



**POST-SECONDARY PROGRAM  
SPONSORSHIP APPLICATION CHECKLIST**

- Copy of Status Card
- Acceptance Letter from post-secondary institution
  - Course Registration
  - Program outline, including a start date & hopeful graduation date
  - Intersession or Practicum description & permission to enroll from Dean or Program coordinator
- Most recent transcripts
- Verification of Program Costs
  - Book & Supply list
  - Tutor request form completed, if required
  - Technology request form completed, if required
  - Travel assistance request form, if required
- Verification of dependent spouse income no more than **11,635** annually; *living allowance rate will default to employed spouse rate if income verification is not provided*
- Current childtax document naming each eligible dependent child as defined by CRA
- Copy of rental agreement, if required

**Notes:**

APPLICANT :



Quw'utsun Syuw'entst Lelum'  
Cultural & Education Department  
5744 Allenby Road Duncan, BC V9L 5J1  
Ph. (250) 715-1022

**POST-SECONDARY APPLICATION FOR SPONSORSHIP**

**Please note the following important dates:**

May start-dates	Deadline for application is <b>February 15</b>
September start-dates	Deadline for application is <b>May 15</b>
January start-dates	Deadline for application is <b>October 15</b>

The information collected on this form, including supporting documentation and materials, will be used to support the **Application for Sponsorship** process and for making decisions regarding sponsorship eligibility. The information is stored and maintained on the student's file and is collected as required by the Quw'utsun Syuw'entst Lelum' Policies and Procedures. **All documentation provided to and/or produced by Cowichan Tribes for use in the post-secondary application process will remain the property of Cowichan Tribes.**

Completed applications are processed on a first come first serve basis according to the priority ranking list described in Section 4.1 Student Eligibility and Priority, of the Cowichan Tribes post-secondary program guidelines. Students will be notified up to **two times** that information is missing from the application, 3 weeks after the final notification the file will be marked incomplete and archived.

**By Signing below, the applicant agrees to the following:**

- 1. I declare I am a Cowichan Tribes Band Member and have been residing in Canada for the Past 12 Months**
2. I consent to the release of my information to all organizations involved, regarding academic progress, attendance, and transcripts for the duration of my acceptance and sponsorship.
3. I certify that all statements in this application are true, complete and subject to verification by Cowichan Tribes; I understand that misrepresentation of my information, in any way, may warrant denial of my application or suspension of my funding contract.
4. I have read and I understand the Student Responsibilities and the Policy & Procedures Guidelines. I agree to comply with all program policies to maintain my eligibility for funding for the duration of my sponsorship.

**Signature** \_\_\_\_\_

Application Submission date:



**PERSONAL INFORMATION FORM**

Full Name <i>First, Middle(s), Last</i>			
Social Insurance Number			
Band Number (required)			
Date of Birth	Month	Day	Year
Permanent Address			
E-Mail Address (REQUIRED)			
Telephone Number(s)			
Emergency Contact Emerg. Contact Phone			
<b>Applicant type</b>	<input type="checkbox"/> Continuing student <input type="checkbox"/> Recent high-school graduate <input type="checkbox"/> Previously on wait list <input type="checkbox"/> Full-time New applicant <input type="checkbox"/> Part-time New applicant <input type="checkbox"/> Returning after stepping away from studies		
<b>Please describe your living situation:</b>			
<input type="checkbox"/> Single Student <input type="checkbox"/> Single living with parents <input type="checkbox"/> Single parent with dependent(s) <input type="checkbox"/> Married student with employed spouse / common law <input type="checkbox"/> Married student with dependent spouse (spouse income must be verified)			
<b>List of Dependents (List legal names):</b>	<b>Birth Date</b>	<b>Age</b>	<b>Relationship to you</b>
Last Name:                      First Name:	Yr Mo Day		





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**PROGRAM & INSTITUTION**

Training Institution	
Training Institution contact information	Contact Person:  Address:  Telephone:  Email (REQUIRED):
Program Name	
Start Date	
End Date	
Graduation or Completion date	
Are you going to be Registered as a Part-time or Full-time Student?	
<input type="checkbox"/> Full-time (min. 12 CR/semester or equivalent)	<input type="checkbox"/> Part-time (less than 12 CR/semester or equivalent)
Please describe the estimated costs of your program (verification required)	
Tuition estimate	
Book estimate	
Have you already been accepted? <i>If yes, what year are you entering?</i>	
<input type="radio"/> No <input type="radio"/> Pending	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth
Will you require summer studies or practicum? Please describe. (Verification required)	
Start/End dates	



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### INFORMATION RELEASE

By signing this release, the student authorizes the following third party contact(s) to:

1. Communicate with Cowichan Tribes Education regarding the student's file on their behalf and/or
2. Pick-up payments. (For example: a parent/sibling who would pick up payment on your behalf)

The student also recognizes that the contacts listed below are not the primary contacts for this file. Although Cowichan Tribes will accept inquiries from the authorized contact(s), all correspondence will continue to be made with the student.

