



# Post-Secondary Application

F038 Post-Secondary Application

March 27, 2016

Re: Post-Secondary Application

Dear Applicant:

Enclosed is an application form for post-secondary sponsorship with the Gitxaala Nation. Please complete the entire application and include necessary documents and forward to:

**Gitxaala Nation**                      **FAX to 1-250-848-2238**  
**Education Department**        **OR**        **c/o Education Department**        **OR**  
**education@gitxaalanation.com**  
**P.O. Box 149**  
**Kitkatla BC, V0V 1C0**

The following information should be included with the application prior to avoid refusal or delays. If the information does not accompany the application due to circumstances beyond your control, the application should be submitted along with a letter stating why the documents are not available.

1. A course description, length of program, and # of credits for completion, including pre-requisites for the program, tuition, cost of books, and any other expenses.
2. An acceptance letter from the educational institute **MUST** accompany your application in order for your application to be considered.
3. A copy of your most recent transcripts.
4. Applicants **MUST** provide a letter of recommendation from an academic counselor or educator.
5. A letter of introduction about self, containing information on their career goals, your reason for attending post-secondary, your reason for choosing the program that you chose.
6. The applicant is requested to include a breakdown of their cost of living expenses (accommodation, monthly travel, etc.). Travel is available only if the courses are not available at an institute that is closest to your current address.
7. For applications to be considered they **MUST** be received before the deadline of May 25<sup>th</sup>. This is to start in September of the following school year. If you are applying for a program beginning in January your application must be received a minimum of 2 months prior to the start of your program.
8. **Any Post-Secondary Program with a Grade 10 requirement, will be denied**

To be eligible for sponsorship prospective students must have a valid email address to communicate from. Any further questions, please call me at 1-250-624-2437. My e-mail address is [education@gitxaalanation.com](mailto:education@gitxaalanation.com).

Sincerely,

Education Coordinator



**Education History**

<u>School Name</u>	<u>Address</u>	<u>Diploma/Certificate</u>	<u>Years</u>

***(Copies of transcripts should be enclosed)***

<b>Highest grade completed:</b>	<b>School Name:</b>
<b>Has Gitxaala Nation ever sponsored you? YES NO</b>	<b>If yes, what year?</b>
<b>Program sponsored for?</b>	<b>Was this completed? YES NO</b>
<b>If NO, why:</b>	

**Program Applying for:**

<b>Program:</b>		<b># Credits:</b>	<b>Length of Program:</b>
<b>Name of Institute:</b>			
<b>Address of Institute:</b>			
<b>Telephone #:</b>		<b>Fax #:</b>	
<b>Start Date/Semester:</b>		<b>End Date/Semester:</b>	
<b>Tuition:</b>	<b>1<sup>st</sup> Semester Cost \$</b>	<b>2<sup>nd</sup> Semester Cost \$</b>	
<b>Books:</b>	<b>1<sup>st</sup> Semester Cost \$</b>	<b>2<sup>nd</sup> Semester Cost \$</b>	
<b>Please state what your career goal is:</b>			
<b>To be complete by the year:</b>			

**Funds Applying For:**

*(please provide cost for monthly travel for city transit).*

**Mark with an X:**

<b>Living Allowance:</b> _____	<b>Tuition:</b> _____	<b>Books:</b> _____	<b>Supplies:</b> _____
<b>Monthly Travel (city transit)</b>		<b>Seasonal Travel</b>	

**Application Approval:**

\_\_\_\_\_ *Education Coordinator*

\_\_\_\_\_ *Date*

**I \_\_\_\_\_ have been informed of and understand ALL required information and documentation that is necessary for my student file. I understand that with the information that I provide, my funding will be reviewed according to the information that I have provided. I understand that if any information is found to be false or inaccurate my application will not be considered. I understand that my application will be reviewed in accordance to the Gitxaala Nation Education Department Policies.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Gitxaala Nation Post-Secondary Sponsorship Agreement**

Prior to approval of financial sponsorship, each applicant must agree to the following terms and conditions.

1. It is the applicants' responsibility to provide the Gitxaala Nation Education Department with the following information, with the understanding that their funding is subject to the information they provide.
  - **Letter of acceptance from the educational institute**
  - **Complete and forward a release of information waiver form and return a copy to the education department.**
  - **Letter of recommendation from a counselor or educator.**
  - **Name of counselor & institute that you will be corresponding with.**

***The above documents must be included for your application to be considered.***

2. You must advise the Gitxaala Nation Education Department immediately if:
  - **You are placed on Academic probation or suspension by the college/university.**
  - **You intend to withdraw from a course or program.**
  - **You have a change of address.**
  - **You are unable to register for a full course load.**
  - **You are unable to write a required exam.**
  - **You've been notified by college/university that you have been unofficially withdrawn from your current program.**

***Failure to inform Gitxaala Nation of one of these items will result in removal of sponsorship.***

3. An official transcript must be forwarded to the Gitxaala Nation Education Department at the end of EACH term or semester. If monthly reports are the only option, they will replace the transcript, provided that you have not completed a course within that time. ***Each student must provide the Gitxaala Education Department with progress reports upon request.***
4. The student must maintain a minimum GPA equivalent to a C average.
5. Any ***misrepresentation or failure*** to notify Gitxaala Education Department of any changes that will affect continuation of funding then severe actions will be implemented. Any funds issued to you before your withdrawal or suspension from the course or program must be returned IN FULL to Gitxaala Nation. If funds are not returned, future sponsorship will be jeopardized.

**Gitxaala Nation Post-Secondary Waiver Form**

I \_\_\_\_\_ authorize this waiver form, for the educational institute to provide the Gitxaala Nation Education Department, First Nations Advisors, or the counselor at the education institute with information pertaining to me.

I \_\_\_\_\_, hereby authorize the registrar of, \_\_\_\_\_, to release information concerning:

- **Attendance**
- **Progress and Grades**
- **Transcript information**

To the First Nations' Advisor, counselor, and to the:

**Gitxaala Nation  
c/o Education Coordinator  
11 Ocean Drive  
P.O. Box 149  
Kitkatla BC, V0V 1C0**

**Student Name:** \_\_\_\_\_ **Student #:** \_\_\_\_\_

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

**Phone #;** \_\_\_\_\_ **E-mail;** \_\_\_\_\_

**Educational Institute;** \_\_\_\_\_

**Program;** \_\_\_\_\_ **# of years;** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date;** \_\_\_\_\_

**First Nations Liaison:** \_\_\_\_\_ **phone #;** \_\_\_\_\_

**Counsellors Name:** \_\_\_\_\_ **phone #;** \_\_\_\_\_

**Student Signature;** \_\_\_\_\_ **Date;** \_\_\_\_\_

**Education Department;** \_\_\_\_\_ **Date;** \_\_\_\_\_



**APPROVAL AND ACCEPTANCE**

I \_\_\_\_\_ have read and hereby acknowledge and accept all terms and conditions presented. I also understand that any funding I may receive will be set in accordance with the information that I provided.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Before submitting the application please ensure you have the following attached to your application.**

To ensure all required documents are included, review the following:

- \_\_\_\_\_ **Letter of introduction**
- \_\_\_\_\_ **Acceptance Letter from the educational institute**
- \_\_\_\_\_ **Copies of birth certificates and/or status cards**
- \_\_\_\_\_ **Course/Program information package**
- \_\_\_\_\_ **Price list for books / course expenses**
- \_\_\_\_\_ **Letter of recommendation from a counselor or educator (Upon Request)**
- \_\_\_\_\_ **Banking info – for direct deposit purposes ONLY**