

Lax Kw'alaams Band
206 Shashaak Street
Lax Kw'alaams BC V0V 1H0
Telephone: (250) 625-3293
Fax: (250) 625-3246



Lax Kw'alaams Band
100 1st Ave East
Prince Rupert BC V8J 1A6
Telephone: (250) 627-5733
Fax: (250) 627-5933

May 2021

Long Term Education Application

Applicant: _____
(Full Legal Name)

Email: _____

If the funding application is incomplete, it will not be reviewed until all the required documentation is received by the Band. The required documentation can be submitted at a later date (**when you receive it**) but the **main application** must be submitted *before the deadline*. If the documentation is coming in at a later date, **you must indicate when they may be available**. Funding will not be considered until **all documents are provided**. The documentation may be sent via email (as an attachment), fax or mail.
Note: if application is approved, and if applicable, reimbursement for registration will be provided.

Documentation Check List:

	Yes	<u>or</u> date available
Application package pages 1 to 8 fully completed.	<input type="checkbox"/>	_____
Acceptance Letter from Institution	<input type="checkbox"/>	_____
Confirmation of registration	<input type="checkbox"/>	_____
Course outline from institute	<input type="checkbox"/>	_____
Other (if applicable) funding source letter (scholarship/bursary etc.)	<input type="checkbox"/>	_____
Confirmation from the institution of start and completion date	<input type="checkbox"/>	_____
Status Card Copy (front /back) and spouse / dependents	<input type="checkbox"/>	_____
Booklist from the institute - required list (not recommended)	<input type="checkbox"/>	_____
Most recent transcript (from the last institute you attended)	<input type="checkbox"/>	_____
Direct Deposit information from Financial Institution	<input type="checkbox"/>	_____

Keep a copy of all the information, including the application package for yourself.
Submit before the **DEADLINE** as **LATE** applications are not accepted as per policy

Student Information:

Name: _____ **Birth Date:** _____
(DD/MM/YY)

Gender: Male Female

Address: _____ **Band #: 6740** _____

_____ **SIN:** _____

Email: _____ **Phone/cell:** _____

Marital Status: Married: Single: Common Law:

Number of dependents living with applicant: If non status, include copy of birth certificates:

Name: _____ **Band #:** _____ **Age:** _____

_____ **Band #:** _____ **Age:** _____

_____ **Band #:** _____ **Age:** _____

_____ **Band #:** _____ **Age:** _____

Next of Kin: Name: _____ **Phone #:** _____

Address: _____

Accommodation: Rental Live with parents or Other: _____

Applicant Employed Yes No **If employed are you:** Full Time Part Time

Or, receiving other benefits WCB Training EI SA etc.: _____

Are you eligible for E.I. Benefits: Yes No

Spouse Employed: Yes No **employed:** Full Time Part Time

Or, receiving other benefits: WCB Training EI SA , etc.: _____

Have you received funding from the Lax Kw'alaams Band previously? Yes No

If yes, when: _____ **What Program:** _____

If program was not completed, please explain:

(Repayment options are available that may not impede your application, discuss with Education Coordinator before deadline). Please call to discuss your options.

Educational Background

Highest level of education achieved: _____ Year Completed: _____

Institute: _____

If less than Grade 12, please indicate courses required to complete Grade 12: _____

Last School Attended: _____ Location: _____

If courses were not completed, please explain: _____

Career Objective: Be specific (*examples:* obtain primary teaching certificate, obtain Bachelor of Social worker degree, obtain Forestry Diploma, obtain Business Administration diploma, complete Grade 12 and go on to...) **It is important that you have this section filled in as it shows that you have a plan and have thoroughly thought out your educational goals:**

Travel required Yes No if yes,

From: _____ (town/city)

To: _____ (town/city)

Details: _____

Note: If changing a program of studies, please refer to Long Term Post-Secondary Guideline 3.6.4 Changing or Pausing a Program of Study, discuss with Education Coordinator before deadline.

Program & Institute Information

Institute Name: _____ **Institute Code: (Office Use)** _____

Institute Address: _____ **Phone No.:** _____

(Registrar's & Bookstore)

Fax #: _____

Institute Type: College University Other _____

Studying: Full-time Part-time

Definition: **Full-time** 3 courses per term (9 credits or more) **Part-time:** 2 courses per term (6 credits or less)

Note: For information on what expenses are eligible, refer to Lax Kw'alaams Local Operating Guidelines (revised July 22, 2020) page 8 3.5.4 Eligible Expenses

Program/Course Name: **Area of Study Code:** _____

On-Line: Yes No **In class (one-on-one)** Yes No **Blended Online/in class:** Yes No

Note: On-line and Web-based/on-line or distance/correspondence courses are eligible for funding

Qualification sought:

Apprenticeship Program College Adult Basic Education Non-certificate courses Bachelors
Masters PhD

Length of Program as specified by the Institute: _____ Months: _____

or Years _____

Are you presently in the program: Yes No **If so, what Level (year) of Program:** _____

Year(s) of sponsorship requested: _____ (information purposes only).

Important dates to remember:

February 28th All new/continuing summer students May – August must apply before the deadline.

June 30th All new/continuing students starting September - April program/courses must apply before the deadline.

October 30th Only new students starting January – April program/courses must apply before the deadline.

If your program/course begins after deadline i.e., **October instead of September**, you still need to start the application process **before the deadline of June 30th**. Any questions or if you need further clarification, please contact the **Education Coordinator** before the deadline.

