LHEIDLI T'ENNEH - MAIN BAND OFFICE
1041 Whenun Road | Prince George, BC V2K 5X8 | p: (250) 963-8451 or 1-877-963-8451 | f: (250) 963-6954
www.lheidli.ca

Lheidli T'enneh

November 7, 2016

Dear Lheidli T'enneh Members:

Re: Educational Sponsorship

The Education Department recognizes that it is extremely important that moral support, advisory services, and financial assistance be provided to Lheidli T'enneh Members who want to further their education and training and who are eligible for post-secondary funding. Based on the availability of funds, every effort and provision will be made to assist Lheidli T'enneh Members to successfully pursue and complete their post-secondary aspirations.

Application Deadline for Post-Secondary Support: **May 15, 2017**

Enclosed you will find the application, which can be picked up at the Band Office and/or downloaded on www.lheidli.ca. If you have any questions, please feel free to contact the Band Office at (250) 963-8451 and/or vjoseph@lheidli.ca.

Respectfully,

LHEIDLI T'ENNEH

VINCENT JOSEPH
Education Coordinator

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About Lheidli T'enneh Education Department

Our Values

- Equality of all peoples under the law;
- Fairness;
- Trust; and
- Respect for individual dignity and independence within the collectivity.

The Education Department

We provide financial assistance, advisory services, and moral support to Lheidli T'enneh Members to obtain a post -secondary education. Our objective is to assist Lheidli T'enneh Members to achieve their education goals, while contributing to the development of our community.

Our office is located at:

1041 Whenun Road
Prince George, B.C.
V2K 5X8

Telephone:	250-963-8451
Toll Free:	1-877-963-8451
Fax:	250-963-6954

Dedicated Education Coordinator: Vincent Joseph
vjoseph@lheidli.ca

Education Sponsorship Package

It's imperative to remember that when applying for education sponsorship that you also include all supporting information and documentation as this makes the decision process much easier and quicker.

Incomplete applications will not be prioritized. Please feel free to contact the Education Coordinator should you have any questions, or need any clarification.

Checklist

To Do	Action Item
	Cover Letter
	Resume and References (both Personal and Professional)
	Completed Application
	Course Description from an Accredited Private / Public Post-Secondary Education Institute as described by the Ministry of Advanced Education
	Anticipated Budget for Semester 1
	Anticipated Budget for Semester 2
	Post-Secondary Institution – Explanation as to why you have chosen to attend that school of choice
	Transcripts / Grades
	Acceptance Letter for Post-Secondary Enrolment
	Copy of Front and Back of Status Card
	Copy of Birth Certificates for Dependent Children (if applicable)

Cover Letter

It is required that you include a cover letter with our application for funding. The following is an example of what the Education Department will be looking for in your cover letter. Please be specific when writing your cover letter; include dates of when the events took place and locations.

Your Name

Your Address

City, Province

Postal Code

Date

Education Department

1041 Whenun road

Prince George, BC

V2K 5X8

Dear _____:

Re: Personal Information

Please accept this personal information, as required for completion of my application for funding.

In this paragraph describe how you are affiliated with Lheidli T'enneh. Are you a "status Indian?" (Include copy of your Lheidli T'enneh Status Card.) How long have you been a member? Were you transferred in? If so, where did you transfer from and why? Give a brief description of where you are from originally. Are you a biological member? Which family were you born into? Were you a Bill-C31 and/or Bill-C? If so, explain how you lost and regained your status. Explain your relationship to Lheidli T'enneh. Do you live on or off reserve? What kind of contact do you have with the band? And what activities have you taken part in?

In this paragraph explain what your educational goal(s) is/are. What are your current educational achievements? Illustrate any measures you have taken in order to achieve your current level of education. Do you have any additional training (certified?) What barriers have you faced and how did you overcome them. Tell what kind of motivation/determination it has taken to get where you are. Have you received any scholarships or bursaries before and explain how and what you used them for.

In this paragraph you will tell the Education Department which school you have been accepted to and tell them why you want to attend this institution. Is there a reason why you cannot attend a local College or University? Ex. Some degrees are not offered in the Prince George institutions. Is this the closest institution to home that you could attend? Which other schools offer the intended course of study? Where are they located?

