POST-SECONDARY APPLICATION PACKAGE

Application Deadline: April 30

IMPORTANT: Sponsorship is subject to available funding and annual approval. Previous sponsorship does not guarantee future sponsorship. Incomplete applications will not be considered.

This package is designed to collect the information required under the Gitsegukla Band Council Post-Secondary Policy and

1. Before You Apply

Use this checklist to make sure your application is complete.

- ☐ I am a registered member of the Gitsegukla Band.
- ☐ I have been accepted into an approved post-secondary program leading to a recognized credential.
- ☐ I have completed every section of this application.
- ☐ I have attached my acceptance letter or current registration confirmation.
- ☐ I have attached my program and tuition/fee cost information.
- ☐ I have attached my academic/program plan showing the courses or requirements needed to complete my credential.
- ☐ I have attached my most recent official transcript (continuing students must provide current academic results).
- ☐ I have disclosed other education-related funding sources.
- ☐ I have attached dependent documentation if I am requesting dependent support.
- ☐ I have completed my student declaration and signed the application.

Students are responsible for institutional deadlines and for ensuring third-party billing or school sponsorship forms are completed. Fill in your own student information before sending institutional forms to Gitsegukla Education.

Required Attachments

Attachment	Included	Office Use
Acceptance letter / registration confirmation	☐	☐
Program cost / tuition and mandatory fee information	☐	☐
Academic or program plan	☐	☐
Official transcript / latest grades	☐	☐
Other funding documentation, if applicable	☐	☐
Dependent documentation, if applicable	☐	☐
Accessibility/accommodation documentation, if applicable	☐	☐
Residence/dormitory cost information, if requesting direct payment	☐	☐
Institutional third-party billing/sponsorship form, if required by school	☐	☐
Direct deposit form / void cheque for living allowance payments (new students or banking changes)	☐	☐
Official course registration / class schedule when available	☐	☐

2. Applicant Information

Legal name:

Preferred name (if different):

Date of birth (YYYY-MM-DD):

Gitsegukla Band registration / status number:

Mailing address:

City / Province / Postal Code:

Primary phone:

Email address:

Preferred method of contact: ☐ Email ☐ Phone

Emergency / Alternate Contact

Name:

Relationship:

Phone:

Residency and Family Information

During the academic year I expect to live: ☐ On campus/residence ☐ Off campus/rental ☐ With family ☐ Other

If other, explain:

Are you requesting dependent support? ☐ No ☐ Yes

If yes, list eligible dependents who reside primarily with you and attach supporting legal/documentary evidence.

Dependent name	Relationship	Date of birth	Lives primarily with applicant?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

3. Institution and Program Information

Institution name:

Campus / location:

Program name:

Credential sought:

Program start date:

Expected completion date:

Student number:

Student institutional email:

Academic advisor / program contact - name:

Academic advisor / program contact - email:

Academic advisor / program contact - phone:

Tuition / student accounts / invoicing contact - office or name:

Tuition / invoicing email:

Tuition / invoicing phone:

Residence / dormitory contact - office or name (if applicable):

Residence / dormitory email:

Residence / dormitory phone:

Program delivery: ☐ In person ☐ Online/distance ☐ Hybrid

Current student status as determined by institution: ☐ Full-time ☐ Part-time ☐ Reduced full-time load approved as an accommodation

Applicant category: ☐ Continuing student ☐ Recent Grade 12 graduate ☐ Deferred applicant ☐ Final-year student ☐ Graduate student ☐ Second credential ☐ Other

Program Progress

Standard length of program:

Number of academic terms remaining:

Expected graduation/completion date:

Have you previously changed programs, changed institutions, taken an academic leave, or received an extension while sponsored by Gitsegukla?
☐ No ☐ Yes - explain below

Term	Dates	Courses / credits	Full-time by	Funding requested?

			institution?	
Fall			☐ Yes ☐ No	☐ Yes ☐ No
Winter			☐ Yes ☐ No	☐ Yes ☐ No
Spring/Summer			☐ Yes ☐ No	☐ Yes ☐ No

Spring/Summer study is outside Gitsegukla's normal September-May academic year and requires separate approval based on available annual post-secondary funding.

4. Funding Requested

Check only the supports you are requesting. Approval of sponsorship does not mean every category below will be funded.

