



AlbertaWorks

Learner Income Support Application Checklist

This Checklist can be used by the Applicant or anyone supporting them to complete the Funding Application Form for Tuition Based Training.

Funding application processing takes 4-6 weeks and can be longer during busy months (August/September). To help make sure the application gets processed on time, please make sure all the required information is given. 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.
- ☐ 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 you are attending tuition based training and completing a paper application, make sure the Training Provider Information for (TPI) is completed by your school and attached to your paper 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 this form. If you are not sure if your training is tuition based, ask your training provider.
- ☐ If you were not born in Canada, and you have been in Canada less than 10 years, and this is your first funding application, you need to 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.
- ☐ Include your Canadian Language Benchmark Scores if you are applying for ESL for the first time.
- ☐ 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/Albert Works office for an Employability Assessment and 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. **It is recommended that you refer to the application completion instructions for more information; they can be found at:** <http://www.humanservices.alberta.ca/AWonline/ETS/3849.html>

After you submit your application, if you receive a letter from LISO asking you to provide additional information on your application and you do not understand what is needed, please call the Learner Income Support Office at 1-800-222-6485, in Edmonton 780-427-3722.

Created May 26, 2017