



**NORWAY HOUSE CREE NATION**  
**EDUCATION, TRAINING & CULTURE DIVISION**  
TOLL FREE NUMBER: 1-888-573-6267 OR (204) 359-6296 FAX: (204) 359-6262

## **SPRING/SUMMER SPONSORSHIP APPLICATION**

*(Spring/Summer Session runs from May to June, July or August)*

**SPRING & SUMMER SEMESTER APPLICATIONS DUE BEFORE MARCH 01 by 4:30 p.m. OF GIVEN YEAR**  
*(If March 01 falls on a holiday or weekend, deadline will be moved to the next business day.)*

Please ensure you have the right application for sponsorship as we have 4 sets of applications:

1. New Applicant Form is for those applicants who have never been sponsored either by the Education Division or Employment & Training (E & T).
2. Returning Applicant Form is for those applicants that were previously sponsored in the past either through the Education Division or E & T.
3. Continuing Student Form is for those Students who are consecutively continuing into their second year or more of studies.
4. Spring and Summer Form is only for Students that are continuing their studies into the Spring and/or Summer months.

**SPRING SEMESTER - MAY and/or JUNE**

**SUMMER SEMESTER - JULY and/or AUGUST**

This Norway House Cree Nation Education (NHCN) Training & Culture Division Application Package for Sponsorship is for student who has studies that extend past April 30 of academic year.

To be eligible, you must have been sponsored the previous Fall and Winter semester and your Cumulative Grade Point Average (C.G.P.A.) must be **2.0** or more or a **Grade "C"** Average, or better.

In order for your application to go through the Eligibility and Sponsorship Approval Process, please ensure that all documents are signed where necessary and requested documents are included. If documents are pending such as Transcripts, etc., please notify the Registrar, or mark ***Pending*** on last page of application form.

The NHCN Education, Training & Culture Division will not accept any applications past the deadline date of **MARCH 01** of given year for Spring/Summer sponsorship and ***incomplete*** applications ***shall not be processed***.

***\*Students that will be continuing into their second year or more must reapply for sponsorship each academic year. The deadline for Fall and Winter Session applications is April 01 of any given year.***

If you have any questions or concerns, or require any kind of educational related assistance, please call to speak to one of our Post-Secondary Counsellors at **(204) 359-6296** or toll-free at **1-888-573-6267** during regular business hours. ***(Toll Free only works within Manitoba.)***

## PART A – BASIC PERSONAL INFORMATION

**DATE OF APPLICATION:** \_\_\_\_\_  **FULL-TIME**                       **PART-TIME**

**\*If students are registering for less than six (6) credit hours for Spring (May and June) or Summer (July and August), students will be classified as part-time. Students registering for six (6) or more credit hours for either the Spring or Summer Semester shall be entitled to full-time student assistance and shall include student allowance.**

**\*PLEASE USE YOUR PERMANENT HOME BASE ADDRESS BELOW.**

**APPLICANT:** \_\_\_\_\_ **TREATY #:** 2780- \_\_\_\_\_ - \_\_\_\_\_

**BOX #/STREET:** \_\_\_\_\_ **CITY/TOWN:** \_\_\_\_\_

**PROVINCE:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**S.I.N.:** \_\_\_\_\_ **BIRTHDATE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE #'s:** \_\_\_\_\_

**BANK & BRANCH #:** \_\_\_\_\_ - \_\_\_\_\_ **ACCOUNT#:** \_\_\_\_\_ Savings / Chequing

**ADDRESS DURING STUDIES: (Street)** \_\_\_\_\_

**(City, Province & Postal Code)** \_\_\_\_\_

**WHICH SESSION ARE YOU APPLYING FOR:**    SPRING / SUMMER / BOTH

**HOW MANY CREDIT HOURS WILL YOU BE REGISTERING FOR:**    SPRING\_\_\_\_                      SUMMER\_\_\_\_

**CLAIMING UNEMPLOYED SPOUSE:** Yes / No / N/A                      **SPOUSE'S TREATY #:** 2780- \_\_\_\_\_ - \_\_\_\_\_  
*\*If Spouse is Non-Treaty, applicant cannot claim.*

**Will you be Claiming Special Needs:** *(Must provide Medical Documentation with application to support claim.)*    Yes / No

