

To all students wishing to apply for Post-Secondary sponsorship:

**Deadline** to submit a complete application is June 15<sup>th</sup> for programs that start in September. If you miss this opportunity the **next deadline is October 15<sup>th</sup>** for programs that start in January. It is best to start the process well ahead of time to ensure we receive a complete application on time.

Review of applications are conducted by a committee. It is my responsibility to ensure your application is complete prior to submitting to the committee for review.

Incomplete applications will not be submitted for review.

If anything is missing, committee members will flag the missing documents and will document their reasons to deny your application. For instance, if you do not submit your "Official Transcripts", your application will be denied. Be sure to have all the supporting documents required to complete your application:

- **Letter of Acceptance from the institute**
- **Letter of Intent detailing your plans**
- **Program Outline from the institute (usually found on the website)**
- **Cost of tuition/books/supplies from the institute**
- **Most recent Official Transcripts**
- **Registration Statement/Student Invoice from the institute**
- **Bank information for Direct Payments**

A fill & sign forms are available on our website: [Post-Secondary – gitlaxtaamiks.com](http://Post-Secondary-gitlaxtaamiks.com)

The completed form will be sent to my email and yours from Adobe when you have finished the process. The form will not be sent back to me until you "Tap to Sign" or "Click to Sign (dependent on the type of device you are using. **If it does not allow you to "Tap to Sign" it means you have not filled all of the required fields.** For fields that do not apply to you, you may use "N/A". Once you "Tap to Sign" or "Click to Sign" a message will pop up indicating you have completed the requirements.