

APPLICANT MEMORANDUM

TO

DATE






FAX ()

PAGES: 8 (including this page)

FROM: EDUCATION ADMINISTRATOR

RE: **2011/2012 Sponsorship Application Package**

Attached you will find a Post Secondary Sponsorship Application for the 2011/2012 academic year from the Education Department of Gingolx Village Government. Applications are accepted but are **dependent of funding availability at any given time**. Please complete our application according to the PSE applicant check list listed below

-  **Application Deadline** is June 15, 2011 at 5:00 pm. All applicants must submit all required documents listed on the application check list below
-  **Incomplete Applications** will not be accepted
-  **Continuing Students** are required to re-apply every year and must complete the full application process according to check list below
-  **Application can be faxed but please mail original application afterwards**
-  **Please keep a copy of your application for your personal records**

All applications will be brought forward for review, consideration and/or recommendation for approval of Post Secondary funding by the Education Board

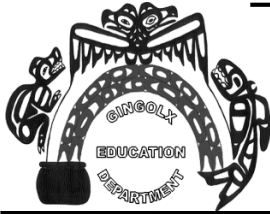
PSE Applicant Checklist

- 2010/2011 Original Official Transcript (*If you do not provide an original official transcript of your latest education to our office by June 15, 2011 your application will be considered incomplete; Please "mail" your transcript. Faxed, photocopy or web-based format will not be accepted*)
- PSE Sponsorship Application for the 2011/2012 Academic Year (*Included in this package*)
- Letter of Intent (*Detailing Educational Goals etc.*)
- Gingolx Post-Secondary Student Contract 2011/2012 (*Included in this package*)
- Post Secondary Release of Information Form (*Included in this package*)
- Release of Information Form (*Included in this package*)
- Acceptance Letter from Institution and institution verification of **tuition cost per semester, textbook costs** and start and end date of program for academic year applying for

Because you are graduating out of high school this year you are not required to submit a original official transcript; we will accept an unofficial transcript. Most high schools are unable to process official transcripts until the end of June; however you are required to submit all other items on applicant check list by the deadline date.



2011/2012 PSE SPONSORSHIP APPLICATION
Education Department of Gingolx Village Government 607 Front Street Kincolith, BC V0V 1B0
BCToll Free: 1-800-736-5511 or 250-326-4212 Fax: 250-326-4208



Gingolx Village Government

607 Front Street

Kincolith, BC V0V 1B0

BC Toll Free: 1-800-736-5511

Ph: (250) 326-4212 Fax: (250) 326-4208

Email: gingolx_ed@yahoo.com Website: www.gingolx.ca

LETTER OF INTENT

Applicants can submit actual letter of intent; if not this form is available for you to fill in

Name (in full)

Full Address

CHECK ONE

Continuing Student

New Applicant

Previously Sponsored

I am submitting this letter of intent as a notice to the Education Department of Gingolx Village Government as to why I personally wish to pursue post secondary studies.

My long term educational goal(s) is/are to

1 _____

2 _____

Additional Comments

Applicant Signature

Date



Post-Secondary Education (PSE) Sponsorship Application

PART A: Applicant Information

671- _____
Gingolx Registry Number

Nisga'a Citizenship Number

Name (in full)

Permanent Address (Street, city, postal code)

Mailing Address (Cheque mailed to this address)

Male

Female

Date of Birth (DOB)

() _____
Home Phone

() _____
Cell Phone

Email

Marital Status (Please check one box only)

- Single
- Single Parent
- Single living with employed parent
- Single living with unemployed parent
- Married/Common Law with employed spouse
- Married/Common Law with dependent spouse

PLEASE NOTE: If you are declaring dependents on your application you must provide supporting documents for each dependent (names/ages of all dependents) via copies Nisga'a Citizenship, Birth Certificate and/or Status Cards with your application.

1. _____ DOB ___/___/___(mm/dd/yy) ID's provided Yes No
2. _____ DOB ___/___/___(mm/dd/yy) ID's provided Yes No
3. _____ DOB ___/___/___(mm/dd/yy) ID's provided Yes No
4. _____ DOB ___/___/___(mm/dd/yy) ID's provided Yes No
5. _____ DOB ___/___/___(mm/dd/yy) ID's provided Yes No
6. _____ DOB ___/___/___(mm/dd/yy) ID's provided Yes No



PART B: Education Information

Status Full Time Part Time Short Term Other _____

Goal Certificate Diploma Bachelor Masters Doctorate

Program specifications: certificate (8-12 months), diploma (1-2 years), bachelor (2 years +) etc.

Previous Education/Training (School and location)	Diploma/Certificate	Year(s)

Have you received financial sponsorship from this Education Department in the past? Yes No If so, what program did you take and for what length of time? Did you successfully complete this program?

