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# **Alberta HCA Tuition Bursary**

## How to Apply

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Updated: March 3, 2025

Administered by NorQuest College on behalf of  
Alberta Health and Alberta Health Services

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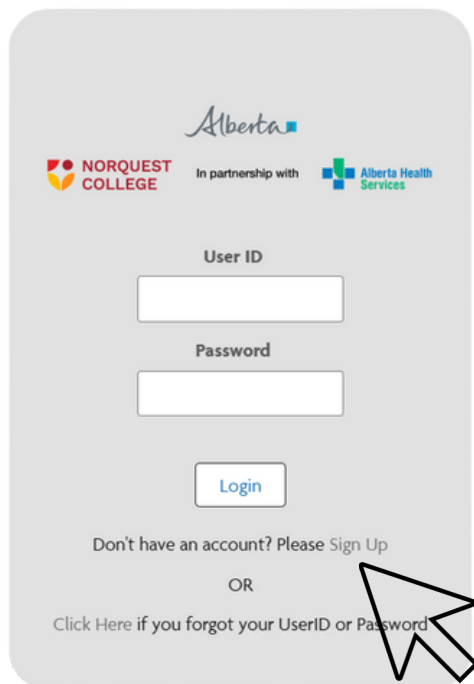
This guide provides step-by-step instructions for applying to the [Alberta HCA Tuition Bursary](#). Follow the instructions carefully to ensure you complete your application accurately and efficiently.

## Step 1) Getting Started

- Go to the [Alberta HCA Bursary website](#) and click on **Apply Now**.

## Step 2) Account Creation

- Click **Sign Up**, on the Alberta HCA Bursary application portal homepage.

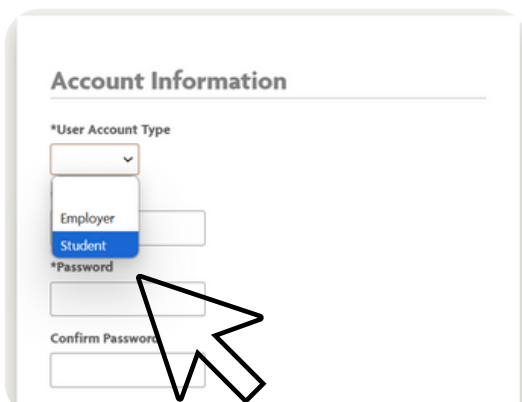


The screenshot shows the login page for the Alberta HCA Bursary application portal. At the top, it features the Alberta logo and logos for NORQUEST COLLEGE and Alberta Health Services, with the text "In partnership with". Below the logos are two input fields: "User ID" and "Password". A "Login" button is positioned below the password field. At the bottom, there are two links: "Don't have an account? Please Sign Up" and "Click Here if you forgot your UserID or Password". A mouse cursor is pointing at the "Sign Up" link.



**Note:** Always protect your personal information. Never share your user ID, password, or any other account details associated with your Alberta HCA Bursary account with anyone.

- Click the **User Account Type** dropdown and select **Student**.



The screenshot shows the "Account Information" form. It has a dropdown menu for "User Account Type" with "Student" selected. Below this are input fields for "Employer", "Password", and "Confirm Password". A mouse cursor is pointing at the "Student" option in the dropdown menu.



**Important:** If you are a student or graduate, **do not select "Employer"**. Selecting the wrong option will affect your application processing.



## Step 2) Account Creation (continued)

- Fill in your Account Information, Personal Information, and Address in the designated fields.
- Click **Create Account**, once you have completed all the required fields.

### Account Information

\*User Account Type

\*User ID

\*Password

Confirm Password

### Personal Information

\*First Name

Middle Name

\*Last Name

\*Date of Birth

\*Gender

\*Email Address

\*Telephone

### Address

\*Address Line 1

Address Line 2

Address Line 3

Address Line 4

\*City

\*Province

\*Postal Code

Create Account



**Important:** you must use a **valid** email address to create your bursary account.

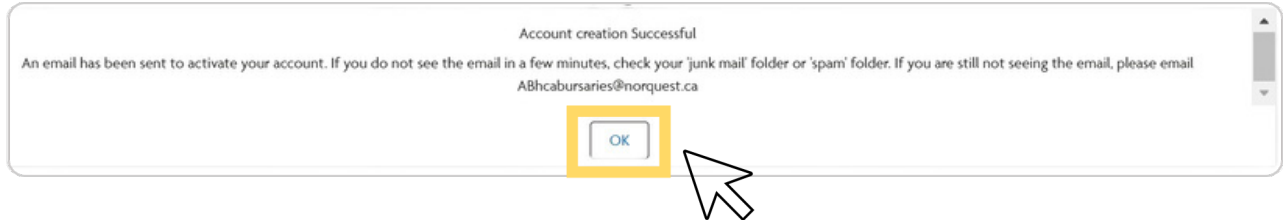


We recommend using a personal email address when applying for the bursary, as school email access may be lost after graduation.

