

The Language Teacher Bursary program was created by an endowment to the Alberta Heritage Scholarship Fund as part of the Government of Alberta's Economic Development Strategy. It was established so teachers may improve their language fluency, pedagogical skills and knowledge through an educational immersion experience, and to help Alberta jurisdictions enhance their current language teaching capacity.

The program will assist certificated Alberta teachers to take a summer post-secondary program in a language other than English or language pedagogy course at an institution outside of Canada. Applicants will benefit from the enhanced pedagogical and language skills of their teachers, encouraging them to take up the challenge of learning a new language making them more globally competitive.

Eligibility Criteria

Teacher Eligibility Criteria

Applicant must:

- be a Canadian Citizen, Permanent Resident, or Protected Person (visa students are not eligible),
- be an Alberta resident and to be considered an Alberta resident one of the following conditions must apply:
 - one parent, or legal guardian has maintained permanent residence in Alberta for at least twelve (12) consecutive months immediately prior to commencing post-secondary studies and be residing in Alberta, or
 - Alberta is the last place the student has lived for twelve (12) consecutive months immediately prior to commencing post-secondary studies, or
 - the student's spouse/partner is an Alberta resident.
- hold a valid Alberta professional teaching certificate,
- have been teaching in Alberta for a minimum of three years (FTE) by the end of the current school year,
- demonstrate a background in language learning, or have recently initiated the study of this language, and
- plan to take a summer program of at least four weeks duration in a language and/or language teaching methodology other than English outside of Canada.

Note: Priority will be given to first time applicants, however, recipients who received a bursary four or more years ago or earlier can re-apply.

Program Eligibility Criteria

The summer language development program must be:

- a **minimum** of three weeks in duration,
- a **minimum** of three hours daily scheduled classroom instruction, with an expectation of additional scheduled, structured activities (e.g. language conversation, tutorials, cultural activities), and
- a university credit course, or a language/culture/pedagogical development program, in a language other than English that is offered by a post-secondary institution, or an organization recognized by the local government (e.g. Goethe Institute, Cervantes Institute) outside of Canada.

Selection Process

Recipients will be chosen on the applicant's statement of program, course rigour, school authority endorsement, and the potential benefit for both the teacher and the school authority. The decision will be made on information submitted with the application and any changes may jeopardize the receipt of payment of the bursary. Every effort will be made to represent various grade levels and languages from across Alberta.

Successful recipients will receive their bursary after submitting proof of completing their course.

Alberta Student Number (ASN)

Your Alberta Student Number is on your Alberta Transcript for High School Achievement.

If you do not know your ASN, or do not have an ASN:

- Visit ae.alberta.ca/ASN for instructions.
- Call toll-free in Alberta at 310-0000 to have a Request for ASN form mailed to you. Due to privacy issues, ASN's will not be given over the phone.

Deadline and How to Apply

- **Application Deadline:** Applicants must contact their school authority for application deadline dates.
- **School Authority Nomination Deadline for submission to Curriculum Division:** February 8, 2019
- **Submit application to:** your School Authority
- **Payment:** Upon Proof of Completion of Course

Contact: EDC.LanguageBursary@gov.ab.ca
Visit: studentaid.alberta.ca/scholarships

Application Process

Submit the completed application package (application form and supporting documents) to your school authority office for endorsement. Once endorsement has been given, the school authority will forward your application to Alberta Education for consideration.

1. **Completed / Signed Application Form:** Including Signed School Authority Endorsement Forms (Part 1 and Part 2)
2. **Résumé including education and work history**
3. **Statement of Intent:** Attach a statement (one page maximum) explaining your reasons for taking the program.
 - How will this particular program:
 - benefit your current/future employment as a language teacher in Alberta?
 - fit into your professional development/growth plan?
 - if not currently teaching a language other than English, indicate when you would be ready to teach the language you will be studying.
 - How you plan to share this knowledge with colleagues?
4. **Professional Development Summary:** Attach a brief summary outlining all relevant professional development you have completed in the last five years. Ensure to outline your recent efforts to enhance/develop:
 - Skills in this language, and
 - Pedagogical and/or leadership skills in the area of language teaching.
5. **Course Syllabus:** Attach brochure or syllabus, in English, describing the focus of the course; its duration and intensity.

Additional Information

Ten (10) bursaries of \$5,000 each are available.

Please note that receipt of a bursary does not imply recognition of the course by Teacher Qualifications Service.