**Post-Secondary / University College Entrance Preparation Program
agreement between the Lax Kw'alaams Indian Band
and the following student:**

Name: _____

As a student being funded by the Lax Kw'alaams Indian Band, I respectfully agree to the following conditions for funding received under the Post-secondary/University College Entrance Preparation Program for the school year from _____ to _____
(DD/MM/YY) (DD/MM/YY)

1. I understand the minimum requirement for full sponsorship is 3 courses (9 credits) or more per semester, for post-secondary education and university college entrance preparation program. I understand that may be eligible for travel, tuition, and books. **Initial** _____
2. If funded for part-time sponsorship, less than 3 courses per term, I understand that may be eligible for tuition and books. **Initial** _____
3. I understand that I am to send in an official or unofficial transcript at the end of each semester via email, or fax in order to release my training allowance. **Initial** _____
4. I understand that the training allowance and tuition payment may be put on hold for the month following the end of the semester until transcripts are received. **Initial** _____
5. **I will report:** my progress, and if circumstances arise to inhibit my attendance at the Post-Secondary institution, to the Lax Kw'alaams Indian Band c/o education coordinator. **Initial** _____

Progress report is due as follows:

- Once Per Term - Continuing students who have met the minimum requirements.
 - Monthly - New students / Probationary Students – once per month for one term & in second term once per term if you have met the minimum requirements.
 - Monthly - Trades and upgrading students – once a month
- Each year a schedule will go out stating the progress report due dates **Initial** _____

6. I understand that the minimum standard of success required by me is I will maintain the minimum grade for my level of education as follows:

- C Average – High School going into post-secondary for the first time & certificate level.
- C+ Average – Diploma Level
- B Average – Bachelor Level/undergraduate level students
- B Average – Masters Level
- B Average – Doctorate Level

Anything less than may result in part-time funding (tuition, & books) **Initial** _____

7. I understand that in the event of withdrawing from the post-secondary institution that I must immediately inform the education coordinator of the Lax Kw'alaams Indian Band and that my funding will be discontinued in the event this happens. **Initial** _____

8. In the event of withdrawing from the post-secondary institution, I understand that all paperwork will be taken care of officially before leaving the institution to prevent further billings to the Lax Kw'alaams Indian Band. **Initial** _____

9. In the event of not informing my sponsor I will take full responsibility of my actions and agree to repay funds to the Lax Kw'alaams Indian Band that has been allocated on my behalf to the post-secondary institution for tuition, books, supplies and any training allowances for the semester in which I withdrew. **Initial** _____

10. I understand that I must attend classes regularly and be on time. In the event of absences, a phone call will be made to the institute. Training allowance will be suspended if absenteeism occurs without a valid excuse. If the absence is for medical reasons, I must submit doctor/dentist note(s) and that I will prove to the band that I am improving my attendance & caught up on all my assignments/quizzes/exams before continuing the training allowance. **Initial** _____

THIS AGREEMENT SIGNED THIS DATE _____ (DD/MM/YY)

EFFECTIVE FROM: _____ (DD/MM/YY)

SIGNED: _____

Student's Signature

Education Coordinator's Signature

COPY TO STUDENT

SIGNATURE PAGE

Applications will only be accepted which have been signed by the Applicant. If the Applicant is less than 19 years of age up signing, a parent and/or legal guardian must also sign the application.

By signing this application, I _____ of _____ (address) located in _____ (town/city) therefore assert and guarantee, the information is accurate and true. Further, I understand that any misrepresentation will result in immediate termination of funding, and that I will not be able to secure further funding. **Initial** _____

Further, I, _____ (print name) also agree to advise the Lax Kw'alaams Band Education Coordinator of any changes to my status, or conditions of my funding, including changes to any course(s). **Initial** _____

Further, I, _____ (print name) fully understand my obligation to myself in pursuing my career goal(s), and to the community of Lax Kw'alaams in providing funding for my education, which is a privilege, not a right, and I will conduct myself accordingly to not bring disrespect upon myself or my community. **Initial** _____

Further, I, _____ (print name) understand that it is my obligation to provide all necessary documentation, and my application processing will not be completed without me providing all the necessary documentation. **Initial** _____

Signed this date _____ at: _____ **town/city**
(DD/MM/YY)

Applicant Name: _____

Applicant Signature: _____

Witness Name: _____

Witness Signature: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Relationship to Applicant: _____

PERMISSION FOR RELEASE OF INFORMATION

I _____ (print full legal name) hereby agree that Agencies and/or Institutions listed below, may release information to the Lax Kw'alaams Band Education Coordinator, only during my school months from: _____ to: _____
(DD/MM/YY) (DD/MM/YY)

- College or University I am attending.
- Institutes: First Nations Coordinator
- Employment Insurance (EI)
- HSEDS/TRICORP/Lax Kw'alaams Business Development/Transitions/ACCESS
- Other possible funding sources
- Ministry of Human Resources (Social Assistance)
- Workers Compensation Board (WCB)

I _____ (name) hereby consent that the Lax Kw'alaams Band may also share my relevant personal information in regard to my application for funding to the above funding institutions during the time frame noted above. **Initial** _____

I _____ (name) give permission to be interviewed, photographed, and/or videotaped by the Lax Kw'alaams Band and/or designated, and consent to the use of this material in any public communications, including social media, website, and print newsletters on behalf of the Lax Kw'alaams Band. **Initial** _____

Signed this date: _____ **at:** _____
(DD/MM/YY)

Applicant Name: _____ **SIN** _____

Applicant Signature: _____ **DOB** _____
(MM/DD/YY)

Witness Name: _____

Witness Signature: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Relationship to Applicant: _____