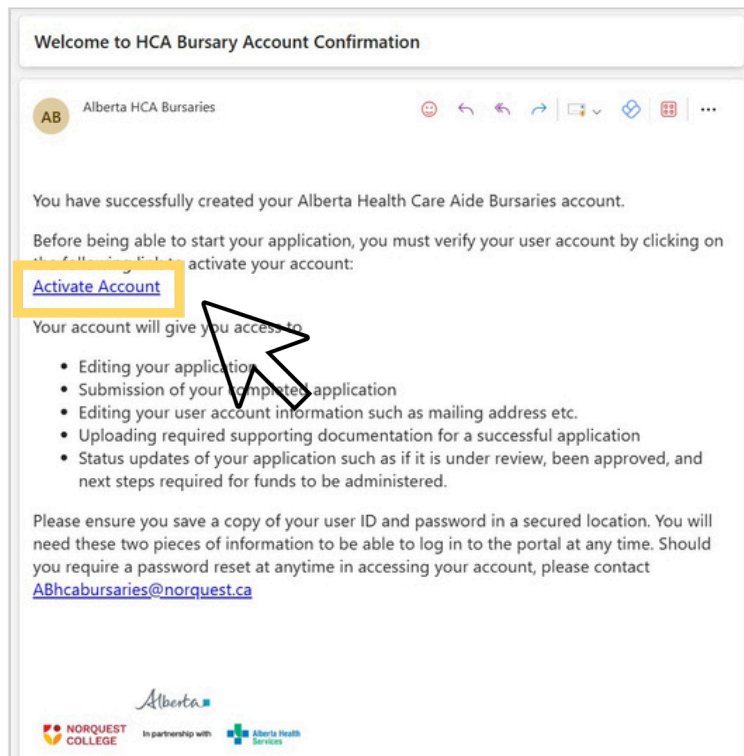


### Step 3) Activate Account

- After clicking **Create Account**, a pop-up message will appear. Click **OK** and then sign in to your email.



- You will receive an email from Alberta HCA Bursaries with a link to activate your account. Click **Activate Account** to complete the activation process.



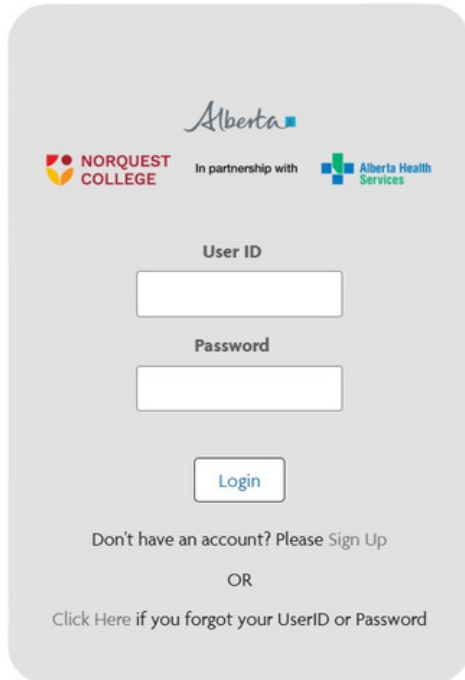
*Didn't receive the verification email?*

- ✓ Check your **Spam/Junk folder**.
- ✓ Ensure you used a **valid personal email** address.
- ✓ If still not received, contact [ABhcbursaries@norquest.ca](mailto:ABhcbursaries@norquest.ca).



## Step 4) Logging In

- Return to the Alberta HCA Bursary application portal and log in using your User ID and Password. Click **Login** to access your account.

