



Return of Service Agreement (RSA)

Frequently Asked Questions (FAQs)

JANUARY 14, 2025
ALBERTA HCA BURSARIES
Administered by NorQuest College

1. What is the Return of Service Agreement (RSA)?

- a. The Return of Service Agreement (RSA) is a contract between the bursary applicant and the grant administrator (NorQuest College) that specifies the obligations the applicant must fulfill to receive bursary funds.
- b. This agreement ensures that the bursary's purpose—expanding the number of certified health care aides across Alberta—is achieved.
- c. Upon graduation, bursary recipients are responsible for securing their own employment within two months of graduating with any of the approved employers listed as [identified Alberta continuing care operator](#).
- d. The conditions for the RSA are outlined on our website under the *What to Expect* section for each bursary.

2. Who needs to sign a Return of Service Agreement (RSA)?

Individuals applying for the Financial Incentive Program (FIP), Health Care Aide Tuition Bursary Program (TBP), or Health Care Aide Tuition Workplace Program, in Alberta are required to sign a Return of Service Agreement (RSA) with NorQuest College.

3. What are the main obligations under the Return of Service Agreement (RSA)?

The RSA mandates that bursary recipients:

- a. Complete an Alberta licensed Health Care Aide program within the required period.
 - **Tuition Bursary (TBP Regular):** required to complete HCA program within **18 months** of starting the program.
 - **Workplace Bursary:** required to complete HCA Workplace program within **one calendar year** of starting the program.
- b. Begin employment as a health care aide with an [identified Alberta continuing care operator](#) within two months of graduation.
- c. Work the minimum required hours as a health care aide with an [identified Alberta continuing care operator](#)
 - **Financial Incentive Program (FIP):** minimum **1,000 hours** within one year of employment start date
 - **Tuition Bursary (TBP Regular):** minimum **2,000 hours** within two years from graduation date plus two months
 - **Workplace Bursary:** minimum **1,000 hours** within one year of graduation plus two months

4. What happens if I don't fulfill the Return of Service Agreement (RSA) requirements?

Failure to meet the RSA obligations may result in the requirement to repay the bursary amount to NorQuest College.

5. Where can I find the Return of Service Agreement (RSA)?

The RSA can be downloaded via the link provided in your form. Alternatively, you can request a copy by emailing ABhcbursaries@norquest.ca.

6. How do I fill out the Return of Service Agreement (RSA)?

Step 1: Fill in Personal Information

- **Full Name:** Enter your full legal name as it appears on official documents.
- **Mailing Address:** Provide your complete mailing address, including street, city, province, and postal code.
- **Primary Contact Phone Number:** Enter your main phone number.
- **Alternate Phone Number:** Provide a secondary contact number, if available.
- **Email Address:** Include an email address that you check regularly.

The screenshot shows the 'Return of Service Agreement (RSA)' form for Health Care Aide Bursary Programs at NorQuest College. The form is titled 'Return Service Agreement' and is dated 'BETWEEN: NorQuest College (hereinafter called "the College")'. It then asks for the recipient's information: 'And Full Name:', 'Mailing Address:', 'Primary contact phone number (xxx-xxx-xxxx):', 'Alternate phone number (xxx-xxx-xxxx):', and 'E-mail:'. The form is designed to be filled out by the recipient, who is referred to as 'the Bursary Recipient'.

Step 2: Bursary Type and Graduation Information

- **Bursary Type:** Select the bursary type you applied for (e.g., Financial Incentive Program, Tuition Bursary, Workplace Bursary).
- **Enter Your Graduation Date:** Indicate the date you were officially notified by the Alberta HCA Directory that you passed the HCA provincial exam.
 - **Important Note:** the graduation date input on the RSA (page 2) must match the graduation date input on Form 3 (Question C)
- **Calculate and Enter the RSA End Date:**
 - Add 2 months to your graduation date.
 - Then add the number of years specified for your return of service period (e.g., 1 or 2 years based on your bursary type).
 - **Tip:** use a [date calculator](#) to easily determine your RSA End Date.

RSA Example for Tuition Bursary (HCATBP Regular):

Form 3 Question C:

* c) Please enter the date you graduated from the HCA program (*date that your PSI has confirmed on your transcript and graduation certificate. This date must match the graduation date on page 2 of the Return of Service Agreement).

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Page 2 of RSA Form:

Bursary Program	Graduation Date/Anticipated Graduation date*	RSA Agreement End Date**
Bursary Type: HCATBP (Dual Credit and Regular Program) ▼	16-Oct-2024	16-Dec-2026

RSA End Date is calculated as **2 years + 2 months** from graduation date.

Select HCATBP **Regular** as Bursary Type

Graduation date must be the same as **Form 3** (Question C)

RSA Example for Workplace Bursary (HCATBP Workplace):

Form 2 Question C:

* c) Please enter the anticipated graduation date from the HCA program (*date the last clinical course 9 is completed + 60 days to write the HCA provincial exam) (Note: Regular/Dual Credit HCA students are required to complete their Alberta licensed HCA Program within 18 months of starting the Program. HCA Workplace students must finish all the courses within 12 months of starting the program.)

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Page 2 of RSA Form:

Bursary Program	Graduation Date/Anticipated Graduation date*	RSA Agreement End Date**
Bursary Type: HCATBP (Workplace Program) ▼	25-Oct-2023	25-Dec-2024

RSA End Date is calculated as **1 year + 2 months** from graduation date.

Select HCATBP **Workplace** as Bursary Type

Graduation date must be the same as **Form 2** (Question C)

Step 3: Agree to Terms and Conditions

- Input your full name into the acknowledgement statement to affirm you agree to the terms and conditions.
- Input your full name as the bursary recipient in required field.
- Sign and date the document in the designated space.

I [redacted] have agreed to the terms and conditions outlined in this agreement based on the fact that I have received any amount of bursary funding through the Alberta HCA Bursaries initiative.		
Name of Person Signing (Print please)	Signature	Date
[redacted] Bursary Recipient	[redacted]	[redacted]

Step 4: Submit the RSA

- Submit the completed RSA via the application portal with your form.
- Please ensure all four pages are uploaded together in **one PDF** file.

Final Note

Ensure all the details are accurate and complete before submitting. Retain a copy of the signed RSA for your records. If you have questions or need clarification, contact ABhcbursaries@norquest.ca.