



TSAWWASSEN FIRST NATION
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TSAWWASSEN FIRST NATION
POST-SECONDARY EDUCATION POLICY AND APPLICATION

Last Amended: 27 April 2016

Order Number: O.037-2016

X

Tom McCarthy
Chief Administrative Officer

Table of Amendments

Section(s) Amended	Date	Order number	Come Into Force Date
Policy originally enacted pre- Effective Date			
{Order states that policy was amended "as attached", but does not indicate what amendments were made}	08/12/2010	O.061-2010	08/12/2010
Amendments made to every section, annual funding maximums and monthly allowance maximums increased	27/04/2016	O.037-2016	27/04/2016

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1. Definitions

In this policy

- a) **Academic Year** means any 8 consecutive months where a student is enrolled in an education program and generally refers to the period September through to April.
- b) **“Applicant” or “Student”** means any Tsawwassen member making an application under this policy.
- c) **Dependent** means a legal ward of a funded student, who is living with and financially dependent on the funded student.
- d) **Dependent spouse** means a person who is the legal partner of the Applicant and who has resided with the Applicant for at least one year, and who is solely dependent on the student for financial support. A spouse cannot be declared as a dependent spouse if the spouse is working full or part time or is regularly supported by an external source such as the Ministry of Child and Family Development, Service Canada, Worker’s Compensation, and Pension.
- e) **Graduate Student** means a student who is taking a Master’s or PhD (Doctorate) program, or equivalent, at a recognized educational institution.
- f) **ITA** means Industry Training Authority – website at www.itabc.ca
- g) **TFN** means Tsawwassen First Nation and the Education Department as the authority for administering this Post-Secondary support program.
- h) **TFN Member** means a Tsawwassen individual who is enrolled as a member of the Tsawwassen First Nation in accordance with the Final agreement and the *Membership Act*.
- i) **Course/Credit** means a specific academic or training topic that requires a minimum of three hours of class time per week for a semester, or the equivalent in a compressed time-slot.
- j) **Full-Time Student** means a student who is enrolled in at least 80% of a full-time course load, as determined by the institution, in each term.
- k) **Part-Time Student** means a student who is enrolled less than 80% of a full-time course load, as determined by the institution, in each term.
- l) **Eligible Post Secondary Institution** means Canadian public post-secondary institutions, as well as any Canadian institution that is on the BC Student Loan “designated” institutions list or the Private Career Training Institutions Agency’s accredited institutions list, and any Canadian trades training institution designated by the Industry Training Authority, as well as comparable institutions in other provinces.
- m) **Eligible Prep Program** means a program offered in Canada and approved by the Education and Skills Development Manager that provides students with the necessary courses to gain the academic level required to enter a degree or diploma program at a university or college.
- n) **Program of Studies** means a post secondary institution program, at least one academic year in length, leading to a degree, certificate, or diploma.

2. Am I eligible for funding?

If you wish to qualify for post-secondary funding:

- 2.1. You must be a Tsawwassen First Nation Member.
- 2.2. You must be at least 18 years of age by December 31st of this year.
- 2.3. You must not owe TFN funds for any debt or previous sponsorship. If you owe TFN money, you will be required to pay this debt before being considered for further funding.

3. What schools can I apply to?

You can receive funding under this policy for an application to any **Eligible Post Secondary Institution or Eligible Prep Program**.

4. What support does TFN provide?

Tsawwassen First Nation attempts to fund a comprehensive set of costs related to post-secondary education. The following outlines the categories and amounts of funding provided.

4.1. Annual maximums

It is important to note that TFN funds this program on a fixed annual budget. It is difficult to estimate on an annual basis the number of applications TFN will receive. There may be years when TFN has to choose to fund certain students instead of others, based on criteria. There may be other years when TFN must distribute the support evenly across several students. The Manager of Education and Skills Development must make that decision based on set criteria and the total amount of funding designated yearly for the purpose of student financial assistance by the annual TFN Budget.

