

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 1<sup>st</sup> 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:** \_\_\_\_\_

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**Next of Kin: Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Accommodation:**  Rental  Live with parents or Other: \_\_\_\_\_

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**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

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**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).

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**Important dates to remember:**

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

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

**October 30<sup>th</sup>** 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 30<sup>th</sup>**. 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:** \_\_\_\_\_