

Metlakatla First Nation Occupational Skills Training (OST) Funding Program

PO Box 402

Prince Rupert, BC V8J 4C3

Phone: (250)627-8822 ext. 2005 Fax: (250)624-2813

Email: employment@metlakatla.ca

Dear Applicant:

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

- ***A copy of the applicant's written Career and Training plan that has been completed by the applicant and a qualified Employment & Training Counselor/Coordinator.***
- ***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.***

If you have any questions, please do not hesitate to contact me at: (250) 627-8822 ext. 2005

Sincerely,

Tara J. Leighton
OST Administrator
Metlakatla First Nation
employment@metlakatla.ca

PLEASE NOTE:

- It is the applicant's responsibility to provide all necessary documentation.
- Applicants must meet with the Metlakatla Employment & Training Coordinator or, if applicant is living outside of the Prince Rupert area, he/she must meet with a qualified Employment & Training Counselor in another agency to complete Assessments, formulate a Career goal and have a written Training Plan to send or bring in with the application form.
- Eligible programs for OST funding include: Trades programs – Knowledge needed to enter an occupations in the trades fields, Upgrading skills – Skills needed to enable students to perform at a higher level in her/his occupational field, Entry skills – Knowledge needed to enter into an occupation.
- Transcripts MUST be received in the office of the Post-Secondary Administrator at the end of each semester and at the end of the school term. If transcripts are not received, it may affect future funding.
- Funding for student travel is allocated based on the Metlakatla OST Policy. Please contact the Post-Secondary Administrator if you require more information.
- Completed applications can be mailed, emailed or hand delivered to:

Ms. Tara J. Leighton
OST Administrator
PO Box 402
Prince Rupert, BC V8J 4C3
Email: employment@metlakatla.ca

If you have any questions about any aspect of the application process, please do not hesitate to call Tara J. Leighton at: (250) 627-8822 ext. 2005.

Application for OST Financial Assistance

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

Mailing Address

Phone Number

Email Address

Emergency Contact Name

Relationship & Phone Number

BandRegistration#
(10 digits)

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:

Estimated cost of Program/Course _____

Estimated cost of Books for
Program/Course _____

Marital Status:

Single Married Common-Law Separated Divorced

How many dependents, if any do you have? _____ *(You will be asked to provide proof, ie: Birth Certificates)*

How many bedrooms are in the home you're living in during the length of your program? _____

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

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

Post-Secondary Administrator's Signature

Date