**WILL YOU BE CLAIMING DEPENDENT(S):** Yes / No                      **IF YES, HOW MANY UNDER THE AGE OF 18:** \_\_\_\_

*-Dependents must be under the age of 18, must be NHCN Band Members and must reside with applicant.  
 -Consideration may be given to dependent(s) and/or spouse who are Members of another Band.*

DEPENDENT(S)	D.O.B.	AGE	TREATY #	RESIDES WITH ME
			2780-	Yes / No
			2780-	Yes / No
			2780-	Yes / No
			2780-	Yes / No
			2780-	Yes / No
			2780-	Yes / No

**\*PLEASE ATTACH RECENT TRANSCRIPT WITH APPLICATION. (Copies Accepted)**

**UNIVERSITY:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**YEAR IN PROGRAM:**                      1 / 2 / 3 / 4 / 5                      **PROGRAM:** \_\_\_\_\_

**EXPECTED GRADUATION DATE:** \_\_\_\_\_ **CURRENT CGPA:** \_\_\_\_\_

**CREDITS REQ'D TO GRAD:** \_\_\_\_\_ **TOTAL CREDITS TO DATE:** \_\_\_\_\_

## **PART B – ESTIMATED COST OF PROGRAM OF STUDY**

1. Applicant is reminded that when searching for the Program of Study that you want to pursue, please find out all book and tuition costs, and all fees associated with that program. You will need to include only the costs for the one academic year in this application as we budget these costs based on the fiscal year.
2. Applicant must also be aware that most Public Institutions have very reasonable book and tuition costs as compared with Private Institutions. Private Institutions are not government funded, therefore, usually have very high tuition costs.

### **EXAMPLES OF PUBLIC INSTITUTIONS IN MANITOBA ARE:**

University of Manitoba, University of Winnipeg, Brandon University, University College of the North, Assiniboine Community College (Brandon) and Red River College.

### **EXAMPLES OF PRIVATE INSTITUTIONS IN MANITOBA ARE:**

Herzing College, Robertson College, CDI College of Business, Technology & Health Care, The Massage Therapy College and The Scientific-Marvel School of Hairstyling & Aesthetics.

3. If applying to an institution outside of Canada, please remember that their currency is different from ours. When doing conversions to Canadian Currency, applicant has to take the current rate into consideration. The Sponsors will only pay the maximum allotted amounts in Canadian Currency. Applicant, if sponsored, must be prepared to pay the difference if applicable. Any sponsorship assistance such as monthly student allowance will also be in Canadian Currency. Conversion must be done by applicant so they know ahead of time if they can afford to take the program.
4. If applying to a program outside of Canada and program is **offered in Manitoba**, travel will only be provided up to the nearest destination that the program is offered. *Example, if applicant applies for program in the United States and the program is offered in Winnipeg, travel will only be issued from home community to Winnipeg.*
5. Student who is willing to pay for their own books and tuition costs and who want to be reimbursed at a future date, must pre-apply for sponsorship and state in Autobiography section of application. To be eligible for reimbursement, student must graduate from their program of study.
6. Upon approval of sponsorship and submission of receipt to The Sponsors, student who pays for their Seat Holding Fee shall be reimbursed.
7. CPR Training and First Aid shall be covered if required for certification.
8. Conferences and Workshop Fees that are not part of the program shall not be covered.
9. As Post-Secondary Counsellors work with many applicants and current students, applicant is reminded that the responsibility lies upon them to:
  - a. Search for their own Program of Study and to find out all costs of that program.
  - b. Fill out all forms to the best of their ability.
  - c. Find out all travel costs if travel is required.
  - d. Download any forms from websites as required such as Transcript Request Forms, etc.
  - e. Due to the Privacy Act, Counsellor cannot access student information, student has to do this.
  - f. Submit all requested documents such as passwords, computer logins and student numbers.
  - g. Submit Letter of Requests to Counsellor for Practicum Allowance, Graduation Preparation Allowance and Travel Requests, two weeks prior to event. Graduation Incentive must accompany copy of final transcript.

**PART B – ESTIMATED COST OF PROGRAM OF STUDY (Cont’d)**

**University/College Fees and Expenses** - Fees and expenses listed below are the *responsibility of students* for payment. At time of Registration, students have the choice of *opting out* of non-compulsory fees such as *Dental, Medical, Gym, Locker, Insurance and Parking Fees*, unless student is willing to pay on own.

