

**POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) AND UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP) APPLICATION CHECKLIST**

The following checklist itemizes the requirements for a complete application.

**Please INITIAL each below:**

1. Read PSSSP and UCEPP guidelines in the “Takla Nation Adult and Post-Secondary Education Handbook” and related policy and procedures and understand student responsibilities

and funding requirements \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Completed Funding Application Form \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Completed all the attachments mentioned in the Appendix of the Application Form:
	1. Further Education Plan **(all students)** \_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Official transcripts from last semester or Grade 12 (or equivalent) onwards including copy of diplomas and certificates achieved **(new students)** \_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Official letter of acceptance from a public Post-Secondary Institution **(new students)** \_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Copy of chosen program from the Institution’s calendar **(new students)**  \_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Copy of Status Card (front & back) **(new students)** \_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Pre-Authorized Direct deposit form or void cheque issued by bank (new students) \_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Signed Academic Records Release Form **(all students)** \_\_\_\_\_\_\_\_\_\_\_\_\_
1. Any other documents (example: copy of identification document for dependents) \_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



## **PSSSP AND UCEPP FUNDING APPLICATION FORM**

Only complete funding applications along with supporting documents and a signed checklist, submitted as **ONE COMPLETE PACKAGE**, will be processed.

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| **APPLICANT INFORMATION** |
| First Name: Last Name: |  |
| Status Registration Number/Band Number **(Required)**: |
| Date of Birth (DD/MM/YYYY): |
| Permanent Mailing Address: |
|  |
|  |
| Email Address **(Required)**: |
| Phone Number **(Required)**: |
| Emergency Contact: |
| Marital Status (Please Circle): Single Common Law Married |  Separated/Divorced |
| Are You Currently Employed? (Please circle): Yes No Employer Name:  |
| If Yes, do you plan to continue employment? (Please circle): Yes No |
| If Yes, please explain: |
| **SPOUSE INFORMATION** |
| First Name: Last Name: |  |
| Employed: Yes No Employer: |
| Income Per Year: |
| **\*\*Please note that there is an income limit set by Revenue Canada for a spouse to qualify as a dependent spouse\*\*** |
| **DEPENDENT INFORMATION (CHILDREN 18 YEARS AND YOUNGER)- COPY OF IDENTIFICATION REQUIRED** |
|  **First Name Last Name Date of Birth Relationship** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| Are you receiving accommodation (room and board) for any of the dependents? Yes No**(This is important to calculate your monthly living allowance)** |
|  **\*\*Please attach a copy of identification for each dependent if applicable\*\*** |
| **PREVIOUS ACADEMIC HISTORY** |
| Secondary School Last Attended: |
| Address: |
| Level of Achievement: Date Received: |
| Previous Post- Secondary Institution Attended: |
| Address: |
| Level of Achievement: Date Received: |
| Previous Post- Secondary Institution Attended: |
| Address: |
| Level of Achievement: Date Received: |
| Have you received funding from Takla Nation previously? Yes No |
| If yes, was the funded program completed? Yes No |
| **\*\*If a previously funded program has not been completed please indicate the reasons in your further education plan and outline your plans of completing the program. If applying to a different program, please indicate your program completion plan\*\*** |
| **\*\*PLEASE ENSURE A COPY OF TRANSCRIPT FROM EACH INSTITUTION (GRADE 12 onwards) IS ATTACHED TO THIS APPLICATION\*\*** |
| **PROGRAM INFORMATION** |
| Post- Secondary Institution: |
| Address: |
| Program Name: |
| Academic Program Length (Please circle): 1 2 3 4 5+ |
| Full Time: Part Time: |
| Start Date: Expected Completion Date: |
| Type of Program (Please circle): Certificate Diploma Bachelor Masters Doctorate  |
|  Level of Education (Please circle): UCEPP Certificate Diploma Bachelor Masters Doctorate |
|  Prerequisites (Please circle): Required Complete |
|  Expected Graduation:  |
|  Program Cost **(Please check college or university website for costs)**:  Academic Year 1 Cost: Academic Year 2 Cost: Academic Year 3 Cost: Academic Year 4 Cost:  Additional Academic Year Cost:  Total Program Cost:  |
|  Area of Study- Category Sub-Category |
|  Year 1 Number of Courses: Number of Credits: |
|  Year 2 Number of Courses: Number of Credits: |
|  Year 3 Number of Courses: Number of Credits: |
|  Year 4 Number of Courses: Number of Credits: |
|  Year 5 Number of Courses: Number of Credits:  |
| **\*\*It is required that you attach a complete list of all the courses you must take in each year. If you happen to fail a course, the failed course will only be funded once\*\*** |
|  **COURSE SCHEDULE FOR EACH SEMESTER** |
|  September to December (Fall) |
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|  |
|  |
|  January to April (Winter) |
|  |
|  |
|  |
|  |
|  May to June (Spring) |
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|  July to August (Summer) |
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|  Do you have additional sources of funding? If yes, please indicate |
|  1. SCHOLARSHIPS: YES NO |
|  2. BURSARIES: YES NO |
|  3. AWARDS: YES NO |
|  4. STUDENT LOANS: YES NO |
|  Have you consulted with an academic or career counsellor? Yes No |
|  Have you spoken with financial aid about funding? Yes No |
|  **DECLARATION OF RESIDENCY** |
| I \_\_\_\_\_\_\_certify that I have been a resident in Canada for twelve consecutive months prior to this date. Signature: Date: |
|  **STUDENT DECLARATION** |
| I accept responsibility for meeting student funding requirements and certify that my answers are true and complete to the best of my knowledge. Signature: Date: |

