



# Alberta Assessors' Association

10555 - 172 Street, Edmonton, AB T5S 1P1  
Telephone: (780) 483-4222 Fax: (780) 487-7505

[membership@assessor.ab.ca](mailto:membership@assessor.ab.ca)  
[www.assessor.ab.ca](http://www.assessor.ab.ca)

## UBC Education Grant Application Form

This application is to be submitted upon successful completion of a course, or courses, in the UBC Real Property Assessment Certificate Program (intensives included) and the UBC BUSI 499 Income Property Guided Case Study course (Demonstration Report). Please note that application for reimbursement must be received at the Association office **within two years** of the course registration end date. Full eligibility criteria are on the reverse as per AAA Policy 130-1 Education Grant Subcommittee Terms of Reference.

Name: \_\_\_\_\_  
Surname First Name(s)

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
(Business) Street City Postal Code

Accredited Member  Candidate Member

| √ | Applying For Course | Intensive (?) | Taken From (date): | To (date): | Amount Paid |
|---|---------------------|---------------|--------------------|------------|-------------|
|   | BUSI 121            |               |                    |            |             |
|   | BUSI 330            |               |                    |            |             |
|   | BUSI 344            |               |                    |            |             |
|   | BUSI 443            |               |                    |            |             |
|   | BUSI 444            |               |                    |            |             |
|   | BUSI 499            |               |                    |            |             |

Material, software and/or exam marking fees were paid by: \_\_\_\_\_

Eligible grant cheque should be made payable to: \_\_\_\_\_

### *Please include the following:*

- Proof of successful completion
- Original UBC receipt
- \$25.00 + GST Administration fee (*Cheque or money order only, payable to Alberta Assessors' Association*)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *For office use:*

Date application approved: \_\_\_\_\_ /refused: \_\_\_\_\_

Amount of reimbursement: \$ \_\_\_\_\_ Cheque number: \_\_\_\_\_

Administration Fee Invoice number: \_\_\_\_\_



### **Terms and Conditions for Reimbursement of UBC Real Property Assessment Certificate Program**

Reimbursement from the Grant upon Accredited or Candidate proof of successful completion will be made for the following:

- Course costs (base tuition and software only);
- Exam Marking Fee;
- No reimbursements for calculators or any items or expenses incidental to these courses including those incurred through installment plans.

Application for reimbursement must be received in the Association office within two years of the course registration end date.

Only Accredited and Candidate members who have successfully completed the course(s) will be reimbursed so that the Grant does not have to pay for members that need to repeat the course.

Original official income tax receipts are not required by Alberta Municipal Affairs, but their collection is recommended to the Association for proper tax reporting.

Applicants will be notified in writing of decisions made by the Education Grant Committee. If an application is refused, the applicant will receive written notification of the refusal and reasons for the refusal.

Applicants have the right to appeal in writing to the Executive Committee of the Alberta Assessors' Association if their application is refused.

### **Terms and Conditions of Reimbursement for UBC Real Property Assessment Intensive Courses**

Reimbursement from the Grant upon Accredited or Candidate member proof of successful completion of the UBC Real Property Assessment certificate intensive courses include:

- Course costs (base tuition and software only);
- 50% of Intensive Course Instructional Fee charged per student;
- Exam Marking Fee;
- No reimbursements for calculators or any items or expenses incidental to these courses including those incurred through installment plans.

An instructional fee unique to the Intensive Courses is charged over and above tuition and software fees to each student upon enrolment to cover expenses incurred by the instructor for delivery of an intensive course offering in Alberta. Instructional fees are based on a number of factors, including class size (optimum class size is 10 students), course location/travel, the need for an additional resource person, etc.

The course organizer must inform the Association of the instructional fee associated with offering the course prior to confirming its delivery in order that the Association can determine in advance the reimbursement level on a per student basis.

The Alberta Assessors' Association or educational institution can be an Intensive Course organizer.

The course organizer is responsible for coordinating the arrangements of course delivery and for providing receipts for the instructional fee, room costs, etc. to the Association if requesting reimbursement from the Grant.

The Intensive Course must be delivered by an instructor recognized by UBC.

Application for reimbursement must be received in the Association office within two years of the course registration end date.

Only Accredited and Candidate members who have successfully completed the course(s) will be reimbursed so that the Grant does not have to pay for members that need to repeat the course.

Original official income tax receipts are not required by Alberta Municipal Affairs, but their collection is recommended to the Association for proper tax reporting.

Applicants will be notified in writing of decisions made by the Education Grant Committee. If an application is refused, the applicant will receive written notification of the refusal and reasons for the refusal.

Applicants have the right to appeal in writing to the Executive Committee of the Alberta Assessors' Association if their application is refused.

### **Terms and Conditions for Reimbursement of UBC BUSI 499 Income Property Guided Case Study**

Reimbursement from the Grant upon Accredited or Candidate member proof of successful completion of the UBC Guided Case Study include:

- 50% of course costs (tuition and software).

Application for reimbursement must be received in the Association office within two years of the course registration end date.

Only Accredited and Candidate members who have successfully completed the course(s) will be reimbursed so that the Grant does not have to pay for members that need to repeat the course.

Original official income tax receipts are not required by Alberta Municipal Affairs, but their collection is recommended to the Association for proper tax reporting.

Applicants will be notified in writing of decisions made by the Education Grant Committee. If an application is refused, the applicant will receive written notification of the refusal and reasons for the refusal.

Applicants have the right to appeal in writing to the Executive Committee of the Alberta Assessors' Association if their application is refused.