- ☐ Tuition and mandatory institutional fees
- ☐ Required textbooks / course materials
- ☐ Monthly living allowance (full-time students only)
- ☐ Dependent supplement
- ☐ Residence / dormitory accommodation
- ☐ Travel assistance
- ☐ Other exceptional educational cost - describe below

Other requested support:

Estimated Education Costs

Cost category	Fall	Winter	Spring/Summer
Tuition			
Mandatory fees			
Required books/materials			
Residence/dormitory			
Other required program costs			
TOTAL			

Other Education-Related Funding

List scholarships, bursaries, grants, employer sponsorships, institutional awards, tuition waivers, or other education-related funding received or expected.

Source	Type	Amount	Expense/category covered

5. Academic Accommodation / Reduced Course Load

Complete this section only if you are requesting sponsorship while taking a reduced course load that your institution recognizes as full-time due to a documented disability or accommodation.

Are you requesting a reduced full-time course load accommodation? ☐ No ☐ Yes

Institution-approved course load / percentage:

Institution accessibility/accommodation office contact (if applicable):

Documentation attached:
☐ Official institutional accommodation/accessibility documentation
☐ Documentation from an appropriately qualified health care professional
☐ Other supporting documentation

Approval of a reduced full-time course load does not automatically guarantee sponsorship beyond the normal length of the program. Extensions are reviewed case-by-case based on academic progress, accommodation needs and available funding.

6. Residence / Dormitory Request

Are you asking Gitsegukla Education to pay residence/dormitory costs directly? ☐ No ☐ Yes

Residence provider / institution:

Academic-year residence cost:

Meal plan included? If yes, cost:

Where residence costs are paid directly by Gitsegukla Education, those costs are deducted from the student's approved annual living allowance allocation. Students do not receive both full living allowance and separately funded residence costs.

7. Travel Assistance Request

Travel assistance is supplementary, subject to available funding, and based on the most economical reasonable option. Complete only for travel you are requesting.

Travel period	From	To	Proposed mode	Estimated cost
Beginning of academic year				
December break return trip				
End of academic year				

Will a parent/family/private individual transport you? ☐ No ☐ Yes

If yes, driver's name:

One-way distance travelled by student (km):

Private transportation assistance may be limited to $0.25/km based on the approved one-way distance travelled by the student, or the most economical reasonable transportation option, whichever is lower. Return travel by the driver is normally a personal expense. Travel must be approved before costs are incurred.

8. Academic History and Previous Sponsorship

Have you previously received Gitsegukla post-secondary sponsorship? ☐ No ☐ Yes

If yes, first year sponsored:

Total years/academic periods sponsored to date:

Are you currently in good academic standing? ☐ Yes ☐ No

Did you successfully complete at least 75% of your attempted funded courses in your most recent sponsored term/year?
☐ Yes ☐ No ☐ Not previously sponsored

List any failed, withdrawn, incomplete, repeated, or outstanding courses from your most recent academic year:

9. Program Changes, Extensions and Exceptional Circumstances

☐ I am requesting a change of program.
☐ I am requesting a change of institution.
☐ I am requesting sponsorship beyond the standard length of my program.
☐ I have previously withdrawn from funded courses.
☐ I have exceptional circumstances that affected my academic performance.
☐ None of the above apply.

Provide a clear explanation and attach supporting institutional or other documentation where applicable.

Program/institution changes, reduced course loads, withdrawals, academic leaves and extensions require written approval. Verbal conversations, texts or informal discussions do not constitute approval unless confirmed in writing by Gitsegukla Education.

10. Student Declaration and Consent

☐ I certify that the information in this application and all attached documents is accurate, complete and current.

☐ I understand that I must reapply each academic year and that sponsorship in one year does not guarantee sponsorship in a future year.

☐ I understand that sponsorship is subject to available funding, annual budget approval, funding priorities and compliance with Gitsegukla's Post-Secondary Policy and Operating Guidelines.

☐ I understand that incomplete applications will not be considered.

☐ I agree to promptly advise Gitsegukla Education of changes to my program, institution, course load, enrollment status, address, funding, or circumstances affecting my sponsorship.

☐ I understand that I must obtain written approval before changing programs/institutions, reducing my course load, withdrawing, taking academic leave, extending my program or incurring costs for which I expect Gitsegukla reimbursement.

☐ I understand that I am responsible for institutional deadlines, registration, withdrawals, refund procedures, housing arrangements and ensuring institutional sponsorship/billing forms are provided to Gitsegukla Education with my student information already completed.

☐ I understand that false information, withholding relevant information, or misrepresentation may result in suspension, recovery of funds and/or future ineligibility.

☐ I authorize Gitsegukla Education to verify information necessary to administer my sponsorship, including enrollment, academic standing, tuition/fee amounts, institutional billing and refunds/credits.

