



# MEMO

To: **Part Time Post-Secondary Applicant**  
 From: Post Secondary Program  
 Date: 2024-2025  
 Re: **PART TIME STUDIES**

**PLEASE COMPLETE THIS APPLICATION PACKAGE AND RETURN TO OUR OFFICE BY THE DEADLINE OF MARCH 30. NOTE THE FOLLOWING:**

- Request for sponsorship will be considered upon receipt of a completed application package including the supporting documentation.
- Avoid delays in processing your sponsorship and submit all supporting documentation with your application. (Supporting documentation is used in forecasting budget requirements and informational purposes)
- Electronic copies may be submitted in PDF format.
- You will receive an email confirming receipt of the application. It is your responsibility to ensure your application package is complete. (Use the checklist below to ensure all the necessary information is contained.)
- Information collected within this application is held in confidence and maintained within your student file.
- Please ensure all fields are completed as necessary.
- If you have any questions about the application or are experiencing delay in obtaining support documents, contact the Post-Secondary Office.

**PLEASE SUBMIT THE COMPLETED FORMS AND SUPPORTING DOCUMENTS TO ADDRESS ON THE ABOVE LETTERHEAD:**

Attn: Post Secondary Student Support Program

OR CONTACT via: Tel: 705.377.5362 ext. 221 Email: [postsec@mchigeeng.ca](mailto:postsec@mchigeeng.ca)

## ANNUAL DEADLINE FOR APPLICATIONS IS MARCH 30<sup>TH</sup>

✓	PART TIME APPLICATION PACKAGE CHECKLIST	OFFICE USE
	Applicant Information/Part Time Program Information	
	Student Responsibilities Contract	
	Family Tree	
	Academic History Form	
	Program Information Form	
	Education Plan Statement	
	Consent to the Access and Release of Information	
<b>SUPPORTING DOCUMENTATION TO INCLUDE WHEN SUBMITTING YOUR APPLICATION</b>		
	*Copy of Status Card	Send all supporting documentation. (Items marked * are required.)
	*Official Transcript and *Copy of Diploma/Degree/Certificate	
	Special Educational Needs/Exceptionalities <i>(Recommendations, if applicable)</i>	
	*Program Information <i>(description/estimate of fees, etc.)</i>	
	*Registration Confirmation from OCAS/OUAC/Letter from Institution	



## RESPONSIBILITIES OF STUDENT CONTRACT

**This is to confirm that I accept funding for full time educational assistance under the following conditions and that I am prepared to:**

- Thoroughly read and become familiar with the **M'Chigeeng First Nation Post-Secondary Guidelines**.
- Complete the application for educational assistance forms and ensure successful completion each year for continued sponsorship.
- Submit final acceptance letter to MFN Post Sec from Post Sec Institution immediately upon receiving.
- Arrange a personal interview with the Post-Secondary Counsellor upon notification of approval of funding.
- Provide a copy of my student registration either through transcript, Student registration form (SRF) or timetable at the beginning of each semester/term.
- Provide my mid-term report when it becomes available mid semester and my final grade report at the end of each semester. **All students must provide an UNOFFICIAL transcript/Grade Report at the end of each semester/term and an OFFICIAL transcript upon completion of the program.** The fee associated with the cost of sending the transcript is the students' responsibility.
- Become familiar with the institution's academic calendar, including important dates and deadlines for registration, course drop date, withdrawal date, etc.
- Undertake the full course load per semester that is deemed full time by the college/university (corresponds with the SRF that you submit)
- Submit a copy of all institution correspondence relating to my tuition fees to the Education Department as soon as I receive it and provide a copy of the Institutions' Third (3rd) Party Release of Information OR Third (3rd) Party Billing form(s) to the Education Department as soon as possible (if required by Institution). Any late fees will be deducted from my monthly student allowance.
- Attend all classes.
- Notify the Education Department immediately of any program change, dropping any courses or withdrawing from program.
- Maintain regular monthly contact with the M'Chigeeng First Nation Education Department whether via email or telephone.
- Complete a Placement/Practicum Form. To be submitted **one month** prior to the start date along with a letter from your program coordinator. The letter should state whether the placement will be paid or unpaid and indicate a start date and end date.

**If I withdraw from my program, I will:**

1. Notify the M'Chigeeng First Nation Education Department immediately.
2. Officially withdraw from my program with the College/University.
3. Return any funds I receive after I have withdrawn from the program, failure to do so will result in a debt to the M'Chigeeng First Nation Education Department.

I understand that the M'Chigeeng First Nation Education Department will continue to fund me if I am progressing to the satisfaction of the college/university and the Education Department. Further, if one or more of the above conditions are not met, my sponsorship may be terminated.