- |                                |   |
|--------------------------------|---|
| Interview Expenses             | Apartment Hunting Expenses or Rent and Damage Deposit |
| Living Expenses                | Duplicate Parchment Fees                              |
| Application Fees               | Criminal/Child Abuse Registry Check Fees              |
| Late Registration Fees         | Gym, Locker and Recreation Fees                       |
| Dental or Medical Fees         | Exam/Exam Rewrite or Grade Appeal Fees                |
| Late Course Transfer Fees      | Parking Fees or Bus Pass                              |
| Licensing or Professional Fees | Graduation Fees                                       |

*Some Compulsory Fees* may be covered such as the Canadian Nursing Student’s Association Fees, Health Examination Fees, Immunization Fees, Student Services Fees, Student Association Fees, University Laboratory Fees, Bar Exam Fees, Exam Fees, Laboratory and Material Fees. Students that require any other fee assistance, not listed here, that is related to their program must submit a Letter of Request to their Counsellor. This request must be accompanied by confirmation from the institution the type and the exact amount of fee in question.

**NAME OF PROGRAM:** \_\_\_\_\_, \_\_\_\_ Months/Years     Full-Time     Part-Time

**LOCATION:**  Winnipeg     The Pas     Brandon     Thompson     Other: \_\_\_\_\_

**START DATE:** \_\_\_\_\_    **END DATE OF STUDIES:**     May     June     July     August

**PLEASE ESTIMATE COSTS OF BOOKS & TUITION PER SEMESTER:**

A	B	C	D	
Cost Per Course	# of Courses for May/June	Total (A X B)	Cost of Books	<b>TOTAL FOR SPRING (May and/or June) (C + D)</b>
\$		\$	\$	\$
Cost Per Course	# of Courses for July/August	Total (A X B)	Cost of Books	<b>TOTAL FOR SUMMER (July and/or August) (C + D)</b>
\$		\$	\$	\$
(Must accompany Institution Info.) <b>Additional Fees:</b>				\$
<b>Final Total for Academic Year:</b>				\$

*Applicant is responsible for the difference if amount exceeds \$875 (Eight Hundred Seventy Five) Per Month or up to a maximum amount of \$1750 (Once Thousand Seven Hundred Fifty) for the semester.*

**To be eligible for student allowance and other assistance as outlined in policy, student must be registered for six (6) credit hours per semester. If only registered for three (3) credit hours per semester, only books & tuition will be covered.**

**COST OF BOOKS AND TUITION ATTACHED** (*Download from Institution Website*)

**PART C – CONTRACTUAL AGREEMENT**

*Between*

**“FINANCIALLY SPONSORED STUDENT”**

*Printed Name of Student:* \_\_\_\_\_

*Name of Program:* \_\_\_\_\_

*Year in Program & Length:* (Eg. Year 1 of 4) \_\_\_\_\_

*Institution & Location:* (Eg. UCN – NH) \_\_\_\_\_

*Contract Binding From:* \_\_\_\_\_ **TO** \_\_\_\_\_  
(Start Date of Studies for Spring/Summer) (End Date of Studies for Spring/Summer)