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If you have any questions about the collection, use or disclosure of this information, call the Curriculum Consultant, International Languages in the Curriculum Division of Alberta Education at 780-644-5274. You can also mail your questions to Languages, Arts and Wellness Branch, Curriculum Division, 8th floor, 10044-109 Street, Edmonton, Alberta T5J 5E6.

Personal, Citizenship and Residency Information

Last Name (*current legal name*)

First Name (*current legal name*)

Middle Initial

Apartment or Box Number

Street Address (add direction, e.g. S, NW, SE, if applicable)

City/Town

Prov/State

Country

Postal/Zip Code

Mobile Number (format: 999-999-9999)

Telephone Number (format: 999-999-9999)

Gender: Male Female

X Choose X if you do not identify as male or female, or choose to self-identify as X.

Previous Last Name (*if applicable*)

Email Address (mandatory)

Social Insurance Number

Birthdate

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Alberta Student Number (mandatory)

Indigenous Status:

- Status Indian/First Nations
 Non-Status Indian/First Nations
 Métis Inuit Not applicable

Providing personal information on Indigenous students will help measure the effectiveness of student financial assistance programs in relation to Indigenous students and to research programs and services to improve student success rates. If you wish to declare your Indigenous heritage, please check the box that applies to you. **NOTE: This is mandatory for awards which require Indigenous status as part of the eligibility, voluntary otherwise.**

Citizenship Status: (check one)

- Canadian
 Permanent Resident
 Protected Person*
 VISA (International Student)

***If you are a Protected Person, including Convention Refugee, you must submit:**

- A copy of your Social Insurance Number card **AND**
- A copy of **one** of the following:
 - Notice of Decision, or
 - Verification of Status Document (VOS)

The documentation must be valid on your Program of Study Start Date.

Alberta Residency:

Did you or one of your parents or legal guardian live in Alberta for at least 12 consecutive months immediately prior to commencing post-secondary studies? (Do not include time attending post-secondary studies or vacations.)

Yes No

If no, was your spouse/partner an Alberta resident immediately prior to you commencing post-secondary studies?

Yes No

Additional Information

Alberta Professional Teaching Certificate Number

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Name of university from which you received your teaching degree

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Year of completion

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Number of Years Teaching

• In Alberta: Full-time:

 Part-time:

Note: Minimum of three years (FTE) of teaching in Alberta is required.

• Outside Alberta: Full-time:

 Part-time:

 Location:

Proposed Studies

Program Name

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Language of Study

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Commencement Date

Day	Month	Year

Completion Date

Day	Month	Year

Country

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Name of institution offering program

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No. of Days per week

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No. of Weeks

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Address of institution offering program

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No. of Hours of instruction per day

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Focus of Studies

Improving language fluency: Oral Written

Gaining cultural knowledge

Enhancing pedagogy

Elaborate on the focus of the course such as how this course will develop your language and/or pedagogical skills and enhance your knowledge of the culture. Please include a program brochure or course syllabus (in English).

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Additional Information *continued*

Estimated Expenses

1. Tuition	\$
2. Travel	\$
3. Accommodation	\$
4. Meals	\$
Total \$	

Include a separate sheet to explain any exceptional or unusual expenses or other financial conditions that you would like to bring to the committee's attention.

All dollar amounts should be in Canadian funds.

Are you applying for funding from another source to participate in this program?

Yes No If yes, indicate amount: _____
and type of support, e.g. in-country accommodation: _____

Do you anticipate receiving funding from another source to participate in this program?

Yes No If yes, indicate amount: _____

Language Teaching Experience

List all language courses and grade level you have taught in the last five years beginning with your current teaching assignment:

COURSES/GRADE LEVEL	DESCRIPTION	SCHOOL YEAR

Language Learning

List your formal language learning, e.g. language courses, program, degree(s) completed, etc.:

COURSES/PROGRAM	OFFERED BY	SCHOOL YEAR

Check all boxes that apply to you:

- New to second language teaching
 Returning to teach a language after some time
 Currently teaching this language
 New to learning this language*
 A fluent speaker
 A language expert (language lead/master teacher)

*must have begun study of this language in Alberta

Language Background

What is the language you are most proficient in? _____

Indicate level of proficiency in all languages other than English: Excellent, Good, Fair, Needs improvement:

LANGUAGE	READING	WRITING	SPEAKING

Declaration of Applicant

I have read and understand the instructions, and declare that:

- all information provided in this application, including any supplemental information required to establish my eligibility (the "Application"), is true and complete and I understand that the information is subject to review and audit.
- I have read and understood the eligibility requirements and obligations of the scholarship and/or award as stated in the scholarship and/or award application and requirements documents.
- I will immediately notify Alberta Education – International Languages, in writing if I withdraw from studies or of any changes to my name, address, academic status or study period, or to any other information contained in the Application in accordance with the instructions relating to changes of information found on the Alberta Student Aid website, studentaid.alberta.ca.