PART C: Assistance Requesting

Please tell us what kind of assistance you are applying for

Tuition Textbooks Living allowance (for full-time students only) Seasonal Travel (to and from permanent residence only, does not include to and from school)

Program of Choice _____

School of Choice _____

Location of School _____

Program START Date _____

Program END Date _____

Fall Semester (September to December)

Full Time Part Time

Winter Semester (January to April)

Full Time Part Time

Spring Semester (May to June)

Full Time Part Time

Summer Semester (July to August)

Full Time Part Time

Expenses Per Year (please provide program fees from Institution for your program)

Tuition \$ _____

Student Fees \$ _____

Books \$ _____

Supplies/tools \$ _____

Tuition, Books and Student Fee expenses for your program can be found at your school of choice

Seasonal Travel \$ _____ (quote lowest excursion rate - round trip)



PART D: Academic Plan for 2011/2012

FALL 2011 SEMESTER (September to December)

Course Code	Course Title	Credits
BCPT 150	EXAMPLE - Business Computers 1	3 cr.

WINTER/SPRING 2012 SEMESTER (January to April)

Spring/Summer 2012: Only if indicated as part of this application and if funding is authorized by the GEB prior to start date of intended studies.

I confirm that the above is complete and accurate. I accept responsibility for satisfying the academic requirements of the above institution and I do realize that any sponsorship received is primarily for financial assistance only; I will manage the education funds to the best of my ability throughout sponsorship.

 Signature

 Date

EDUCATION DEPARTMENT USE ONLY	
Priority _____	Date _____
Approved by _____	for the Education Department

If your contact information (address and/or phone) has changed please contact Nisga'a Lisims Government Enrolment & Eligibility Department to update information in their registry. Diane Stewart, Enrolment & Eligibility Department NLG Toll Free 1-866-633-0888 or (250) 633-3000 Fax (250) 633-3049 Email dianes@nisgaa.net



GINGOLX POST SECONDARY STUDENT CONTRACT 2011/2012

As a sponsored student of the Education Department of Gingolx Village Government (GVG) I agree to the following terms and conditions: retrieved

- I understand that if I am a continuing student with the Gingolx Education Department I also have to complete the application process by the application deadline date set by GED for the next academic year and that the Gingolx Education Board will not consider me for sponsorship if any part of my application is incomplete.
- I understand that I am to attend classes on a regular basis, satisfy all course requirements and meet and maintain an acceptable grade for the Academic Institution being attended.
- I understand that I must be enrolled in a minimum of four courses per semester (*minimum of 12-credits*) and that I must maintain a minimum grade point average of 2.00 level or higher.
- I understand that it is my responsibility to inform the **Education Administrator** (in writing via fax or email) and carbon copied to **Post Secondary Services** if problems arise making it difficult to fulfill the above requirements and to notify of changes that may affect eligibility for continued funding.
- I understand that the Education Administrator/Post Secondary Services of Gingolx Village Government has the right to see progress and attendance reports set forth by the Academic Institution being attended.
- I understand that it is my responsibility to submit **official** transcripts of my marks to the Education Administrator/Post Secondary Services within 2-weeks of receiving them (to be sent via mail).
- I understand that in the event I receive education funds under **false pretences**, I will be liable to **repay** the full amount or any designated portion of the total amount to the Education Department of Gingolx Village Government.
- I understand and agree to inform the Education Department immediately if I should withdraw out of a course/program or be suspended from the Academic Institution being attended.
- I understand that if I do not pass courses sponsored by the Education Department that the same course(s) will not be sponsored for again and will become my own financial responsibility for the course(s).

I understand that I will be denied further educational assistance if I do not meet and maintain the requirements set forth by the Education Department of Gingolx Village Government as per the **Gingolx Post Secondary Education (PSE) Policies Handbook (Nisga'a Post Secondary Education Assistance Program)**.

Student Signature

Date

Name (please print)

Witnessed by (Education Administrator)



POST SECONDARY RELEASE OF INFORMATION FORM 2011/2012

To Whom It May Concern

I hereby authorize Gingolx Education staff permission to obtain any student information regarding my academic status from the _____ teachers
Institution Name
and institution staff. This includes inquiries regarding attendance, courses, grades, tuition and fees and anything other pertaining to my sponsorship with the Education Department of
Gingolx Village Government

Education Department Contacts

Neal Barton – *Education Administrator*
Natasha Moore – *Administrative Assistant*

Student Signature

Date

Student Name (printed)

Students Please Note: You must return this form to our office as part of your sponsorship application for your student file and for our distribution to the institution of choice.



RELEASE OF INFORMATION FORM

To Whom It May Concern

This is formal written authorization for Gingolx Village Government and or Education Department Staff, to release any information regarding requested information to any *Ministry of Social Services & Economic Security District Office, Nisga'a Village Government Social Development Department, Human Resources & Development Canada* (Ministry of Employment & Development for Unemployment Insurance), *BC Family Benefits (Child Tax), Employer, and any other place of business* relevant to my application for sponsorship with Gingolx Education throughout the 2011/2012 academic year.

Do you give our department permission to release information to a member(s) of your family if they should call to request information regarding your sponsorship?

Yes

No

If yes please provide us with the name(s) and contact information that you authorize to receive information

Name Relationship to Student Contact Number

Name Relationship to Student Contact Number

Education Department Contacts

Neal Barton – *Education Department*

Natasha Moore – *Administrative Assistant*

Student Signature

Date

Student Name (printed)

Please Note: Applicant's signature on this document signifies that any of the above mentioned Gingolx Education Department Staff can and will conduct any research necessary pertaining to sponsorship eligibility with Gingolx Education