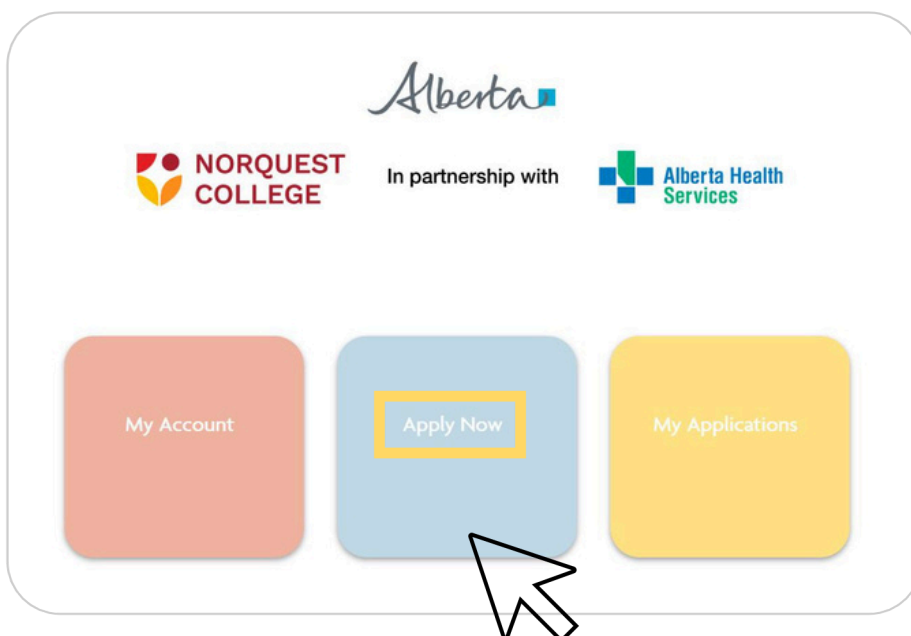


### Login Issues?

- ✓ Use your **bursary User ID** (not Student ID or email).
- ✓ Make sure your account is **activated**
- ✓ **Reset** your password if needed.

## Step 5) Applying for the Bursary

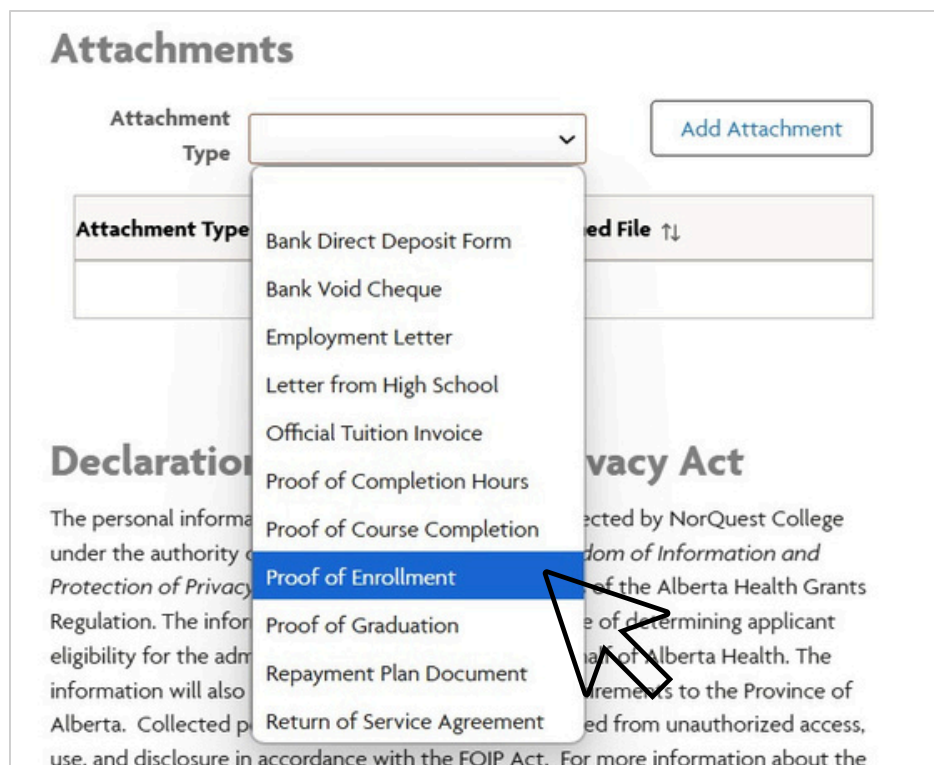
- Click on the **Apply Now** button in the application portal to start your application.



