

## APPENDIX A



SUMAS FIRST NATION

Date of Application: \_\_\_\_\_

Office Use Only:			
New Student	<input type="checkbox"/>	Continuing	<input type="checkbox"/>
Returning	<input type="checkbox"/>	Graduate	<input type="checkbox"/>

### POST-SECONDARY EDUCATION FUNDING APPLICATION

#### APPLICANT INFORMATION

(Eligible applicants must be Status Members of Sumas First Nation, and have been resident in Canada for 12 consecutive months prior to application)

Name:		
Date of birth:	Status #:	Phone:
Current address:		
City:	Prov:	Postal Code:
Email Address:	Emerg. Contact:	

#### MARITAL & EMPLOYMENT STATUS

Please check your current status:    Single <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Separated/ Divorced <input type="checkbox"/>			
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Employer:			
If Yes, do you plan on continuing this employment?	<input type="checkbox"/> Yes	# hours/ week:	<input type="checkbox"/> No

#### SPOUSE'S INFORMATION

Name:		
SIN #:	Employer:	
If Unemployed:	Receiving benefits? <input type="checkbox"/> Y/ <input type="checkbox"/> N	List benefits (EI, WCB, pension, etc)
<b>** Proof of spousal income may be required **</b>		

#### DEPENDENTS

Dependents include a student's spouse, and children of the student and the student's spouse. Children are considered dependents if they are living with and financially dependent on the student. Spousal income level may determine which of the dependents listed below are used in calculation of living allowance funding level.

Last Name	Given Name/s	Date of Birth	Relationship to student

## POST-SECONDARY EDUCATION FUNDING APPLICATION

### PROGRAM INFORMATION

(Eligible Programs must have completion of Grade 12 Secondary studies as a requirement for admission, must be at least one academic year in length, and must be delivered at an eligible institution)

(Eligible Institutions must be degree, diploma or certificate granting, must be recognized by a Province or Territory, and appear on INAC's list of eligible institutions)

Institution Name:		Student number:	
Program Name:		Certification issued on completion: (Degree, certificate, diploma)	
Program Length:	Program Start Date:	End Date: (Anticipated)	
Occupational field:			
<input type="checkbox"/> Full Time <b>OR</b> <input type="checkbox"/> Part Time		Current year of program: ___ of ___	Semester/s applying to be funded for:

### EDUCATION AND TRAINING HISTORY

Name of School	Location	Duration (yrs/ mos)	Completed?	Certification Earned	Sumas Funded?
High School			<input type="checkbox"/>		<input type="checkbox"/>
College			<input type="checkbox"/>		<input type="checkbox"/>
University			<input type="checkbox"/>		<input type="checkbox"/>
Other			<input type="checkbox"/>		<input type="checkbox"/>

### STUDY PLAN (COMPLETE USING YOUR SCHOOL'S CALENDAR)

	Fall Term	Winter Term	Spring Term	Summer Term
Duration				
Number of Courses				
Number of Credits				
FT/ PT				

List months for which living allowance is requested:

Total number of months of living allowance requested:

### PROJECTED COMPLETION PLAN

Year 1: 20__	Number of Courses:	Number of Credits:
Year 2: 20__	Number of Courses:	Number of Credits:
Year 3: 20__	Number of Courses:	Number of Credits:
Year 4: 20__	Number of Courses:	Number of Credits:
Year 5: 20__	Number of Courses:	Number of Credits:
Year 6: 20__	Number of Courses:	Number of Credits:

### TOTAL NUMBER OF CREDITS REQUIRED FOR COMPLETION:

I have consulted with an academic advisor/ career counsellor:  Yes  No

I have made contact with the Aboriginal Support Worker at my institution:  Yes  No

# POST-SECONDARY EDUCATION FUNDING APPLICATION

## FINANCIAL PLAN

### Financial Projection

Estimated Costs	Current Year	Next Year
Tuition		
Fees (only mandatory fees are covered by the program)		
Books/ Supplies		
Living Expenses		
Transportation (not funded separately except in rare circumstances – see operating policy)		

I have made additional applications for funding. They are (please list specifics):

Scholarships  :

Bursaries  :

Awards  :

Provincial/ Federal Student Loans  :

I have spoken with the financial aid department at my institution about funding: Yes  No

## DECLARATION OF RESIDENCY

I, \_\_\_\_\_ certify that I have been resident in Canada for twelve consecutive months prior to this date.

