

CHALO SCHOOL
RR1 Mile 293 Alaska Highway
Fort Nelson, BC V0C 1R0
T: 250.774.7561
www.chaloschool.bc.ca



APPLICATION FORMS FOR CONTUNIUNG STUDENTS

POST-SECONDARY EDUCATION FINANCIAL ASSISTANCE

COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE POST-SECONDARY EDUCATION MANAGER BY:

- March 30 for studies commencing in May
- May 30 for studies commencing in July
- June 30 for studies commencing in September
- October 30 for studies commencing in January

IN OFFICE USE:

APPLICANT'S NAME:

DATE COMPLETED APPLICATION ACCEPTED:

Enclosed is an application package for Chalo School's Post-Secondary Funding Assistance. Please complete the application and include the following documentation:

Documentation to include:

- Cover letter.
- One copy of identification for yourself and each dependant claimed.
 - (e.g. status cards, birth certificates, driver's license)
- Letter of enrollment from the Educational Institution.
- Complete course outline of program. (Courses you will take in each semester.)

In addition:

- Transcripts from last semester if not already received from your previous semester.
- Direct deposit information from the bank if different than your previously funded semester.

Please Note: It is necessary to include your proposed education plan for the entire upcoming academic year. This includes the Spring, Summer, Fall, and Winter semester. This information is imperative to our annual budgeting process.

For the post-secondary application calculating purposes an academic year will start in May and end in April.

Example: May 2024/April 2025 or May 2025/April 2026 would be a complete academic year.

Your application, with all required documents, can be emailed, mailed or delivered directly to the Post-Secondary Education Manager.

Mail/Delivery:

Chalo School
Attn Post-Secondary Education Manager
RR1 Mile 293 Alaska Highway
Fort Nelson, BC V0C 1R0

Applications received by the Post-Secondary Education Manager after the budget is expended will be placed on a waiting list for funding. Incomplete applications will be placed on a pending list until all the information is received and the application can proceed to be reviewed and considered. Please note funding cannot be assured for all applicants.

The deadline date for submission of your post-secondary application can be found on the front of this application and in section 4 of the accompanying guidelines.

Should you require further information, please contact the Post-Secondary Education Manager at 250.774.7651 EXT 444 or karleigh.kotchea@chaloschool.bc.ca.

Sincerely,

Karleigh Kotchea
Post-Secondary Education Manager

PREVIOUS CHALO SCHOOL FUNDING ACCESSED INFORMATION

Have you submitted your official transcripts for your last previously funded semester? Yes No

Did you complete the semester successfully? Yes No

If not, what do you think happened? _____

STUDENT PROFILE

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ S.I.N. _____ Phone # _____

Permanent address: _____ City/Town _____

Province: _____ Postal Code: _____

Address while attending program: _____ City/Town _____

Province: _____ Postal Code: _____

Status # (mandatory) _____ Email: _____

Marital Status: Single Living at Home Married/Common Law Single Living Independently

Legal Gender: Male Female Preferred Identification/Pronouns: _____

Note: Gender is required to match you with ISC records when completing funding reports.

DEPENDENTS RESIDING WITH APPLICANT

Full Legal Name	Age	Relationship to Applicant	Birthday (mm/dd/yyyy)

Emergency Contact

Name: _____ Relationship to Applicant: _____

Permanent Address: _____ City/Town _____ Postal Code: _____

Phone # (mandatory) _____ Email: _____

EDUCATION HISTORY: Please provide the educational history of your current program starting with the first year.

Institute/School	Location	Program	Level Obtained

What are your educational goals and objectives moving forward? _____

EDUCATION PLAN FOR CONTINUATION OF STUDIES:

Student # (mandatory): _____ Enrollment Status: Full Time Part Time Disability

Length of Chosen Program: _____ Current Year of Study: _____

Start Date: _____ End Date: _____

Are there any upcoming circumstances that may affect your participation or attendance? Yes No

If yes, what challenges do you anticipate? _____

STUDY PLAN PROPOSED:

	COURSES TAKEN DURING SEMESTER
FALL (Sept)	
WINTER (Jan)	
SPRING (May)	
SUMMER (July)	

OTHER FUNDING SOURCES / INCOME:

Are you currently working? Yes No How many hours per week? _____

Do you plan to continue working while studying? Yes No How many hours per week? _____

Have you or do you expect to receive funding from any other source outside this application? Yes No

Name of additional funding, award, bursary, etc.	Amount Expected
	\$
	\$
	\$
	\$

Note:

It will be a requirement throughout the year to report any bursaries (name and amount), as well as any awards you receive that go towards your studies. **Please note this will not change or reduce the amount awarded to you in your contract.** This information will be used to assist in Education Department decision making regarding the best use of our wrap around supports and where they may need to be changed to support costs that may not be traditionally covered by other sources. This information will also be kept on file as a student achievement and tracked with our FNFN graduate statistics.