The maximum funding assistance for each student each year is \$35,000. The maximum is set high enough to cover some specialized programs with high tuition rates. TFN's expectation is that the actual funding level calculated in sections 4.2 to 4.7 will be significantly less than \$35,000 for most students. If the funding level calculated in sections 4.2 to 4.7 (covering tuition, books and supplies, special equipment, travel support, commuter travel and living allowance) is less than \$35,000, the student will receive the lesser amount. This will ensure availability of funds to more TFN students.

4.2. Tuition

The Education Department will support, subject to available funding, amounts up to the full cost of tuition. For specialty courses such as law school, medical school, or a graduate business degree, the Manager of Education will assist to the extent possible depending on the availability of funds in the given year.

Tuition will be paid directly to the education institutions upon invoicing by the institution. Applicants are responsible for ensuring the institution is aware of sponsorship.

4.3. Books and Supplies

Tsawwassen First Nation will pay the actual cost of books and supplies that are specifically required at any program, to a maximum of \$2,000 per year. To be eligible, books and supplies must be indicated as required on a course list, syllabus, or hand-out.

Book and supply costs will either be paid directly to the institution upon invoicing, or will be reimbursed to the student upon receiving receipts.

Supplies may include scientific calculators, but does not include personal computers or laptops.

4.4. Special equipment

Tsawwassen First Nation will pay up to \$500.00 per academic year for equipment required by special needs persons or extraordinary equipment for Specialty studies. In all circumstances TFN will make a final determination of eligibility.

Special equipment costs will be paid directly to the institution upon invoicing, or reimbursement to the student upon receiving receipts.

4.5. Travel support

Travel support refers to extraordinary costs associated with travel to or from the post secondary Institution. Actual costs of travel will be reimbursed, to a maximum of \$1,000 per year. Students are expected to use the most reasonable economic means of transportation. Part-time students are not eligible for travel support.

Travel costs will be reimbursed to the student upon receiving receipts.

4.6. Commuter Travel

Commuter funds from TFN to academic training institutions will be reimbursed according to the number of Translink zones traveled, as follows. This will be updated when required to reflect current Translink transit costs.

- 1 zone travel: \$91 per month
- 2 zone travel: \$124 per month
- 3 zone travel: \$170 per month

Students who drive to school are eligible to apply for and receive this support, on the same formula as described above.

4.7. Living allowances

The following categories outline how TFN will subsidize the living allowances of students. All payments under this section will be made on the last Thursday of the month for the following month.

4.7.1. Full Time Students

Students are eligible for living allowances for the months during which they are attending a post-secondary institution full time. These rates are maximums (subject to section 4.7.2).

Category	Amount (monthly maximum, applies if not working)
Single	\$1,280
Married (spouse working)	\$1,130
Married (dependent spouse)	\$2,220
Single parent with one dependent:	\$2,220
For every dependent in addition to the number outlined above, this allowance will be increased by \$200.	\$200

4.7.2. Dependents

All Students who are claiming dependents must provide relevant documentation. Anyone found to have falsely reported dependents will be required to immediately repay the relevant amount to TFN, and will be ineligible for future education funding.

4.7.3. Students Working Part-time

Full-time students who are employed more than 15.0 hours per week are eligible for a living allowance according to the following formula:

Applicable living allowance (see 4.7.1) minus 30% of gross monthly income, with a minimum monthly incentive of \$100 plus \$200 for each dependant.

Example: Donna is a single student living alone, with no dependants. She works and makes \$1,500 a month. If she decided to go to school, her living allowance would be the applicable living allowance for a single individual (\$1280) less 30% of her monthly wages ($\$1,500 \times 30\% = \450). So she would receive a monthly living allowance of $\$1,280 - \$450 = \$830$. She still keeps all her work income.

4.7.4. Part Time Students

Part-time students are not eligible for a living allowance. However, they will receive a living top-up of \$100 a month.

4.8. Entrance Testing

With the exception of transcript requests, TFN is able to cover any costs concerning tests or other entrance related expenses, provided they are needed to determine entrance requirements or eligibility. It is the responsibility of the student to pay for and procure the required number of transcripts.