**I HAVE READ THE ABOVE CONDITIONS AND UNDERSTAND THEM.**

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Student Signature

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Date



## APPLICANT INFORMATION

<b>PERSONAL INFORMATION</b> <i>(Confidential when completed)</i>					
Surname:		Given Name(s):			
Address: Unit #			PO Box #		
Town/City:		Province/State:		Postal/Zip Code:	
Primary Email:			Cell Phone:		
Secondary Email:			Home Phone:		
Date of Birth: MM / DD / YYYY	Male <input type="radio"/> Female <input type="radio"/>	Marital Status: Single <input type="radio"/> Married <input type="radio"/> Common Law <input type="radio"/>		Band Registration #: 181-	
Name of Partner:		Is your Partner: Dependent <input type="radio"/> OR Employed <input type="radio"/>			
<b>NOTE:</b> Copy of Current Child Tax benefit must accompany this application for dependents under the age of 18. Funding is subject to availability and eligibility.					
<b>DEPENDENTS</b>	FULL NAME	RELATIONSHIP		DATE OF BIRTH	AGE

*I have read and completed the Applicant Information form to the best of my knowledge and ability.*

**Signed** \_\_\_\_\_ and acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



## PROGRAM INFORMATION

Please complete in full		
<b>I AM SEEKING A:</b>	<b>COLLEGE:</b> Certificate <input type="radio"/> Diploma <input type="radio"/> <b>UNIVERSITY:</b> Undergrad <input type="radio"/> Masters <input type="radio"/> Doctorate <input type="radio"/> AQ Course <input type="radio"/>	<b>TO BE DETERMINED</b> <input type="radio"/> <b>METHOD OF DELIVERY:</b> Classroom <input type="radio"/> Online <input type="radio"/> Blended <input type="radio"/>
NAME OF PROGRAM:	NAME OF INSTITUTION:	TOTAL NUMBER OF PROGRAM YEARS: 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> Yrs.
STUDENT NUMBER:	PROGRAM START: _____ END: _____	WHAT YEAR OF STUDY ARE YOU IN: 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> Yr.
REGISTRATION INFORMATION: DUE: -- MM -/DD / YY	DEPOSIT DUE DATE: -MM -/ DD / YY Amount: \$ _____	ANTICIPATED GRADUATION DATE:
PROGRAM OFFER/ACCEPTANCE: Pending <input type="radio"/> Conditional <input type="radio"/> Continuing <input type="radio"/> Final <input type="radio"/>	PROGRAM EQUIPMENT REQUIRMENTS? Yes <input type="radio"/> No <input type="radio"/> PROGRAM PLACEMENT REQUIREMENT? Yes <input type="radio"/> No <input type="radio"/>	
I will be attending <b>PART TIME</b> studies. <input type="checkbox"/> Spring/Summer (May – August) <input type="checkbox"/> Fall (September – December) <input type="checkbox"/> Winter (January – April)	Please list below the course(s) you are going to take: 1. _____ 2. _____ 3. _____	
APPLYING FOR RESIDENCE? YES <input type="radio"/> NO <input type="radio"/> UNKNOWN <input type="radio"/> RESIDENCE DEPOSIT REQUIRED? YES <input type="radio"/> NO <input type="radio"/>	<b>AMOUNT: \$ _____ Deadline: -MM -/ DD / YY</b> <i>If considering application for On Campus Residence, please be sure to contact PSE Counsellor.</i>	
Does your program require training not covered by the institution? (I.e., First Aid CPR, etc.) PLEASE LIST:		
<b>INFORMATION ABOUT YOUR POTENTIAL/ESTIMATED FUNDING REQUIREMENTS<sup>1</sup> (Per Year)</b> Please Provide Documentation with your application.		
Tuition Fees: \$	Book Fees: \$	Other: \$

***I have read and completed of the M'Chigeeng First Nation Post Secondary Education Program Information Form to the best of my knowledge and ability.***

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

\_\_\_\_\_  
**Date**

Funding is subject to availability and eligibility, and in accordance with the M'Chigeeng First Nation Post Secondary Guidelines.



## ACADEMIC HISTORY

PLEASE CHECK ALL THAT APPLY AND INDICATE COURSES/PROGRAMS, NAME OF INSTITUTION				
EDUCATION/ TRAINING	<input type="radio"/> HIGH SCHOOL DIPLOMA	<input type="radio"/> MATURE STUDENT		
	<input type="radio"/> GED (GENERAL EDUCATION DIPLOMA OR EQUIVALENT)	<input type="radio"/> HIGHEST LEVEL OF EDUCATION GRADE: _____		
	<input type="radio"/> COLLEGE	<input type="radio"/> PRIVATE INSTITUTION		
	<input type="radio"/> UNIVERSITY	<input type="radio"/> OTHER (VOCATIONAL/TRADES TRAINING, ETC.)		
	<b>OTHER CERTIFICATIONS/LICENSES</b> Please list previous/current with expiration dates.			
	<input type="radio"/> FIRST AID/CPR	<input type="radio"/> MENTAL HEALTH FIRST AID		
	<input type="radio"/> WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)	<input type="radio"/> DRIVERS LICENSE		
<input type="radio"/> OTHER:	<input type="radio"/> OTHER:			
PREVIOUS SPONSORSHIP	<b>HAVE YOU EVER BEEN FINANCIALLY SPONSORED BY THE M'CHIGEENG FN EDUCATION PROGRAM? YES <input type="radio"/> NO <input type="radio"/></b> If previously sponsored, please list and include official transcript for program(s) attended.			
	School Year	Program/Course	# of Months/Years Attended	Received Diploma/Certificate/Degree/Other
SPECIAL NEEDS OR EXCEPTIONALITIES	Have you ever been formally identified, or do you self-identify as having special needs* or exceptionalities* that would require support to ensure a positive experience in a learning environment? YES <input type="radio"/> NO <input type="radio"/> UNSURE <input type="radio"/>			
	TYPE OF ASSESSMENT(S):	DATE OF ASSESSMENT: UNKNOWN <input type="radio"/> <u>MM/DD/YY</u>		
	Do you require special equipment or additional support to enhance your learning experience? YES <input type="radio"/> NO <input type="radio"/>			
	What type of additional supports do you require?  <i>(*i.e. Learning Disability, ADHD, Information Processing, etc.)</i>			

