

### *Completion & Submission of the Application Package*

12.1 All applicants are required to complete and submit all documents listed below. Applicants must ensure that they have completed and submitted all necessary documents to avoid delay of their application, which must consist of the following documents:

- a) Tla'amin Post-Secondary Application for Funding (Schedule A)
- b) Tla'amin Post-Secondary Student Contract (Schedule B)
- c) Student Information Release Form (Schedule C)
- d) Letter of acceptance and confirmation of enrolment
- e) Most recent high-school/ABE transcript or all post-secondary transcripts
- f) A clear photocopy of your Status Card on both sides.
- g) If not a Status Indian, a clear photocopy of your Tla'amin Nation Citizenship Card on both sides.
- h) Sponsored Student Information Form (Schedule D)
- i) Direct deposit form from banking institution

12.2 Incomplete application packages (see Schedule A) will not be processed. Any missing information and documentation will result in the delay in the application process as such documents will be returned by the Post-Secondary Coordinator to the student for completion.

12.3 Completed applications must be submitted to the Post-Secondary Coordinator before the deadlines listed in 12.3. Applications will be placed on a waitlist according to the dates they are received.

12.4 Completed applications may be hand delivered or mailed to:

**Attn: Post-Secondary Coordinator**  
Tla'amin First Nation  
4779 Klahanie Road  
Powell River, BC  
V8A 0C4

### **13.0 Review, Determination and Notification (refer to Schedule E for flowchart)**

13.1 The Post-Secondary Coordinator will review each post-secondary application and make a sponsorship determination for each application in accordance with this policy and subject to the Conflict of Interest Law.