4.9. Years of Support

4.9.1. Comprehensive Support

TFN strives to support students as they progress along their post secondary education paths. At the same time, TFN works to ensure funding is made available to as many students as possible. Therefore TFN will provide comprehensive support, as set out in sections 4.2 through 4.7, for:

- up to four years of study in community college or certificate programs;
- up to five years of study in college and university undergraduate degree programs;
- up to two years of study in masters degree programs; and
- up to four years of study in doctorate degree programs.

4.9.2. Tuition Only

In addition, TFN will continue to pay tuition only for students who undertake post-secondary studies beyond the support provided under section 4.9.1.

5. How do I apply?

5.1. Application package

A completed and signed application for funding should be submitted by the deadlines identified in section 5.2, together with the following documents

- A copy of the previous year's T4 and Revenue Canada Notice of Assessment, indicating the students earnings;
- A copy of the previous year's T4 and Notice of Assessment of the applicant's spouse or partner (if applicable); and
- A letter from the student's employer (if employed) indicating total hours worked per week and monthly gross salary.

The application package is at the back of this booklet.

5.2. Timelines for Applying

5.2.1. Main Deadline: April 1st

Students contemplating beginning school in September must submit their applications by April 1st of that year. The Manager must post notice of the April 1st deadline at least two months prior to the deadline, and repeatedly thereafter. At a minimum, notice must be posted by that date in a public place, on the TFN website, in the TFN Community Newsletter, and by mail to all Tsawwassen Members.

Students who miss the April 1st deadline may still be considered for funding, but only after all the applications received prior to the deadline have been processed. It takes a minimum of one month to process applications.

5.2.2. Supplemental Deadline: October 15th

Students contemplating beginning school in January must submit their applications by October 15th of the previous year.

The Manager must post notice of the October 15th deadline at least one month prior to the deadline, and repeatedly thereafter. At a minimum, notice must be posted by that date in a public place, on the TFN website, in the TFN Community Newsletter, and by mail to all Tsawwassen Members.

Students who miss the October 15th deadline may still be considered for funding, but only after all the applications received prior to the deadline have been processed. It takes a minimum of one month to process applications.

5.2.3. Other Deadlines: one month minimum

For post-secondary programs that begin at non-traditional times (other than September or January), students must submit their applications a minimum of one month before the program begins. Two month's notice is preferred.

5.2.4. Acceptance Letter Deadline

No later than one month before the program start date, new applicants must submit an acceptance letter from the institution identified on their funding application.

5.2.5. Academic Transcripts Deadline

All applicants must submit unofficial transcripts at the end of each semester, and official transcripts at the end of each academic year, for funding the following academic year. Applicants just out of high school must submit their official provincial examination transcripts with their funding applications.

5.2.6. Missed timeline

Funding is generally not provided retroactively. Students are reminded that it takes a minimum of one month to process applications.

5.3. Alternative Funding Sources

In addition to support from Tsawwassen Government, many students will be eligible for financial assistance from other programs either administered by TFN Government, or by other governments and agencies.

5.3.1. Other funds administered by TFN

In cases where TFN students are eligible for funding under the ACCESS program administered by TFN's Employment and Training Coordinator, the Education Department will work with the student to obtain partial funding through the ACCESS program. If a student who is eligible under this Post Secondary Education policy receives ACCESS funding, he or she is still eligible for a top-up under the Post Secondary Education budget, up to the maximum levels identified in this policy.

5.3.2. Scholarships from outside agencies

The Education Department will also assist students to identify and apply for bursaries and scholarships provided by outside agencies. Students are encouraged in particular to apply for scholarships offered by Westshore Terminals and Chevron—to TFN students specifically. Any scholarships that a TFN student is awarded from outside agencies will be over and above the funding that TFN provides.