Signature:

Date:

## SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

Signature:

Date:

OFFICE USE ONLY

Application Received on:

Request is:    Approved

Denied

Total Months Living Allowance

(Reasons attached)

Total Tuition

Total Books/ Supplies

**APPENDIX D**

**DOCUMENT RELEASE FORM**  
**[Please return to Sumas Education Administrator]**

Post-Secondary Institution Name & Address:

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**Attention: Office of the Registrar**

To Whom it May Concern:

As a student assisted by Sumas First Nation, I hereby authorize the above named post-secondary education institution to release all transcripts, attendance records, and other documents indicative of my progress to Sumas First Nation.

Student Name:

Student Number:

Program of Study:

School Year:

Please forward the above-mentioned documentation as it becomes available to:

Sumas First Nation  
2788 Sumas Mountain Road  
Abbotsford, BC V3G 2J2  
ATTN: Education Administrator

Or via email to: [Amber.Ned@sumasfirstnation.com](mailto:Amber.Ned@sumasfirstnation.com)

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Student Signature

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Date

## APPENDIX F

### **SUMAS FIRST NATION STUDENT RESPONSIBILITIES AGREEMENT**

**[Please return original to Sumas Education Coordinator]**

Students and those applying for financial sponsorship must agree to and abide by the following terms and conditions:

- i. Accept responsibility to manage the sponsored education funds responsibly, and according to the Sumas First Nation Post-Secondary Education Operating Policy;
- ii. Accept responsibility to follow my institution's regulations and meet the standards required for continuance in my program of studies, including meeting the required Grade Point Average;
- iii. Maintain an appropriate course load for the funding rate requested. Full time is 3 or more courses per term at most institutions;
- iv. Provide transcripts of my marks to the Education Coordinator at the end of each term;
- v. Maintain regular class attendance;
- vi. Provide written notice of course or program withdrawal. Withdrawals must be made prior to the fee reimbursement deadline;
- vii. Consult with my school's student or Aboriginal student services and the Sumas Education Coordinator if I am having problems academically, emotionally, physically or financially that are impacting my studies;
- viii. Advise the Education Coordinator of: changes in program or school, medical absences, living or financial arrangements (includes income, spousal income, marital status, number of dependents, etc). Failure to report changes that could impact funding level will result in suspension of sponsorship;
- ix. Ensure the Education Coordinator has current contact information on file;
- x. Disclose and adhere to any Academic or Funding Probation Agreements.

All students continuing their education in either full or part time studies are responsible to renew their application for post-secondary sponsorship and submit the following documents before the application deadline:

- a) completed and signed application form;
- b) transcript of grades including all courses from the current year or term;
- c) a letter stating education and career goals.

Student funding may be terminated and suspensions will automatically be issued for not less than one term and not more than five calendar years for:

- a) breach of student responsibilities;
- b) academic dishonesty;
- c) probation or suspension as determined by the educational institution;
- d) harassment, including sexual harassment, or other breaches of the institution's code of conduct;
- e) withdrawal from the program without notifying the Education Coordinator, while continuing to collect funding;
- f) violation of the express or implied conditions of the educational policies of Sumas First Nation.

I understand and accept the terms and conditions as presented. I further understand that if I choose not to sign this agreement, I waive my privilege of sponsorship.

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

\_\_\_\_\_  
Date

## APPENDIX G

### STUDENT APPLICATION CHECKLIST

The following is a checklist to assist you with completing your application for post-secondary funding from Sumas First Nation. Please ensure you check each item as you prepare your application, so that nothing is missing.

A complete Application Package includes the following:

- Letter of Intent/ Education & Career Goals (**Returning students** please state which year of studies you are entering, and when you anticipate graduating from your program)
- Complete and Signed Post-Secondary Education Funding Application Form
- Signed Student Responsibilities Agreement
- Completed and Signed Document Release Form

In addition, Sumas First Nation requires the following in support of your application. Any information not submitted with your Application Package must be received by the Education Coordinator prior to funding being issued:

- I have read the Sumas First Nation Post-Secondary Education Operating Policy, and determined that I, my program and institution, are eligible for funding. I know I can contact the Sumas Education Coordinator with any questions I have
- Submission of copies of all required supporting documents, including; Status card, transcripts, certificates or diplomas previously earned, list of books & supplies, etc
- Copy of my current Letter of Acceptance to the program for which I have applied for funding
- Returning students** must submit up to date copies of their grades/ transcript prior to being funded for the upcoming year. Failure to do so will result in living allowance being held and may impact payment of tuition and fees

Please note that applications for funding must be received by the Sumas Education Coordinator by the policy deadlines in order to ensure they are included in the annual budgeting process:

September enrolment deadline – June 30

January enrolment deadline – December 15

Late applications will be waitlisted and approved only if funds are available, in the priority order outlined in the Sumas Operating Policy.