This Release remains in effect for the duration of the request for funding. It is the student's responsibility to advise Cowichan Tribes if there is a change in the third party authorized contact(s).

### AUTHORIZED THIRD PARTY CONTACTS

Contact 1:

Full Name	
Relation to student	
Address	
Telephone Number	
<b>Student Signature</b>	

Contact 2:

Full Name	
Relation to student	
Address	
Telephone Number	
<b>Student Signature</b>	



### **Student Responsibilities**

#### **Section 4.5 of Post-Secondary Policy Guidelines**

1. ***Students are required to attend at least 75% of their classes.***
2. A student must pay back any monthly living allowance, books and tuition costs provided, where they do not attend or they quit the program of study after receiving living allowance. Subsequent applications will not be processed until this is repaid in full, and future living allowance may be garnished until fees are paid back.
3. ***Halfway through each semester the student must check-in*** with their Post-Secondary Advisor by e-mail, or in person
4. ***Students must maintain good academic standing*** with a minimum grade point average of C+ or higher. Where a student does not maintain this, they may be placed on academic probation or their funding may be suspended or terminated.
5. ***Students must submit transcripts within 15 days of the end of each semester;*** failure to do so will result in suspension of funding until the student's file is up to date.
6. If a student has failed or completed a course or achieved a grade of C+ or better, Cowichan Tribes will not pay for that course again; the student is responsible for seeking alternative funding or paying for the course themselves.
7. ***Students are responsible for ensuring that the funding received is used for the intended educational expenses,*** as set out in these Guidelines.
8. Students are responsible for registering for courses as required by the post-secondary institution and provide a copy to the Post-Secondary Advisor. Late registration fees are the responsibility of the student.
9. ***Students must inform the Post-Secondary Advisor of any changes in their enrollment status*** from full-time to part-time in advance of any such change.
10. Students who intend to drop or add courses must notify the Post-Secondary Advisor in advance of any such change. Course selection is very important for determining funding eligibility and students may be required to reimburse Cowichan Tribes for a course dropped without a valid reason. Students adding courses may be eligible for additional funding assistance, subject to available funds.
11. ***Students must submit all pertinent documents*** demonstrating the student's enrollment and progress in their program of study, including: admission letter, course timetables, transcripts or progress reports. Registration and enrollment documents indicating course titles and credit allocation must be submitted prior to the commencement of classes.
12. ***Students must keep their contact information current*** with the Post-Secondary Advisor, including home address, e-mail and phone numbers



**STUDENT APPLICATION AGREEMENT**

*Please ask the staff for help if you are unclear about any part of this form.*

**Please read and initial each bullet point:**

- I have read and I understand the Student Responsibilities, and the Post-Secondary Policy & Procedures Guidelines
- I acknowledge that in the event that I do not comply with any of the following requirements, I may be denied further funding by Cowichan Tribes.
- I certify that all of the information I have provided to Cowichan Tribes is true, correct and complete in every respect and that it is subject to verification by Cowichan Tribes.
- I will supply originals of all requested documents, receipts for reimbursement, marks, and education related documentation, including records of attendance and progress reports to Cowichan Tribes.
- I will immediately report any change of residence, dependents, telephone or other contact information to Cowichan Education Department.
- I accept responsibility for satisfying the academic or training requirements of the institution I am planning to attend.
- I agree to manage educational assistance funds to the best of my ability.
- I am responsible for all training expenses incurred in excess of the agreed upon amount. In all cases, Cowichan Tribes will not be held responsible for any expenses not agreed to prior to the expense being incurred.
- I will reimburse Cowichan Tribes for training costs incurred on my behalf should I leave the program without notification or fail to attend or collect living allowance in a fraudulent manner. I will not be eligible to participate in further Cowichan Tribes funded education until all monies owed have been repaid or collected via garnishing of my future living allowance cheques.
- Upon Graduation, I will honor the follow-up request after the completion of my training and I will provide a personal written evaluation of my educational experience upon completion.

***This authorization remains in effect for the duration of my request for funding.***

\_\_\_\_\_  
Full Legal Name (Please print) \_

\_\_\_\_\_  
Signature