6. How does TFN choose who to fund?

Tsawwassen First Nation attempts to fund all students interested in post-secondary education. However, when funds are limited, difficult choices must be made. If there are more people applying in a year than the amount of funding available, the Education Department will have to prioritize certain students over other students. The following list identifies the order of priority that the Department will take when making that decision.

1 st Priority	Returning full-time students - Students must maintain an acceptable grade level (C-, 60% equivalent)
2 nd Priority	New full-time High School Graduates
3 rd Priority	New mature students seeking a full time program
4 th Priority	Part-time students and Occupational Skills Training students.
5 th Priority	Graduate students
6 th Priority	Students applying for a new program, who have completed a different program at the same education level within the last two years. There are four 'education levels': 1) vocational, 2) college/university undergraduate, 3) master's, or 4) doctoral.

A returning student includes a student who is continuing in a different semester or a different year, but in the same program of study, regardless of the priority otherwise listed. For example, a graduate student who is moving from the first to second year of study would be considered a returning student, and be the first priority for funding.

If there are several returning students, the 2nd to 5th priorities will apply to make priority distinctions between returning students.

The intent of the 6th priority is to ensure that opportunities are available first to students who have not already received funding from TFN for training at a specific education level.

7. What are my responsibilities as a student?

Tsawwassen expects students it supports to adhere to a set of basic standards. These standards, if met, should generally also ensure success in the course of study. The standards are set out below. In addition, there is an academic standard set out in section 8.

7.1. Good decision-making

Students are expected to plan to the best of their ability all aspects of their future education and training. This includes making informed and reasonable decisions with regards to program and class choices, place of residence, employment, and healthy living. When needed, students are expected to seek out assistance and counselling to ensure a successful education process.

7.2. Regular Attendance

All applicants must attend regularly and maintain an acceptable level of performance.

7.3. Monthly Check in

By the 15th of each month, students must send an email to the Education Program Assistant to update TFN on how school is progressing, and to report on any anticipated changes to the program of study. The email will be submitted before living allowance payments are made for the following month of study.

7.4. Suspensions

Students are expected to maintain good behaviour at school and to avoid being disciplined, particularly suspension. Students who are suspended will have their support terminated. Any support (i.e. tuition, books, living allowances) paid to, or on behalf of the student, that is deemed lost by TFN must be paid back to TFN before any further financial support will be considered.

7.5. Completion of study

Students who do not complete the program of study in the semester as specified in the application, other than for medical release (that has been approved by the post secondary institution), will be responsible for paying back any support specifically for that semester (i.e. tuition, books, living allowances) paid to, or on behalf of the student that is deemed lost by TFN. The amount must be paid back to TFN before any further financial support will be considered. Repayments will be considered on a semester-by-semester basis.

7.6. Contacting the Manager

Students are responsible for contacting the Manager of Education and Skills Development in writing of any significant changes that might affect funding (i.e. dropping courses that result in a full-time student moving to part-time status) prior to the end of the semester in question.

8. What marks do I have to get to keep my funding, and what happens if I don't get those marks?

8.1. Minimum academic standard

TFN has set the minimum acceptable level of performance at a "C-" or equivalent (average of 60%).

8.2. Annual performance assessment

Students will be reviewed on an annual basis (prior to the beginning of each academic year) to assess performance. Review of performance will be based on transcripts. When necessary, students may be requested to submit written explanations or other documentation to assist in TFN's review

8.3. Probation

Students who fall below TFN's standard will be placed on probation. Under probation, students will have one semester to increase their GPA to or above TFN's standard. During the probation period students may be required to submit additional transcripts, program documentation, and personal documentation, and seek academic or personal counselling. Students may also be asked for attendance records. If a student does not increase their GPA to or above TFN's standard during the probation period, the Manager may withdraw any future funding.

TFN's tolerance will be at a minimum during a probation period. Students on probation who do not follow this policy will have funding support terminated, and the student will be responsible for paying back any support (i.e., tuition, books, living allowances) paid to, or on behalf of the student, that is deemed lost by TFN. The amount must be paid back to TFN before any further financial support will be considered.