This paragraph should recap the above information as to your career goals and your long and short term goals. Include the personal efforts you are willing to go to achieve your educational goals. What can you contribute? If you cannot contribute anything, please indicate the reason. Explain why you chose the specific path. How does it apply to the advancement of your First Nations community?

This closing paragraph gives you the chance to add any final comments to the Education Committee.

Sincerely,

Sign Your Name Here

Your Name

LHEIDLI T'ENNEH
Education Funding Requirements

1. Must be a full time student. Enrolled in 4 courses.
2. Provide transcripts/grades. To assist in determining sponsorship.
3. Dates to apply: We only accept students for one year sponsorships at a time. If you are looking at attending in September, your application should be in to the Education Coordinator by May of that same year. Ie. September 2017, you need to apply by the deadline of **May 15, 2017**. At this time, all the funding will be dispersed, so late applications cannot be reviewed until the following year.
4. Lheidli T'enneh will not sponsor failed and/or repeated courses.
5. Minimum required attendance is 90%. If there are problems with attendance, please discuss with the Education Coordinator immediately. A minimum of a "C" is required in all classes. A regular report on your progress is expected. If minimum standards are not met, you will be put on probation for 30 days. After 30 days, if there is no change or improvement, you will no longer be funded.
6. As there are other students who are looking to further their education, Lheidli T'enneh will not continue to sponsor members who are not meeting minimum requirements. Funding is limited. Please consider everything prior to enrolling in school and be sure you are seriously committed to completing your studies.
7. Unfortunately, we cannot fund every person. Therefore, the Education Department will determine sponsorship via a process that involves screening all applications and interviewing each potential applicant if necessary.
8. If you have any questions about your application or funding requirements, please call the Education Coordinator at the Lheidli T'enneh Office at (250)963-8451 or e-mail vjoseph@lheidli.ca.
9. Please remember the deadline dates and be sure to include all supporting documents. This will eliminate a delay in the decision making process.

Personal Information

Please complete this application in full. Missing information or information that is not verified may cause delays in the application process.

Date of application: _____

Academic School Year Applying for:

◯ Fall	From September 1, 2017 to December 31, 2017
◯ Winter	From January 1, 2018 to April 30, 2018
◯ Spring	From May 1, 2018 to July 31, 2018

Semester being applied for: ◯ Fall ◯ Winter ◯ Spring

Will you be attending school: ◯ Full time ◯ Part time

Date of Birth: _____

Surname:

_____

Given name:

_____

Social Insurance Number:

_____

Band Registration Number:

_____

Permanent Address:

_____

_____

_____

Mailing Address:

_____

_____

_____

Cell Phone Number:

_____

Home Phone Number:

_____

Email address:

_____

Marital Status: ◯ Single ◯ Married/Common-Law

If married/common-law is your partner employed? ◯ Yes ◯ No

- If **'YES',** and your partner [married/common-law] is employed, please provide a copy of proof of verification of income, for example, T4 assessment.
  - Lheidli T'enneh policy states a threshold of annual income of under-employed status to be classified as a 'dependent' upon verification by the Education Coordinator.
  - This assessment will help Lheidli T'enneh to determine the classification for living allowance.

DEPENDANT INFORMATION

[List only your dependent spouse and the minor children you are responsible for and are living with you. Add additional page for more dependents if necessary]:

First Name	Last Name	Date of Birth	Month	Day	Year

When claiming dependent spouse and dependent children, the following information must be submitted and the waiver must be signed:

1. **T4 or INCOME TAX RETURN FROM SPOUSE.**
2. **CHILD TAX BENEFIT FORM.**

WAIVER FOR CLAIMING DEPENDENTS

I, _____ declare that the information I have given regarding my dependent/s is current and accurate. All children listed in the Dependant Information are in my care. I understand that by providing incorrect information, it will result in a discontinuation of sponsorship.

