
Metlakatla First Nation Post-Secondary Funding Program

PO Box 459

Prince Rupert, BC V8J 3R2

Phone: 250.628.3234 Fax: 250.628.9205

Email: jleighton@metlakatla.ca or jeanneleighton@gmail.com

Dear Applicant:

Enclosed is an application for post-secondary funding. The following items must accompany the completed application form:

- ***A course description or program outline including the pre-requisites.***
- ***Estimated cost of the course or program.***
- ***An acceptance letter from the college/university or other education facility***
- ***A copy of your most recent transcript(s). If you have not taken any post high school courses or programs, you must submit your high school transcripts. If your high school transcripts cannot be located, please provide a letter from the school district indicating the reason why.***

In order to qualify for full-time funding, students must be enrolled in courses that will provide them with a minimum of twelve (12) credits per semester.

The Metlakatla Education Committee reviews all post-secondary applications once annually in early July to determine eligibility.

If you have any questions, please do not hesitate to contact me at: (250) 628.3234 or 778.884.2557

Sincerely,

Jeanne Leighton MSW. BSW
Post-Secondary Administrator
Metlakatla First Nation
jleighton@metlakatla.ca

PLEASE NOTE:

- It is the applicant's responsibility to provide all necessary documentation.
- If applicants qualify for full-time funding, they will receive a monthly living allowance. This allowance is based on the category that the applicant falls within in the Metlakatla Post-Secondary Policy manual. The Metlakatla First Nation is not responsible to make maintenance payments, damage deposits or pay bank fees, etc.
- Part-time students will not receive a living allowance. However, if your program of study meets the post-secondary guidelines, tuition and book fees will be paid.
- Transcripts **MUST** be received in the office of the Post-Secondary Administrator at the end of each semester. If transcripts are not received, it may affect the timely dispersal of your living allowance.
- Final transcripts **MUST** be sent to the Post-Secondary Administrator at the end of the school term. No cheques for the next year will be issued until transcripts are received.
- Final transcripts will be reviewed by the Post-Secondary Administrator. If there is surplus funding, Academic Incentive Awards will be distributed to students who maintained a C+ average or higher throughout the year.
- Funding for student travel is allocated based on the Metlakatla Post-Secondary Policy. Please contact the Post-Secondary Administrator if you require more information.
- The deadline to receive completed applications is by 4:00 p.m. on **June 30** and **October 30th** of each year
- Completed applications can be mailed, emailed or hand delivered to:

Mrs. Jeanne Leighton
Post-Secondary Administrator
PO Box 459
Prince Rupert, BC V8J 3R2
Email: jleighton@metlakatla.ca

- If you have any questions about any aspect of the application process, please do not hesitate to call Jeanne Leighton at: 250.628.3234. or 778.884.2557

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Application for Post-Secondary Financial Assistance

Surname _____ First Name _____ Initial _____ D.O.B. (yy/mm/dd) _____

Mailing Address

Phone Number

Email Address

Emergency Contact Name

Relationship & Phone Number

Band Registration#(10 digits)_____

Accommodation:

Do you : Own your home Rent your home

Other: _____

How many bedrooms are in your home? One Two Three Four More than Four

Program/Course applying for:_____

Length of Program/Course:_____

Occupation/Specialty:_____

Institution:_____

Location:_____

New Student Continuing Student—if so, what year _____

Program/Course start date: _____

Program/Course end date: _____

Applicants do not need to re-apply for each semester. The Education Committee meets once a year to recommend funding. As specified on the Metlakatla website and in the application package, the deadline for applications is June 30 for September start and October 30 for January start. No late applications will be accepted.

Estimated cost of Program/Course _____

Estimated cost of Books for Program/Course _____

Marital Status:

Single Married Common-Law Separated Divorced

Are you employed? Yes No Full-time Part-time Seasonally

If married/common-law, is your spouse employed? Yes Full-time Part-time No

Is your spouse attending a Post-Secondary program? Yes No

If yes, is she/he being sponsored by her/his Band? Yes No

If yes, please provide the Band Name _____

Number of dependants under age of 18 living with you: _____ Ages: _____

*******Please provide copies of children's birth certificates and status card(s). Children must be living with the post-secondary applicant and registered with the Metlakatla First Nation*******

Previous education and/or training: _____

Location: _____

When: _____

Have you received financial sponsorship from the Metlakatla First Nation in the past? _____

If yes, for what Program/Course _____ When? _____

By placing my signature on this form, I am declaring that all of the information I have given is accurate and current.

Applicant's Signature

Date

Deadline to submit completed applications is June 30th and October 30th. of each year