*And*

**“THE SPONSORS”**

*(THE NHCN EDUCATION, TRAINING AND CULTURE DIVISION (Directorate) OR THE NHCN EMPLOYMENT & TRAINING PROGRAM)*

1. *I understand* that the Board and/or The Sponsors, either independently or collectively, have the power to terminate sponsorship if I breach any of the conditions set forth in the NHCN PSEAP and/or this contract.
2. *I understand* that if I am registered for twelve (12) credit hours per semester, that I am classified as a FULL-TIME student and eligible to receive a monthly student allowance, travel allowance if applicable, special needs allowance if applicable, practicum allowance if applicable, and mobility assistance in the amount of **two hundred dollars** (\$200.00) and only if I am a first time new applicant. I further understand that if I should **voluntarily** or **involuntary** withdraw from a course(s) that I will drop down to Part-Time Status classification, which will result in being eligible only for **Books and Tuition** financial sponsorship. As a Full-Time student, I understand Books and Tuition assistance is limited to **seven thousand dollars** (\$7000.00) for both the Fall/Winter semesters; and **three thousand five hundred dollars** (\$3500.00) for the Spring/Summer semesters. *I further understand that if I should exceed these set limits of sponsorship amounts that I am responsible to pay the institution for the difference, and I cannot borrow this money from The Sponsors.*
3. *I understand* that if I am registered for less than twelve (12) credit hours per semester, I will be classified as a **PART-TIME** student and only entitled to **Books and Tuition** financial sponsorship. I also understand that Books and Tuition assistance is limited to **three thousand five hundred dollars** (\$3500.00) for both the Fall/Winter semesters; and **one thousand seven hundred fifty dollars** (\$1750.00) for the Spring/Summer semesters. *I further understand that if I should exceed these set limits of sponsorship amounts that I am responsible for the difference, and I cannot borrow this money from The Sponsors.*
4. *I understand* that I must maintain a minimum of a **“C” Average** or a **Grade Point Average (G.P.A.) of 2.0** for each semester. Failure to maintain these marks may result in being placed on **Probationary Status** for one semester, whereby, I must increase my marks within that one semester to a **“C” Average** or a **G.P.A. of 2.0** or more. In the event that I fail to do so, I understand that I may be terminated from sponsorship without a warning letter and that I shall have no grounds to appeal the termination.
5. *I understand* that I must inform The Sponsors immediately upon withdrawing from a course(s) or from the program. In the event that I fail to inform The Sponsors of my change in registration or academic status, I understand that I may be subject to termination of sponsorship without a warning letter and that I shall have no grounds to appeal the termination.

## PART C – CONTRACTUAL AGREEMENT (Cont'd)

6. *I understand* that the duration of my sponsorship assistance will be in accordance with the official length of the program as defined by the post-secondary institution that I am enrolled in. I also understand that if I withdraw from my program of study for medical or justifiable reason(s), I may be assisted for sponsorship up to one additional academic year and be excluded from any penalty, pending the availability of funds.
7. *I understand* that I may be assisted with sponsorship in a **Level I (Certificate/Diploma)** program after *withdrawing* from **Level II (Degree-Undergraduate)** studies. However, if I have completed a Level II program, I will be ineligible for sponsorship for Level I studies; if I have completed a **Level III (Masters/Doctor of Philosophy-Graduate)**, I will be *ineligible* for sponsorship for Level I and II studies.
8. *I understand* that I will be sponsored for one particular program of my choosing and that I may be sponsored from Certificate/Diploma to Undergraduate to Graduate studies in the same field. This defines that I will not be eligible for sponsorship to take a variety of different programs that are in a different field from my original chosen program.
9. *I understand* that upon sponsorship approval, I will make a personal commitment to ensure my success and that I must attend classes as assigned by institution. Should I be absent for a period of **three (3) consecutive days** without notifying the institution or The Sponsors, I shall be terminated from sponsorship without a warning letter and that I shall have no grounds to appeal the termination. I also understand that in the case of absence from class, I must submit required documentation upon my return to justify my absence. Medical reason(s), court appearances and compassionate leave are considered Excusable Absences and are limited to two (2) days. I also understand that if I have an Unexcused Absence, I will be deducted accordingly from my monthly student allowance.
10. *I understand* that I must communicate with my assigned Counsellor on a regular basis should any changes take place in my registration, address, phone numbers or change in dependent(s)/spouse; I must provide a copy of my registration; I must provide transcript and/or marks after each semester; I must inform if I have been placed on Academic Suspension/Probation by institution; and I must be prepared to discuss my progress. Failure to consult with my assigned Counsellor as outlined above may result in termination from sponsorship without a warning letter and that I shall have no grounds to appeal the termination.
11. *I understand* that there are **NO ADVANCES** or **LOANS** allowed by The Sponsors, or that I cannot request my student allowance before the assigned release date. The Sponsors are also not to be held responsible for any outstanding debts incurred by me such as Student Loans, Bank Loans, Credit Card Debt, Rent, Utilities, extracurricular activities, etc.
12. *I understand* that if I should withdraw from my program of studies without notifying The Sponsors of my actions, and continue to collect the monthly student allowance, I will be ineligible from applying for sponsorship until all monies *collected fraudulently* are reimbursed to The Sponsors and/or I could be charged for committing **FRAUD**, which is a Criminal Offence and punishable by Law. In addition, I must pay the penalty of not being eligible for sponsorship for two (2) years from date of last receipt of student allowance.
13. *I understand* as a Full-Time student, I cannot be simultaneously be in receipt of **Employment Insurance (EI)**, **Social Assistance** or be **Employed with the NHCN Band (Full or Part-Time)** while on Student Allowance. In the event that I am, or will be, in receipt of EI, or become employed with the NHCN Band, I will inform The Sponsors immediately. Failure to inform The Sponsors may result in my termination from sponsorship without a warning letter and that I shall have no grounds to appeal the termination. *As the Government of Manitoba regularly does random audits on students, it is advised that students do not collect Employment Insurance and Student Allowance at the same time, or Employment Assistance (Welfare) and Student Allowance.*

