



shíshálh first nation

Sechelt Indian Band  
Community Services Department  
P.O. Box 740, Sechelt BC V0N 3A0  
Ph: 604-885-9404 | Fax: 604-885-6392  
[rcure@secheltnation.net](mailto:rcure@secheltnation.net)

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## ADULT EDUCATION SPONSORSHIP APPLICATION PACKAGE

Please provide the following information and return to our office with all the necessary supporting documents. This package is for courses or workshops that range from **one day** up to **six weeks** in duration. Students Applying for College or University must complete the Post Secondary Financial assistance package.

### DOCUMENTS | CHECKLIST

Name:

Phone number:

- Complete Application Package
- Program Outline/Description/Flyer
- Contact Information of training institute or Organization
- Phone/Fax number
- Start Date and Finish Date (length of program)
- Complete Budget breakdown, this must include all costs that you are requesting such as registration fee, travel, accommodations, food, textbooks or equipment (attach separate page for breakdown)
- Acceptance letter/copy of Registration form

Approval will take up to a maximum of 10 days, if your request has been approved a cheque request will be submitted in your name. You will be required to make all arrangements for program. All receipts and a copy of program participation must be handed into our office no later than one-week after completion of program.



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## PERSONAL INFORMATION FORM

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Status Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ SIN: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Training Facility or Organization: \_\_\_\_\_

Name of course/workshop

start/end

1) \_\_\_\_\_

2) \_\_\_\_\_

Location: \_\_\_\_\_

If you are requesting additional cost for hotel meals ferry etc, you must provide all the details.

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ashley Charleson  
ETAPS Manager

\_\_\_\_\_  
Date



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## AUTHORIZATION TO OBTAIN INFORMATION FORM

The following is/ or was a sponsored student of the Sechelt Indian Band – Education Department.

Name of Student: \_\_\_\_\_

I authorize the Sechelt Indian Band Education Staff to obtain any information required to determine my eligibility for education financial assistance.

I hereby authorize other First Nation Institutes, Employment Insurance Commission, and Social Assistance Agencies to release any information that maybe required for this purpose.

I authorize the institute in which I am attending, to release transcripts/certificates, attendance records, invoices, and progress reports to the Sechelt Indian Band Education Centre.

\_\_\_\_\_  
Student's Authorization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ashley Charleson  
ETAPS Manager

\_\_\_\_\_  
Date



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## STUDENT FINANCIAL CONTRACT

NAME: \_\_\_\_\_

NAME OF COURSE/PROGRAM: \_\_\_\_\_

START/END DATE \_\_\_\_\_

Please check off the following, **I will**;

- Reimburse the Sechelt Indian Band if I do not complete and or withdrawal from the above program and/or course/s.
- Contact the Sechelt Indian Band and the training facility for any absence that may occur while I am enrolled in training.
- Request pre-approved for any absences or they are considered unexcused and will result in discontinuation of sponsorship.
- And understand that the SIB Debt Set off Law does come into effect upon non-compliance.

The estimated amount of funding for application, registration, textbook, supplies, transcripts, travel/accommodations is \$ \_\_\_\_\_

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
Ashley Charleson  
ETAPS Manager

\_\_\_\_\_  
DATE:

### Budget Breakdown Form for Adult Ed Application

<b>Registration fee:</b>			
(If registration cannot be covered via Sponsorship, or Chq, state reimbursement amount)			
<b>Application fee:</b>			
<b>School fees:</b>			
(Any additional fees)			
<b>Textbook &amp; Supplies:</b>			
<b>Equipment/Resources:</b>			
<b>Travel:</b>			
	<u>Amount:</u>		
<u>Food</u>			
<u>Accommodations</u>			
<u>Parking</u>			
<u>Taxi/Bus Fare</u>			
<u>Mileage</u>			
<u>Ferry Fare</u>			
<u>Flights</u>			
<b>Total:</b>			
<b>Total:</b>	<u>          </u>		