9. The Appeal Process

All students have a right to appeal regarding any decision made by TFN regarding their application review, or probation period. The appeal will follow the process set out on the Administrative Review and Judicial Proceedings Act, available online at www.tsawwassenfirstnation.com

Schedule A: Post Secondary Funding Application Package

Directions:

Complete the *Application and Student Release Form* as completely as possible.

Detach pages 15 through 20 and return to the Education Program Assistant or the Manager of Education and Skills Development (address/email/fax is on page 1 of the Application and Student Release Form).

Be sure to return at least 1 month before the application deadline for the program you wish to enter. The applicable deadline depends on the program of study:

April 1 for programs beginning in September;

October 15 for programs beginning in January; and

At least 1 month before programs beginning at other times of the year.

If you have any questions or require further assistance please contact the Education Program Assistant or the Manager of Education and Skills Development at

(604) 943-2112.



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Application for Education Funding Assistance - Post Secondary

Message from Executive Council

Congratulations on deciding to pursue your education goals!

Getting an education is the most important thing you can do to achieve the goals you have set for yourself. Achieving a university or college education, or acquiring a trade certification, opens up a huge number of opportunities. The evidence from study after study is clear: the surest way to a higher income and better quality of life and is to get post-secondary training.

Post-secondary education is not easy. It is one of the biggest challenges we can set for ourselves. It is intimidating to apply, it is a unique and different environment, and most of all, it is a lot of work. But it is one of life's most rewarding achievements – not just because of the personal challenge, but also because of the opportunities that await after you graduate.

Today's economy is oriented towards people who are highly trained in a trade or a profession. If you're ready, you will make a huge contribution to your own future, and to the future of our community, by taking the leap and registering for school.

We applaud you if you have made this decision. If you are still thinking about it, please read and consider this package carefully, and don't hesitate to call the Education department at (604) 943-2112. They'll help you out however possible. And good luck in your studies!

-Chief & Executive Council

Contact Information

Dawn Williams

Education Program Assistant
dwilliams@tsawwassenfirstnation.com

Chrystalynn Gurniak

Manager of Education and Skills Development
cgurniak@tsawwassenfirstnation.com

Address: Tsawwassen First Nation
1926 Tsawwassen Drive
Tsawwassen, BC V4M 4G2
Phone: 604-943-2112

School Year (e.g. Sept 2016 - May 2017)

Type of Application

New Application

Renewal of Funding

Change of Information

Section A - Personal Information

First Name

Last Name

Address

Prov/State

Postal/Zip Code

Gender

Male

Female

E-mail Address

Phone

Marital Status

Single

Married

Common-law

Separated

Divorced

TFN Enrolment
Number

Date of Birth

Section B - Previous Education Information

Secondary School

High School Name

Years attended

Grade 12 diploma?

Yes No

If not graduated, last grade completed

Have you completed a GED or Adult Graduation Diploma?

Yes No

Year completed:

Post-Secondary School

(attach additional sheet if necessary)

Institution type:

Name of School

College University
Trade program Other

Diploma/degree/certification awarded and year completed

.....

Institution type:

Name of School

College University
Trade program Other

Diploma/degree/certification awarded and year completed

.....

Please list any certificate programs or other training courses you have taken and the year:

Section C - Program Information

Please provide details about the program that you are seeking funding for.

Program/Course Name

School Name

Public Institution

Private Institution

School Address

Registration Contact Name

Telephone

Email

Program type

I will be enrolled

Certificate

Vocational/Trades Program

Full-time

Diploma

Undergraduate Degree

Part-time

Graduate Degree

Post-Baccalaureate

Other

Anticipated Start and End Dates for the program

Have you been accepted into the program?

Yes

No

For multi-year programs, please list the courses that you intend to take in the current year and the start and end dates for each course (you will need to email the Education department a copy of your course registration once your registration is confirmed for the year).