**PART C – CONTRACTUAL AGREEMENT** (Cont'd)

- 14. *I understand* that I must provide a written recommendation from the institution or professor/instructor should there be any **extra course related expenses** not originally covered or if books **exceed** the original allotted amount on the Authorization to Invoice form sent to the institution.
- 15. *I understand* that stolen and/or lost books will not be replaced by The Sponsors and will be my responsibility.
- 16. *I understand* that if I engage in any form of **ILLEGAL ACTIVITY** during my sponsorship, and where I have been formally convicted of such offence, I must submit my Criminal Record Report, with offence listed on the report, to The Sponsors immediately, or upon request by The Sponsors. Depending on the conviction and if it should affect my studies or future employment prospects, The Sponsors shall decide at this time if continuation of my sponsorship is warranted.
- 17. *I understand* that if I have to **REPEAT** a course that I am responsible for the cost of books and tuition.
- 18. *I understand* that in order to participate in the **Norway House Community Graduation Ceremonies**, I must pay a fee, and that the Sponsors are not responsible for payment of my graduation ring or pictures. If I am graduating out of community, I will be eligible for the **two hundred dollar** (\$200.00) graduation preparation allowance and that I must inform my Counsellor with a written Letter of Request 2 weeks prior to graduation.
- 19. *I understand* that upon completion of my program of study and to recognize my academic achievement that I may be eligible to receive a **MONETARY INCENTIVE** upon provision of my final official transcript accompanied with a written Letter of Request to my Counsellor.
- 20. *I understand* that by signing this contract before the sponsorship approval process that it will be deemed invalid until such time that I have been approved for sponsorship.

*“As a financially sponsored student, by either the NHCN Education, Training & Culture Division or the NHCN Employment & Training Program, I have read this Contract and I fully understand its contents; and I solemnly swear that I am obligated to abide by the set conditions and stipulations outlined in this Contract and that all information I have provided is not falsified. Should I breach, without justifiable excuse, any outlined set of conditions, I fully understand that I may be terminated from sponsorship without a warning letter and that I shall have no grounds to appeal the termination. This Contract shall be binding only for the duration of the academic year that I am enrolled in my program of study.”*

*SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_*

\_\_\_\_\_  
*Student's Signature*

**WITNESS:** \_\_\_\_\_  
*N.H.C.N. Education Directorate Representative*

*\*Upon approval of sponsorship, a Directorate Representative shall witness and sign this Contract to make it binding and this original copy will be kept in my main student file maintained by the Directorate until requested or required.*



## PART D – ACADEMIC INFORMATION RELEASE

*As a sponsored student, I hereby authorize and give permission to the NHCN Education, Training & Culture Division and/or to the NHCN Employment & Training Program to access my personal academic information. Information may include, and may not be limited to, copies of my Course Registration, Voluntary Withdrawal(s) and Course Addition(s) Forms, Mid-Term and Final Marks, Progress Report(s), Attendance Record(s), Institution Invoice(s), Assessment(s), Computer Login and Password(s), Academic Suspension, Probation, and Transcript(s).*

**NAME OF STUDENT:** \_\_\_\_\_

**DATE EFFECTIVE:** \_\_\_\_\_, 20\_\_ TO \_\_\_\_\_, 20\_\_

**INSTITUTION:** \_\_\_\_\_

**NAME OF PROGRAM:** \_\_\_\_\_

**STUDENT NUMBER:** \_\_\_\_\_

**COMPUTER LOGIN:** \_\_\_\_\_

**PASSWORD:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

*Failure to submit all information on this form may result in a HOLD of sponsorship until all information requested is submitted to The Sponsors. All students should have this information within the first week of classes. This is to include copies of your Course Registration Forms at the beginning of each semester and can be faxed to (204) 359-6262, attention, Post-Secondary Counsellor.*