## Step 5) Applying for the Bursary (continued)

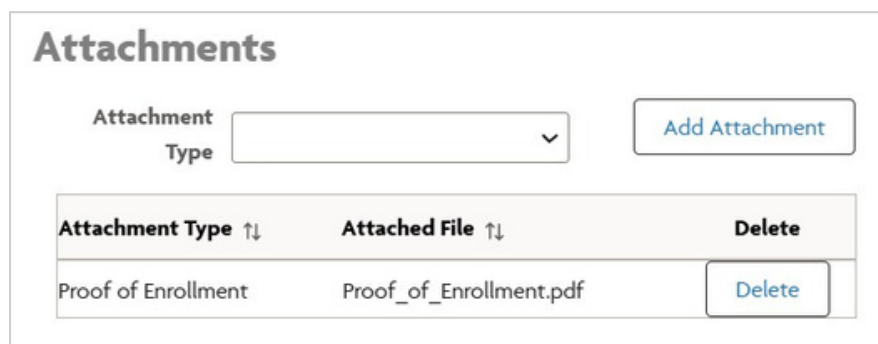
- Read the instructions and important information carefully.
- Answer each question accurately to ensure correct bursary placement.
- Upload **Proof of Enrollment** and other required documents in PDF format.

 Proof of Enrollment document: confirmation of **enrollment letter** from your post-secondary institution (PSI).



The screenshot shows the 'Attachments' section of a web form. A dropdown menu is open, displaying a list of attachment types. A hand cursor is pointing at the 'Proof of Enrollment' option, which is highlighted in blue. The background shows parts of the 'Declaration' and 'Privacy Act' sections.

Attachment Type
Bank Direct Deposit Form
Bank Void Cheque
Employment Letter
Letter from High School
Official Tuition Invoice
Proof of Completion Hours
Proof of Course Completion
<b>Proof of Enrollment</b>
Proof of Graduation
Repayment Plan Document
Return of Service Agreement



The screenshot shows the 'Attachments' section with a table listing the uploaded documents. The table has three columns: 'Attachment Type', 'Attached File', and 'Delete'. One document, 'Proof of Enrollment', is listed with the file name 'Proof\_of\_Enrollment.pdf' and a 'Delete' button.

Attachment Type	Attached File	Delete
Proof of Enrollment	Proof_of_Enrollment.pdf	<a href="#">Delete</a>



**Submission Requirement:** Ensure all required documents are uploaded in **PDF format** through the [bursary application portal](#).



## Step 6) Submitting Your Application

- Carefully read the Declaration and Consent/Privacy statement in its entirety.
- Select **"Yes, I agree"** to confirm that you have read, understood, and agreed to the statement.
- Click **Submit Application** at the bottom of the page to complete the process.

### Declaration and Consent/Privacy Act

The personal information requested on this form is collected by NorQuest College under the authority of section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* (FOIP ACT) and the provisions of the Alberta Health Grants Regulation. The information will be used for the purpose of determining applicant eligibility for the administration of bursary funds on behalf of Alberta Health. The information will also be used for program reporting requirements to the Province of Alberta. Collected personal information will be protected from unauthorized access, use, and disclosure in accordance with the FOIP Act. For more information about the collection, use, and disclosure of this information, please contact HCA Bursaries Manager, NorQuest College, Room C100, 1023108 Street NW, Edmonton, AB, T5J 1L4, at ABhcbursaries@norquest.ca or toll-free 1.866.534.6480

I have read and completed the form to the best of my ability. I understand that the information on this form must be complete and accurate and that any misrepresentation will lead to the disqualification of this application.

I understand that the information collected in this form is used to determine my eligibility for the bursary and will remain confidential. I understand that submission of this application does not automatically qualify for an award.

Yes, I agree ☒

[<< Previous](#) [Submit Application](#)

## Step 7) Checking Your Application Status/Progress

- Log in to the bursary application portal.
- Click on **My Applications** to view the status and progress of your application.
- **Processing Time:** Please allow up to 30 days for your application to be reviewed.

## Need Help?

For inquiries, questions, or concerns, reach out to us at:



**Email** [ABhcbursaries@norquest.ca](mailto:ABhcbursaries@norquest.ca)



**Phone** (780) 644-6500



**View** our [Application Checklist](#) document and [Tuition Bursary FAQs](#)



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