Course Name/Number

Dates

Course Name/Number

Dates

Course Name/Number

Dates

Course Name/Number

Dates

Course Name/Number

Dates

Course Name/Number

Dates

Course Name/Number

Dates

Course Name/Number

Dates

Course Name/Number

Dates

Course Name/Number

Dates

Please describe the types of jobs you would be eligible for upon completion

Please describe other similar programs that you have researched (including costs) and your reasons for choosing this program. If there are comparable programs at schools other than the one you are applying to (for example, if you are applying to a private institution and there is a similar program available at a public institution, or if you are applying to school away from home and there is a similar program available in your local area), please provide details as to why you believe this program will be the best choice for your education.

Section D - Funding Request

Please check which funding amounts you are applying for from TFN:

Annual amounts:

Tuition Fees
Books and Supplies
Travel Support*

Monthly Living Allowance** amounts:

Single person (max. \$1,280)
Married/Common-law - spouse working (max. \$1,130)
Married/Common-law - dependent spouse (max. \$2,220)
Single parent with one dependent (max. \$2,220)
Supplement for multiple dependents (\$200 per dependent)
Commuter allowance (max. \$170)
Part-time student allowance (\$100)

* Full-time students who attend school away from their home community are eligible for travel support to assist with costs associated with travelling to and from school. TFN will reimburse actual travel costs, up to a maximum of \$1000 per year. Part-time students are not eligible for travel support.

**Full-time students who are employed up to 15.0 hours per week are eligible for the full monthly living allowance. Full-time students who work more than 15.0 hours per week are eligible for a living allowance according to the following formula: applicable living allowance (see above) minus 30% of gross monthly income. If they have more than one dependent, they are also eligible for the supplement for each dependent. Part-time students are not eligible for a full living allowance, however they are eligible for a top-up of \$100 per month.

Section E - Income

Full-time students who are employed **more than 15.0 hours per week** are eligible for a living allowance according to the formula set out in the Post-Secondary Education Policy.

Are you currently employed?

Yes No

Current Employer

Supervisor Name

Phone Number

Will you be working more than 15 hours per week while in school?

Yes No

Hours/week

Hourly rate

Section F - Dependants

What is your spouse's employment status?

Employed Full Time

Employed Part Time

Unemployed - no assistance

Unemployed - receiving assistance

Other

If your spouse is receiving assistance (e.g. Income Assistance, E.I., Disability Benefits, WCB, Pension, etc.) please list what type of assistance and the monthly amount

If your spouse is employed, please provide their monthly income:

Please list your dependant children under 19 years of age who live with you, including name and date of birth. DO NOT include foster children or children who do not live with you.

Name

Date of Birth

Name

Date of Birth

Name

Date of Birth

Name

Date of Birth

Name

Date of Birth

Name

Date of Birth

Please provide name, date of birth, and details for any dependants that you have who are over the age of 19. This includes relatives who reside with you who are **unable** to work and/or to live independently, where you are their primary caregiver. You will need to provide details about what barriers they have and why you need to support them. Please indicate whether they are receiving assistance of any kind (e.g. disability benefits, pension benefits), the monthly amount they receive, and whether you are their legal guardian or committee. TFN may request documentation to support the information you provide here.

Section G - Code of Conduct and Declaration

Applicants are expected to abide by the following Code of Conduct in order to maintain their funding:

I will attend classes regularly.

I will consult with appropriate counsellors if any problems arise academically, emotionally, physically or financially.

I accept and will meet the standards for academic success of the institution to which I have been accepted.

I accept and will meet the standards outlined in the TFN Post Secondary Education Policy.

I will provide official transcripts when requested by TFN.

I will manage to the best of my ability any education assistance funds provided by TFN.

I will follow through with the intent of this application.

I will provide monthly updates via email to the Education Department about the status of my enrolment, course load, and any issues that may arise related to my education.

I certify that I have read the Post Secondary Education Policy, and I agree to abide by the Code of Conduct

I declare that the information I have provided is true and complete to the best of my knowledge. In the event that my application is approved, I understand that providing false or misleading information on this application may result in the termination of funding.