*\*All Spring and Summer Sponsored students should have all above information.*



## **PART E – TRAVEL REQUEST APPLICATION FORM**

*As there is no Bus Service to Norway House, a flat rate shall be used from Norway House to Winnipeg and vice versa.*

**APPLICANT:** \_\_\_\_\_

**TRAVELLING FROM:**     Norway House     Other: \_\_\_\_\_

**DESTINATION:**     Winnipeg     The Pas     Brandon     Thompson     Other: \_\_\_\_\_

**MODE OF TRANSPORTATION:**     Bus     Personal Vehicle     Air     Other: \_\_\_\_\_

1. *Applicant is responsible for finding and calculating costs of travel and submitting supporting documentation.*
2. *Bus fare rates can be downloaded from Grey Hound/Grey Goose website and Air Fare quotes can also be downloaded from Air Service Providers. (Airfare has to be justified it is more economical than the bus.)*
3. *If using Personal Vehicle, current mileage in kilometers will be provided using NHCN travel scale.*
4. **THE MOST ECONOMICAL (Cheapest) FORM OF TRAVEL WILL BE USED.**
5. *If application is missing requested documentation, travel will not be processed and applicant will be responsible for their own travel until such time all documents are submitted, and travel will not be retroactive.*
6. *If applying out of Manitoba or Canada and program is offered in Manitoba, travel will be restricted to nearest destination in Manitoba where program is offered. Not applicable if currently residing out of Manitoba/Canada.*

### **NAMES OF ELIGIBLE TRAVEL RECIPIENTS INCLUDING APPLICANT**

NAME	D.O.B.	AGE	TREATY #	COST ONE WAY
			2780-	\$
			2780-	\$
			2780-	\$
			2780-	\$
			2780-	\$
			2780-	\$
<b>COST FOR RETURN HOME AFTER COMPLETION OF STUDIES:</b>				\$
<b>TOTAL COST OF TRAVEL FOR THE YEAR:</b>				\$

ALL REQUIRED DOCUMENTS ARE ATTACHED

**STUDENT SIGNATURE:** \_\_\_\_\_

**TRAVEL FOR ACADEMIC YEAR: 20\_\_ / 20\_\_**

## **PART F – CHECK OFF SHEET**

**MAKE SURE EACH DOCUMENT IS FILLED IN, SIGNED & DATED WHERE NECESSARY AND CHECK OFF TO MAKE SURE ALL REQUESTED DOCUMENTS ARE INCLUDED AND MAKE COPY OF APPLICATION FOR YOUR PERSONAL RECORDS AND SUBMIT ORIGINAL.**

STUDENT CHECK-OFF	DOCUMENT	REGISTRAR CHECK-OFF
	<b>1. (PART A) - Basic Personal Information Completed</b>	
	<b>2. (PART B) - Cost of Program of Study Attached</b>	
	<b>3. (PART C) - Contractual Agreement Signed and Dated</b>	
	<b>4. (PART D) - Academic Information Release Signed and Dated</b>	
	<b>5. (PART E) - Travel Request Form Filled Out, If Applicable</b>	
	<b>6. Recent Transcript(s) Attached, Copies are Accepted</b>	
	<b>7. Other:</b>	
<b>APPLICATION PACKAGE COMPLETE:</b>		<b>YES / NO</b>

*\*If not applicable, please write N/A beside list.*

*If student wants to include personal update, please feel free to attach to application.*

**IF FAXING APPLICATION, YOU MUST MAIL THE ORIGINAL.**

In the *month of April* and no later than the last week of April of given year, applicants shall be notified, via letter, of the decision made by the Post-Secondary Education Advisory/Appeal Board if they have been approved or not approved for sponsorship. Under no circumstances shall sponsorship results be conveyed via telephone or fax.

**IF GRADUATING THIS ACADEMIC YEAR, PLEASE FILL OUT THE GRADUATION FORM TWO MONTHS BEFORE GRADUATION. THIS FORM IS AVAILABLE AT THE EDUCATION DIVISION OR YOU CAN REQUEST IT FROM YOUR POST-SECONDARY COUNSELLOR.**

*\*Please remember that only students attending out of community institutions and who are going to be attending their out of community graduation ceremonies are eligible for the \$200 Graduation Preparation Allowance.*