All enquiries about PSSSP and UCEPP should be directed to:

**Holly West**

**Education Coordinator Takla Nation**

Address: 510 Carney Street Prince George, BC V2M 2K6

Phone: (250) 564 9321. Ext. 3022

E-mail: edcoordinator@taklafn.ca

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| **FOR FINANCE OFFICE USE ONLY** |
| Application Received: Date: |
| Reviewed By: |
| Funding: |  |  |  |  | Approved |  |  |  Denied  |
| Total Number of Months for Living Allowance: |
| Travel: Yes |  |  | No |  |  | Amount: |  |  |
| Level | 1 | 2 |  | 3 | 4 |  | 5 |  |
| Application Approved by: |
| Title |
| Signature: |
| Notes: |

**APPENDIX**

1. Further Education Plan (Please see guidelines to write Further Education Plan on the next page)
2. Official transcripts (mailed directly to Takla Nation)
3. Letter of Acceptance from your institution (new students)
* Please provide a copy of your letter of acceptance from your institution.
1. Copy of your chosen Program from the Institutions Calendar (new students)
* Please visit your institutions website to locate the programs and course selection. Find your specific program, print and attach to this application.
1. Copy of Status Card (front and back) (new students)
* Please photocopy your status card, front and back and attach it to this application. **Please ensure that your status card is not expired.**
1. Pre-authorized Direct Deposit Form or Void Cheque issued by the bank (See sample)
* A student receiving funding must maintain a bank account. The monthly living allowance will be directly deposited into your account each month. Any changes to your bank information must be reported to the Education Coordinator and to Payroll of Takla Nation.
1. Academic Records Release Form (See last page)

**FURTHER EDUCATION PLAN**

**Please write a letter to Takla Nation Chief and Council addressing the following questions in your Further Education Plan:**

1. What are your education goals and how do you plan to accomplish them?
2. Do you have any previous education or employment history? Will it help you in your current education and employment goals?
3. What is your post-secondary institution and program of choice and why?
4. How will your education benefit you and Takla Nation?
5. Do you have employment goals with the Nation and its agencies after completing your program?

### SAMPLE PRE-AUTHORIZED DIRECT DEPOSIT FORM/VOID CHEQUE BANK AUTHORIZATION FORM





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### ACADEMIC RECORDS RELEASE FORM

NAME OF STUDENT:

STUDENT NUMBER:

INSTITUTION NAME:

ADDRESS:

ACADEMIC YEAR:

ATTENTION: OFFICE OF THE REGISTRAR

To whom it may concern,

In signing this form, I grant Takla Nation Education Department permission to verify my attendance, academic progress, education costs and any other records deemed necessary while I am attending this institution and receiving financial assistance or funding from Takla Nation.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Takla Nation Education Department will keep a copy of the Academic Records Release Form on its files for records.**