*I have read and completed the Academic History form to the best of my knowledge and ability.*

**Signed** \_\_\_\_\_ and acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



M'Chigeeng First Nation

## EDUCATION DEPARTMENT

Post Secondary Student Support Program

53 Highway 551, PO Box 333  
M'Chigeeng, ON P0P 1G0  
T: 705.377.5362 F: 705.377.4980  
www.mchigeeng.ca

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### EDUCATION PLAN STATEMENT

**Please provide a 300-500-word essay on your educational plans.**

**Essay is to be typed and attached to this application in a WORD Document/PDF Document.**

*Personal educational plans have proven to be an invaluable asset to individuals in making practical decisions effectively and positively impacting their respective academic path and choices.*

*Some points to consider and/or include with your education plan are listed below:*

- *What Research have you completed toward the program /career you are entering? (I.e. will the skills you learn be transferable, what does the job market look like? etc.)*
- *List 3 Goals to demonstrate how you will achieve success within your programchoice/career.*
- *How are you currently and actively engaging in your education plan?*
- *What experience have you had toward the program you are entering? (I.e. workshops, free training, volunteer, or personal experience?)*
- *Reflect on why you are choosing the educational path identified; how will your choice impact your future?*
- *Identify where you see yourself in two (2) years or upon completion of your program.*

**If you were sponsored last year and are a returning applicant, please provide an update of your plans or note any changes.**



## CONSENT TO THE ACCESS & RELEASE OF INFORMATION

M'Chigeeng First Nation may need to obtain information on an applicant prior to approval of an application and may carry out follow up surveys during or after the funding period. Some or all the information you provide may be shared with them for this purpose.

As the sponsoring agency, M'Chigeeng First Nation Education Department requires and may access any information regarding training duration, attendance, performance, or other financial supports and information required to verify, process, administer and monitor a supported activity. Any exchange of information will remain confidential among parties noted below.

I \_\_\_\_\_ Printed Name \_\_\_\_\_ hereby consent to the access, collection, and disclosure and release of information between any representative of M'Chigeeng First Nation and representatives of the following agencies and their affiliates regarding educational, training and/or employment related activities and/or information.

**MANDATORY- Please be sure to include business and/or contact names:**

- a) M'Chigeeng First Nation Departments
- b) Indigenous Services Canada
- c) Service Canada (EI, CPP, OAS)
- d) Ministry of Advanced Education and Skills Development
- e) Ministry of Community and Social Services (Ontario Works, Ontario Disability Support Program)  
 Name of Worker: \_\_\_\_\_
- f) District School Board: \_\_\_\_\_
- g) Employment and Training Agency: \_\_\_\_\_
- h) Assessment Consultation Agency: \_\_\_\_\_

**OPTIONAL**

Furthermore, I consent to the access and release of information to the following individuals (i.e. parents, family):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I have read this document or have had this document read to me. I fully understand the above notices and do consent to the collection, disclosure and use of my personal information as described herein.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

Information is collected for the purpose of sharing with agencies and departments identified as stakeholders, including internal and external funding and partnering agencies. The information is collected in accordance with the Privacy Act and the Personal Information Protection and Electronic Documents Act. You have the right to access information shared with funders and agencies and to make changes to this information, as you see appropriate.



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## CONSENT TO RELEASE INFORMATION

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

CAMPUS: \_\_\_\_\_

### To Whom It May Concern:

As a student sponsored by the M'Chigeeng First Nation Education Department, I hereby authorize the above-mentioned educational institution to release all transcripts, attendance records and all other documents indicative of my progress to the sponsoring agency.

Student name: \_\_\_\_\_

Student # \_\_\_\_\_

Program: \_\_\_\_\_

Calendar Year: Example: 2022-2023 \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

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Student Signature

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Date

**Please forward all transcripts and other academic documentation to:**

**M'Chigeeng First Nation Education Department  
Post-Secondary Program**

**Attn:** Post Secondary Student Support Program

**Email:** [postsec@mchigeeng.ca](mailto:postsec@mchigeeng.ca)

**Phone:** 705-377-5362 ext. 221 or 224

**Fax:** 705-377-4980

53 HWY 551, PO Box 333

M'Chigeeng, ON P0P 1G0