SPONSORSHIP COVERAGE REQUESTED: Please provide estimated costs per semester.

	Fall (Sept)	Winter (Jan)	Spring (May/June)	Summer (Jul/Aug)
Tuition + Fees				
Application/Deposit Reimbursement				
Monthly Living Allowance				
Relocation Expenses				
Christmas Travel				
Laptop Reimbursement				
Other (Please specify)				
TOTAL:	\$	\$	\$	\$

Notes:

1. We do not pay Health and Dental as the majority is covered by Blue Cross under your status. Student's may opt out or pay this fee themselves.
2. Monthly living allowance rates can be found in Appendix B of the guidelines.
3. Travel expenses are calculated at 0.61/km up to maximum of \$650.
4. Laptop reimbursements are a maximum of \$600 and can not be released in advance. Receipts are required.

CONSENT FOR RELEASE OF INFORMATION

Name of Institution/School

Address

City

Postal Code

Attention: Office of the Registrar

As a student currently sponsored by Chalo School, I hereby authorise the above-noted institution to release all transcripts, attendance records and other documents indicative of my progress to the Post-Secondary Education Manager of Chalo School.

Student Name

Student Number

Program of Study

Academic Year

Please forward the above-noted documentation, as it is requested, to:

Chalo School
Attn: Karleigh Kotchea, Post-Secondary Education Manager
RR1 Mile 293 Alaska Highway
Fort Nelson, BC, V0C 1R0
Email: karleigh.kotchea@chaloschool.bc.ca

Signature

Date

POST SECONDARY REPAYMENT AGREEMENT

I, _____, agree to attend and fully participate in _____.
Student Name Program Name

I acknowledge that the cost of this program’s tuition and the course material(s) will be funded through Chalo School. Failure to attend or participate in my program will result in a cost recovery, in which I will be required to return the full amount of the funding allocated to me, to Chalo School.

Failure to comply with this repayment agreement will result in immediate suspension of all access to any program and incentive funding through Chalo School until the full amount of the repayment requested is returned.

I, _____, hereby agree to the terms of repayment outlined above.

Signature

Witness

Date

Date

NOTE: Repayment can only be accepted through certified cheque or money order addressed to Chalo School.

Travel Funds Request

I will be requesting access to a travel advance payment for:

Relocation Purposes: Yes No

Christmas Travel: Yes No

Relocation:

I will be requesting a payment for relocation funds to travel from my hometown _____
to _____ to attend _____.

Planned departure date: _____

In addition, I will also require travel funds to return home upon completion of the academic year. Yes No

Estimated return date: _____

Christmas Travel:

I will be requesting a payment for Christmas travel funds to make a return trip home from _____
to _____ during the scheduled Christmas break this academic year.

I understand that it will be a requirement to submit the receipts related to my relocation and/or Christmas travel advance payments if this travel funds request is approved. Failure to do so will result in amounts owing to Chalo School and can result in a suspension of my funding if not repaid.

Signature

Date

FOR POST-SECONDARY EDUCATION MANAGER USE ONLY:

Relocation Funds Decision: Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Christmas Funds Decision: Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
<input type="checkbox"/> 1 st Relocation Payment \$_____ <input type="checkbox"/> 2 nd Relocation Payment \$_____ <input type="checkbox"/> Christmas Payment \$_____	
Post-Secondary Education Manager Signature:	
Date of Approval:	

STUDENT RESPONSIBILITIES AGREEMENT

I, _____, agree to the following terms and conditions:

- Maintain the appropriate course load for the funding rate requested. Full time is a minimum of 3 courses or 9 credits per semester. 6 credits may be considered full time over the 2-month spring or summer semesters;
- Maintain a minimum grade point average equal to a C+ or better (2.3 GPA) during each semester;
- Provide official transcripts of marks to the Post-Secondary Education Manager at the end of each term within one month of completion of each term;
- Provide registration enrollment documents outlining course titles and credit allocation for the upcoming semester prior to classes starting.
- Maintain regular class attendance;
- Communicate with the Post-Secondary Education Manager in an effective and polite manner to help resolve any sponsorship issues that may arise during the school year. I understand verbal abuse towards the Education Department staff will not be tolerated;
- Provide written notice of course or program withdrawal. Withdrawal must be made prior to fee reimbursement deadline or I will be financially responsible;
- Advise the Post-Secondary Education Manager of any changes in program, school, medical absence (with a doctor's note), and/or living arrangements that could affect funding.
- Advise the Post-Secondary Education Manager of address and telephone number changes in advance of moving and ensure that current contact information is provided.
- And fully disclose to the Post-Secondary Education Manager any other funding, bursaries, or awards that I may be receiving.

I understand and accept the terms and conditions as presented. Failure to abide by the terms listed above creates a breach of contract and may result in immediate suspension of the funding provided by Chalo School.

Signature

Date