Signed:_____ Date: _____

Background Information (Most Recent First)

Name of School	Completed Studies	Start Date: YY/MM/DD	Completion Date: YY/MM/DD

*****Please enclose official transcripts, or copies of report cards from last school attended. *****

Employment History (In descending order)

Employer	Position	Start Date: YY/MM/DD	End Date: YY/MM/DD	Reason for leaving (Ex. Laid off, fired, quit, etc)

Volunteer/Work/Community Service (In descending order)

Organization	Position	Start Date: YY/MM/DD	End Date: YY/MM/DD

What is your intended course of studies (Major/minor): _____

_____

How long will it take to complete your major? _____

Have you been accepted by the learning/centre/college/university? ◯ Yes ◯ No ◯ Awaiting Reply

Name of learning/centre/college/university/institution _____

*****Please enclose a copy of the acceptance letter if received*****

School Mailing Address:

_____

_____

_____

School Phone Number:

_____

School Fax Number:

_____

What is your anticipated course load? (classes per semester) _____

Length of course: _____ _____

Start Date: (YY/MM/DD) **Completion date: (YY/MM/DD)**

*****If sponsored, a copy of your timetable must be submitted as soon as you receive one. *****

Why are you pursuing this chosen course of studies? _____

_____

_____

What are your short-term employment & career goals? _____

_____

_____

What are your long-term employment & career goals? _____

_____

_____

Are you receiving any contributions from supplementary income sources? If so, where from and how much? _____

_____

Previously sponsored Programs: Aside from the program you are currently pursuing, have you previously received sponsorship for other programs? ◯ Yes ◯ No

For each previously sponsored program please indicate:

How long did you receive sponsorship?	What program were you enrolled in?	What was the educational outcome?

ANTICIPATED BUDGET

(Semester 1)

FALL SEMESTER

September 1, 2017 – December 31, 2017

	Total Estimated Cost	Amount already acquired through other sources (including self)	Amount still needed
Application/Registration Fees	$	$	$
Tuition fees	$	$	$
Book Fees	$	$	$
Supplies	$	$	$
Accommodation (Include bills)	$	$	$
Food/Hygiene Supplies	$	$	$
Transportation	$	$	$
TOTAL	$	$	$

*****Please provide proof of costs for tuition, books, supplies, application/registration fees, and any other quotes you are able to acquire*****

(Semester 2)

WINTER SEMESTER

January 1, 2018 – April 30, 2018

	Total Estimated Cost	Amount already acquired through other sources (including self)	Amount still needed
Application/Registration Fees	$	$	$
Tuition fees	$	$	$
Book Fees	$	$	$
Supplies	$	$	$
Accommodation (Include bills)	$	$	$
Food/Hygiene Supplies	$	$	$
Transportation	$	$	$
TOTAL	$	$	$

*****Please provide proof of costs for tuition, books, supplies, application/registration fees, and any other quotes you are able to acquire*****

(Semester 3)

SPRING SEMESTER

May 1, 2018 – July 31, 2018

	Total Estimated Cost	Amount already acquired through other sources (including self)	Amount still needed
Application/Registration Fees	$	$	$
Tuition fees	$	$	$
Book Fees	$	$	$
Supplies	$	$	$
Accommodation (Include bills)	$	$	$
Food/Hygiene Supplies	$	$	$
Transportation	$	$	$
TOTAL	$	$	$

*****Please provide proof of costs for tuition, books, supplies, application/registration fees, and any other quotes you are able to acquire*****

REFERENCES

Please provide two character references (preferably one of them from an instructor/teacher). These references should illustrate the following characteristics of the applicant:

The leadership potential of the candidate, including:

- Ability to work consistently over an extended period towards the achievement of a goal
- Demonstrated instances of personal integrity
- The ability to function as part of a team
- The capacity to adapt to changing circumstances
- Any unique skills and abilities
- Time management skills
- The desire to accept increasing levels of responsibility

Also the likelihood of the candidate to:

- Complete the intended course of study, and
- Return to his/her community to work after completing the intended course of studies.

Please forward your fully completed application by mail before the deadline date of <u>May 15, 2017</u> to the attention of:

Education Coordinator
Lheidli T'enneh Band
1041 Whenun Road,
Prince George, BC
V2K 5X8

Phone: 250-963-8451 Ext. #106

Fax: 250-963-6954

Email: vjoseph@lheidli.ca