



Student Service Awards are designed to recognize members who have made outstanding contributions to their community. This includes members who volunteer their time to AUSU, AU, or to any other community or organization. Members may self-nominate as long as an appropriate volunteer reference is provided. As this award is intended to recognize achievement the names of winners may be included in AUSU publications and on the AUSU website.

If you require funding for emergency extensions, school-related travel, a computer, or other educational needs, please review our bursaries at www.ausu.org/services/scholarships.php.

Eligibility Criteria:

Students need not be full-time or admitted to a program, but must be AUSU members at the time of application. If you are currently enrolled in an AU undergraduate course, you are an AUSU member. Membership begins on the start date of your course. If you are a graduate student, please contact the AU Graduate Students' Association by visiting <http://gsa.athabascau.ca/>.

Applicants do not have to demonstrate financial need. Members may receive this bursary only once. The two annual application deadlines are November 1 and May 1 of each year.

Award Distribution:

The bursary will be distributed to the student in the form of a cheque for \$500.

Application Procedures:

Only completed applications received by the AUSU office will be considered. NOTE: AUSU and Athabasca University are separate and our applications cannot be processed by AU departments. If an application is forwarded by the university, our receipt date will be the date when the application arrived in our office. **If any sections are blank, your application will be discarded and you will be asked to resubmit.**

If you require assistance filling out your application, please call our office at 1-800-788-9041, extension 3413. All applications and accompanying documentation will be kept strictly confidential.

Completed application forms must be mailed, faxed or scanned and e-mailed to:

AU Students' Union
1213, 10011 109th Street NW, Edmonton, AB T5J 3S8
Tel: (800) 788-9041 ext 3413 Fax: (780) 497-7003
E-Mail: ausu@ausu.org (scans only)

E-mailed forms must be signed. Text documents and word processor files cannot be considered.



ALL APPLICATIONS MUST INCLUDE THE FOLLOWING

- A completed original AUSU Emergency Bursary application (page 3 below)
- A completed AUSU Declaration of Applicant form (page 4 below)
- Letter(s) of reference from volunteer supervisors (not required but recommended, however, if you self nominate, at least one letter of reference is required)

Disabled Students or Cases of Dire Need:

Athabasca University has a department called "Access to Students with Disabilities" to facilitate the needs of students with challenges arising from permanent or temporary disabilities. If your situation can be attributed, in whole or in part, to a disability or a medical condition (including a learning disability or psychological disorder), you may also wish to check out the following link: <http://www.athabascau.ca/asd>. If you require emergency funds for food or shelter, you may wish to contact your local social services agency or a food bank. Many cities have a crisis center than can provide emergency funding for food, shelter and important bills. You may also be able to negotiate with your student loans program for an early disbursement. Consults your yellow pages or contact AUSU for more information.

PRIVACY AND DATA COLLECTION

All information requested on this form is collected to aid in processing your application for an AUSU bursary. All information is collected within the guidelines of the Alberta *Personal Information and Protection Act*. If you have any questions about the AUSU privacy policy or the data requested in these forms, please contact our privacy officer at AU Students' Union, 1213 10011 109 ST NW, Edmonton AB, T5J 3S8 or phone 1-800-788-9041 extension 3413.

CONTACTS

AUSU Main Office
ausu@ausu.org
Tel. 1-800-788-9041 ext. 3413
Fax. 1-780-497-7003

Tamra Ross
Executive Director and Privacy Officer
executivedirector@ausu.org
Tel. 1-800-788-9041 ext. 2905
Fax. 1-780-497-7003

AUSU STUDENT SERVICE AWARD

APPLICATION FORM

PERSONAL INFORMATION:

* Full Name _____

* AU Student ID _____

* Home Address _____

* e-Mail Address _____

* Home Phone _____

Alternate Phone _____

ENROLMENT INFORMATION

Have you completed at least 12 AU credits? (yes/no)

VOLUNTEER SUPERVISOR INFORMATION

(if you self-nominate, please include at least one letter from a volunteer supervisor)

Name: _____

Address: _____

Telephone: _____

Relationship to Student: _____

DECLARATION OF APPLICANT

I have read the instructions, and hereby make application for the AUSU STUDENT SERVICE BURSARY, and I declare that:

1. I have answered all questions applicable to me and that all information is true and complete;
2. I authorize Athabasca University Students' Union to request and receive information pertaining to my enrolment status at Athabasca University;
3. I agree to release the above personal information to Athabasca University Students' Union for the sole purpose of determining eligibility in the AUSU Scholarships, Bursaries and Awards Program;
4. I understand that all application forms and personal information will be destroyed upon completion of the selection process.

SIGNATURE OF APPLICANT _____ DATE _____

Obtaining a Transcript Preview

Why do we ask for this?

To determine if you have completed the required number of credits and maintained a 2.0 GPA over the last 12 credits. Don't worry, this document is kept private and once your eligibility has been verified it is not used in deliberations: AUSU bursaries are based on need, not academic performance. Previously we sent a request to AU for this information, but the transcript preview option allows us to complete your application more quickly and without involving AU.

Where do I get one?