Signature

Date signed

The information in this form is collected under the authority of section 15(c) of the Tsawwassen Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to facilitate matching Employment Program participants with potential employment opportunities, and will not be otherwise used or disclosed except in accordance with FIPPA. If you have any questions or concerns about the collection and use of this information please contact Tsawwassen First Nation at (604) 943-2112.

Post- Secondary Funding Application Checklist

Your application for Post-Secondary funding will not be considered until all required documents are submitted. Please ensure that you provide all necessary documents from the list below. If a particular document is not applicable to you, please write "N/A" in the space provided.

1. Post-Secondary Funding Application Form	
2. Prior school records from Grade 11 onwards, including any diplomas or certificates achieved (original documents only, photocopies not accepted)	
3. A copy of your previous year's T4 and/or Notice of Assessment from Revenue Canada	
4. A copy of the previous year's T4 and/or Notice of Assessment for your spouse (if applicable)	
5. A letter from your employer indicating your total employment hours per week and anticipated gross monthly salary for the period of study on your application form (if applicable)	
6. A copy of the program calendar for the program and school you are applying to	

Prior to receiving your funding, you must provide:

1. Letter of Acceptance from the program/institution you are applying to	
2. A copy of your official registration for the program	

Education Budget for the _____ - _____ Academic Year

Use this worksheet to calculate your education expenses and the total amount of funding available to you from all sources for the year. Applicants are encouraged to look for additional sources of funding beyond TFN to help offset their education expenses.

Education Expenses for the Year

Registration Fees	\$ _____
Tuition (per year)	\$ _____
Student Fees	\$ _____
Lab Fees	\$ _____
Books	\$ _____
School Supplies	\$ _____
Specialized Equipment:	
_____	\$ _____
_____	\$ _____
Other Expenses:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses for the Year	\$ _____

Education Funding Sources

Scholarships:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Bursaries:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Student Loan(s)/Line of Credit	\$ _____
Other sources:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Amount requested from TFN	\$ _____
Total Funding for the Year	\$ _____

Monthly Budget Worksheet

Use this worksheet to calculate your monthly expenses and your monthly income while you are going to school. If you do not know the exact amount, provide your best estimate. If you are sharing monthly expenses with another person (e.g. a spouse or roommate), provide your monthly share of the expenses.

Monthly Living Expenses	
Rent/Mortgage	\$
Property Taxes	\$
Utilities	
Natural Gas	\$
Hydro/Power	\$
Other	\$
TV/Cable	\$
Internet	\$
Telephone/Cell	\$
Transportation	
Public Transit	\$
Car payment	\$
Insurance	\$
Gas	\$
Food/Groceries	\$
Child Care	\$
Medical/Dental	\$
Credit Card Payment	\$
Loan Payment	\$
Other Expenses:	
	\$
	\$
	\$
	\$
	\$
	\$

Monthly Income	
Employment income	\$
Other income sources:	
	\$
	\$
	\$
TFN Living Allowance	\$

Total Monthly Income	\$
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Total Monthly Expenses	\$
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Education Department Approval

TFN Use Only

Application Received: _____ <div style="text-align: center;">(date)</div>	<input type="checkbox"/> <u>Approved</u> <input type="checkbox"/> <u>Denied</u> If denied, attach summary of reasons for denial
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Approved Funding for the period: _____ <div style="text-align: center;">(MM/YYYY)</div>	to	_____ <div style="text-align: center;">(MM/YYYY)</div>	
		Tuition	\$ _____
		Books/Supplies	\$ _____

Living Allowance:

Basic Living amount per month	\$		
Less employment deduction <i>(gross monthly income x 0.3)</i>	- \$		
Multiple dependents supplement <i>(\$200 x # of additional dependents)</i>	+ \$		
Commuter amount per month	+ \$		
Total per month	\$		
# of months	X		
Total for the period	\$	→	\$

Transportation support amount \$ _____

Total Amount approved for the period \$ _____

Approved by Manager of Education and Skills Development

(Date)

Approved by CAO

(Date)