education amount, check with Canada Revenue Agency for full details.

Income tax is not deducted at source and therefore payments represent the total value of the award. Payment of tax is your responsibility and not that of EducationMatters.

7. RENEWAL

Some awards are renewable. If an award is renewable for a further year, please submit the appropriate *Payment Activation Form* with an **Official Transcript** from your post-secondary institute for the previous semester/year.

8. OTHER AWARDS AND STIPENDS

Some restrictions apply to students holding either a scholarship or an award of a set value individually or a combination of awards valued in excess of a set value cumulatively, most often with the exception of the Alexander Rutherford Scholarship.

Students that hold multiple year awards and exceed these guidelines may not be eligible for renewal of the awards through EducationMatters.

If you have been offered both awards from EducationMatters and another award, you must inform the EducationMatters Scholarship Officer, in writing, of additional awards won concurrently with an EducationMatters award.

9. TRANSCRIPTS

Awards administered by EducationMatters will not be recorded on your school transcript.