Obtaining this document is quick and easy. Just follow these steps:

1. Go to the AU home page at www.athabascau.ca and log in to MyAU using the button on the upper left of the home page.
2. Scroll down to **Student Record** (on the left), and select **Request Transcripts** under **Manage Your Student Record**.
3. Click **add to list** to add a transcript to your order (you do not have to complete the order).
4. Just above the "proceed to payment" button there is a link to **preview the transcript** (shown below).
5. The transcript preview should pop open after a moment in Acrobat reader (follow the on screen instructions if you do not have Acrobat.) Simply save this file to your computer in a location where you can find it, and email it to our office with your forms. We must have the original PDF file for it to be valid.

Home > Transcript Request

Welcome, 8 Jan

Transcript Request

Please verify that your personal information is correct. If it is not, correct it before continuing by using the 'Modify Personal Info' button on the left. Even if you do not send a transcript to yourself, you will receive transcript confirmation letters to the address indicated in your personal information.

Please note effective September 1, 2007, a fee of \$10.00 per transcript is charged for each transcript requested. However, if you request the courier option, the fee is \$25.00 per transcript. Otherwise the transcripts will be sent by regular mail at no additional charge.

Before proceeding, you are **REQUIRED** to view a **PREVIEW** of your transcript. **Please note** that you should not proceed with requesting a transcript online if you are waiting for a grade to be finalized. See the [FAQ](#) for more information. **Any alteration of any transcripts will result in academic misconduct.**

To preview your transcript, you must have **Acrobat Reader**. You can [download](#) the **FREE** Acrobat Reader from [Adobe's Website](#).

There are two options. If you are sending a transcript to yourself, use **option #1**. If you are send a transcript to a 3rd party, use **option #2**.

OPTION #1 - Use this option to send a transcript to yourself

Send the following copies of my transcript to me.

Number of Copies:

Name:
E-mail:
Address 1: Address 2:
Address 3: City/Town:

What if I do not have access to a computer or the internet?

A paper transcript request form is included in this application package. Simply fill this out and include it with your application and we will submit it to AU to have a hard copy of your transcript released to us. Please only use this if needed as it can slow down processing.

Transcript Request Form for AUSU Bursaries

Office of the Registrar, Athabasca University
 1 University Drive, Athabasca, AB T9S 3A3
 Toll Free in Canada / US: 1.800.788.9041
 Other: 780.675.6111, Fax: 780.675.6174
 www.athabascau.ca

The personal information collected on this form will be used to process your request for a transcript. This information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact the Coordinator, Academic Records and Examination Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB, Canada, T9S 3A3, Phone: 1.800.788.9041.



Complete this form only if you are unable to access the internet to retrieve a PDF transcript preview (instructions are provided in the AUSU Bursary Application Form). To order an official transcript for any other purpose than this application, visit MyAU through the AU home page, or use the form in the Forms Package that comes with your course materials.

Student ID Number:

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Student Name: _____
LAST FIRST MIDDLE

Former Name: _____
LAST FIRST MIDDLE


Mailing Address: _____
CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL / ZIP CODE

Telephone: () _____ () _____
(AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Fax: () _____
(AREA CODE) RESIDENCE

E-mail: _____
E-MAIL ADDRESS



AU STUDENTS' UNION
 UNITED BY DISTANCE
 1213 10011 109 ST NW
 Edmonton AB T5J 3S8

Make sure your request is processed!

- Use this form only if you cannot obtain a transcript preview from MyAU.
- Submit this form to AUSU with your completed bursary application form.
- Ensure that your student ID is in the boxes provided and that you have signed and dated the form below.

By submitting this form you approve Athabasca University to send a copy of your transcript to the AU Students' Union for the purpose of determining eligibility for an AUSU bursary. AUSU collects all information in accordance with *Personal Information Protection Act* of Alberta. If you have questions about the collection of this data, please contact the AUSU privacy officer at 1200 10011 109 ST NW, Edmonton AB, T5J 3S8 or phone 1-800-788-9041 extension 3413.

Fax the transcript directly to:

AU Students' Union
 1213 10011 109 ST NW, Edmonton, AB T5J 3S8
 Phone: (800) 788-9041 extension 3413
 Fax: (780) 497-7003

There is no charge for this request.

Student Signature: _____ Date: _____

Application Checklist

CHECK LIST TO BE VERIFIED BEFORE SUBMISSION OF THE APPLICATION FORM

- | | |
|--|--------------------------|
| Did you fill out all fields on the application form? | <input type="checkbox"/> |
| Is the declaration form signed and dated? | <input type="checkbox"/> |
| Have you attached letters or documents supporting your nomination? | <input type="checkbox"/> |
| Did you include your transcript preview from the AU website? | <input type="checkbox"/> |

If you have everything above, you are all set. Submit your files as instructed on page two and feel free to follow up in a day or so to ensure that they were received. Applications for awards with deadlines will not be processed until the deadline is reached, while the Emergency and Computer bursaries will be processed as quickly as possible after we receive them, but please allow a few business days.



A U S T U D E N T S ' U N I O N
U N I T E D B Y D I S T A N C E

1213 10011 109 ST NW
Edmonton AB T5J 3S8