☐ I understand that any refund or credit relating to an expense paid by Gitsegukla must be returned or credited to the Gitsegukla Post-Secondary Education Program and is not payable to me as a cash equivalent.

☐ I understand that I am expected to successfully complete at least 75% of attempted courses, submit transcripts after each term and maintain full-time status unless otherwise approved.

☐ I understand that requests affecting sponsorship must be submitted in writing and that respectful communication is a condition of participation in the program.

By signing below, I confirm that I have read and agree to the declarations above and understand my responsibilities as a sponsored student.

Student signature:

Printed name:

Date:

Privacy / Information Use

Information collected through this application is used for the administration, assessment, payment, monitoring and accountability of the Gitsegukla Post-Secondary Education Program. Information may be verified with the educational institution and other relevant funding/administrative bodies where necessary to administer sponsorship.

ANNUAL SPONSORSHIP BUDGET REQUEST

Complete this page as accurately as possible each year so Gitsegukla Education can determine the amount of sponsorship required for your upcoming academic year.

Student name:	
Institution:	**Program:**
Program year/level:	**Expected graduation date:**
Number of funded months requested:	**Full-time status: ☐ Yes ☐ No**

A. EDUCATION COSTS

Expense	Fall	Winter	Spring/Summer	Annual Total
Tuition	$	$	$	$
Mandatory institutional fees	$	$	$	$
Required textbooks/course materials	$	$	$	$
Required program costs / equipment	$	$	$	$
Other approved education costs	$	$	$	$
EDUCATION COSTS TOTAL	$	$	$	$

B. LIVING / DEPENDENT / RESIDENCE SUPPORT

Support	Rate / Cost	Months	Annual Amount Requested
Base living allowance ($2,200/month)	$2,200		$
First dependent top-up (+ $300/month)	$300		$
Second dependent top-up (+ $150/month)	$150		$
Residence/dormitory cost paid directly	$		$
LIVING / RESIDENCE TOTAL			$

Living allowance: the current base rate is $2,200 per month for an eligible full-time student. Under the current policy, the first eligible dependent adds $300 per month and the second adds $150 per month. There is no additional top-up for a third or subsequent dependent. Students should enter the number of eligible funded months; Gitsegukla Education will verify the applicable rate and annual amount.

C. TRAVEL ASSISTANCE

Travel period	Estimated / approved calculation	Amount Requested
Travel to school - beginning of year		$
December break return trip		$

Return travel - end of year		$
TRAVEL TOTAL		$

D. OTHER FUNDING / CREDITS

Source	What it covers	Amount
		$
		$
		$
OTHER FUNDING TOTAL		$

E. TOTAL ANNUAL SPONSORSHIP REQUEST

Education costs total (A)	$
Living / residence total (B)	$
Travel total (C)	$
LESS other funding / credits (D)	-$
TOTAL AMOUNT REQUESTED FROM GITSEGUKLA FOR THIS ACADEMIC YEAR	**$**

Student certification: I have provided my best estimate of the full annual cost of my studies. I understand that this budget is for planning and approval purposes and does not guarantee payment of every amount requested. Actual sponsorship remains subject to policy, supporting documentation, available funding and written approval.

Student signature: Date:

12. Education Department - Office Use Only

Date received:	Application complete: ☐ Yes ☐ No
Membership verified: ☐ Yes ☐ No	Institution/program eligible: ☐ Yes ☐ No
Academic standing verified: ☐ Yes ☐ No	Funding priority category:
Full-time status verified: ☐ Yes ☐ No	Accommodation verified: ☐ N/A ☐ Yes ☐ No
Other funding reviewed: ☐ Yes ☐ No	Dependent documents: ☐ N/A ☐ Yes ☐ No
Residence request: ☐ N/A ☐ Approved ☐ Denied	Travel request: ☐ N/A ☐ Approved ☐ Denied

Funding Decision

☐ Approved ☐ Approved with conditions ☐ Deferred / waitlisted ☐ Denied

Approved academic period(s):

Approved monthly living allowance:

Approved dependent supplement:

Approved travel:

Other approved support:

Conditions / notes:

Reviewed by:

Approval authority:

Decision date:

Application Completion Check

- ☐ Acceptance/registration documentation verified
- ☐ Program costs verified
- ☐ Academic plan reviewed
- ☐ Transcript reviewed
- ☐ Student status verified
- ☐ Funding sources reviewed
- ☐ Student declaration signed
- ☐ Decision letter / sponsorship letter issued
- ☐ Institutional billing requirements completed