

This Step-by-Step process is a guideline to assist all applicants when completing the requirements for sponsorship with the Nisga'a Post-Secondary Education Assistance Program.

### Step 1:

The Checklist is created for all applicants to ensure you have completed filling in all required forms and provided all supporting documents.

### Step 2:

#### Appendix 1: Page 1

- Have you accessed post-secondary funding before?
- Have you changed your status number from another band to New Aiyansh or vice versa?
- Nisga'a Citizenship card or Status Card: please enclose a copy with your application.

#### Appendix 1: Page 2

- Employed Spouse (if you have an employed spouse or common-law partner, please complete this section). You must submit a copy of your spouse/common-law partner's income tax statement for the previous year.
- What year of your plan are you in? (if this is your first year then you write 1)
- Length of program: this is how many years/months the program will take for you to receive your certification/diploma.
- Program of studies is the name of the program you applied for.
- Start date of the program you are applying to. This is important to know when we start the disbursement of your sponsorship payments.
- End date: when does the program end (the end of the second term of the year you are applying for)

\*\* Applications are based on 1 Academic Year. You must re-apply for continuing sponsorship for year 2 and every year after that until you have completed your program of studies or have reached the maximum years of eligibility.

### Step 3:

#### Appendix 5 – Consent to Release of Information

This allows us to contact CRA to verify the information you have provided to us or request information on the applicant's behalf in the event the applicant is unsuccessful in requesting their income tax statement.

- Nisga'a Village of **"New Aiyansh"**
- Current Tax Year: to December 31<sup>st</sup> previous year

### Step 4:

#### Consent to Release Information (Post-Secondary Institute)

- This allows us to advocate on behalf of the student or to request information for the student.

### Step 5:

#### Appendix 2 – Student Contract

- Please read through the student contract and fill in & sign.

### Step 6:

#### Academic Plan

- You must provide a plan for every year of your program
- Start date of program
- End date of program
- Contact person: the academic advisor
- Contact number of the academic advisor
- Email address of the academic advisor
- Fax number of the post-secondary institution
- Courses registered
- Cost per course
- Start of course
- End date of course



## Step 7:

### Additional documentation:

- Letter of acceptance
- Letter of intent (explain your interest in the program of study, length of the program of study and what your future goals are upon completion of your program of study)
- Program outline (this will be on the college/university website)
- Cost of tuition (this will be on the college/university website)
- Cost of books/supplies (this will be on the college/university website)
- Registration Statement (this is required prior to disbursement of payments to the student aka: Invoice, Confirmation of Enrolment including fee costs)
- Official transcript (from the last high school you attended or post-secondary institution)

[www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/former-student/order-high-school-transcript-or-certificate-former-student](http://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/former-student/order-high-school-transcript-or-certificate-former-student)

- Banking information for direct deposit (this can be downloaded from your online banking or provided to you from your banking institute)