Disclosure of Information

I understand that Education and Advanced Education may disclose and exchange my personal information pertaining to my high school and post-secondary academic records, academic progress, and enrolment status with:

- Any of the following: provincial and federal government departments; the educational institution(s) named in the Application; boards; and any third party or third party organizations involved in the selection of the recipient.

I understand and agree:

- to provide all information requested by Alberta Education and Alberta Student Aid which, in Alberta Student Aid's sole discretion, is required to verify any statements made in this Application.
- if I receive a scholarship my name, award, and city/town may be released publicly to promote the program. My name, the name of the scholarship and the scholarship amount may also be published on the Government of Alberta Grant Disclosure Portal. However, my consent to the publication of this personal information is not a criterion for eligibility, and if I do not want to be identified, I will contact Alberta Student Aid and request that it not be disclosed.

Signature of Applicant

Today's Date

x SIGN HERE	Day	Month	Year	

Please review your application to make sure you have completed all the required fields and that the information is accurate. Incorrect or incomplete information will delay processing. Your application and all supporting documentation must be received by the application deadline.

School Authority Endorsement – Part 1, Page 1

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If you have any questions about the collection, use or disclosure of this information, call the Curriculum Consultant, International Languages in the Curriculum Division of Alberta Education at 780-644-5274. You can also mail your questions to Languages, Arts and Wellness Branch, Curriculum Division, 8th floor, 10044-109 Street, Edmonton, Alberta T5J 5E6.

Note: The selection members need clear and concise information on your language program needs at your school and how it is expected the applicant's summer program will benefit the school and meet the school's language requirements.

To be Completed by Applicant's Current Supervising Administrator

Name of Applicant

What is the anticipated assignment of this applicant in the upcoming/next academic school year? (e.g. courses, grade, etc.)

Will the applicant be teaching a language other than English? Yes No **If yes**, indicate what language: _____

If not teaching a language other than English, how will the applicant's participation benefit your school and the school division?

The applicant will be: (check one)

- returning to the same school teaching at another school: _____
 taking on a new assignment returning to the same assignment
 unsure at this time other Other

How long has this applicant been under your supervision? _____

What language programs/projects/initiatives has this applicant led or assisted with while under your supervision?

School Authority Endorsement – Part 1, Page 2

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Note: The selection members need clear and concise information on your language program needs at your school and how it is expected the applicant's summer program will benefit the school and meet the school's language requirements.

To be Completed by Applicant's Current Supervising Administrator *continued*

This school needs: (check the most appropriate)

- a lead/master teacher in this language
- this teacher to refresh/enhance skills
- a teacher for this second language

This applicant is: (check one)

- a lead/master teacher in the chosen language
- a teacher returning to teaching languages
- new to teaching this language
- new to language learning

How will students in your school benefit from the applicant's experience?

How will this summer language program fit into this teacher's professional development plan and how will it fit into your school's language plan?

Name (please print)

Position

Signature

X SIGN HERE

Date

Day	Month	Year

Name of School

School Location

School Principal

Telephone Number (format: 999-999-9999)

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**Language Teacher Bursary
Program
School Authority Endorsement – Part 2**

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Note: The selection members need clear and concise information on the language program needs in your school division and how it is expected the applicant's summer program will benefit the school and meet the school division's language requirements.

To be Completed by Applicant's Superintendent or School Jurisdiction Key Contact

Name of Applicant

This applicant's participation in the described language program will support the school authority's language plan by: (check appropriate statement(s) and attach additional information as needed)

- enhancing the language expertise already available in the district
- beginning to develop district expertise in this language
- providing much needed leadership to this school
- meeting a staffing need through in-service development of this teacher's language skills
- beginning the journey of developing language programming

How will the experience and skills acquired by this applicant participating in this particular program benefit the school and school authority?

What is important for the selection committee to know about:

- this applicant
- the language program needs for your school authority/division/district
- the language staff needs of this school
- other key consideration

Name (please print)

Position

Signature

Date

Day	Month	Year

School Authority Name

Telephone Number (format: 999-999-9999)