

**2017-2018**

**New Relationship Trust Foundation**

**2nd Call Bursary Awards**

**Guidelines & Application**

The New Relationship Trust Foundation (NRTF) and BC First Nation communities realize the importance of educating our people. Interested and eligible BC First Nations students should apply to the NRTF Post-Secondary Bursary Awards. NRTF is pleased to offer bursaries to eligible BC First Nations students who are enrolled in Certificate, Diploma, Associates Degree and Trades programs. Student can be approved a maximum of 2 years in the same field of study.

Number of Bursaries Available:

* 50 Bursaries @ $2,000 each for the 2nd Call.

Application Deadline:

* Received at the NRTF office by **12:00pm (noon) PST on Tuesday, November 7th, 2017** at NOON.
* Application must have all supporting documents attached, we will NOT accept applications part by part, NO EXCEPTIONS
* No Faxes. Faxed applications will not be accepted. You can scan and email
* Completed 2nd call bursary applications can be mailed, dropped off or emailed to [bursary@nrtf.ca](mailto:bursary@nrtf.ca) .

Eligibility:

Post-Secondary Bursary Awards are available to Students who are from a British Columbia First Nation who are planning on attending full time program at a recognized post-secondary institution[[1]](#footnote-1). All fields of study are eligible.

**Eligible Program Types:**

* Certificate programs
* Diploma programs
* Associate Degree programs
* Trades programs

**Ineligible Program Types:**

* **Undergraduate, Master’s and Doctorate Degree Programs**
* **Upgrading**
* Conferences / symposiums / workshops
* Professional Fees / schools
* Education at non-recognized post-secondary institutions
* Executive / Management programs

Required Bursary Application Documents:

|  |  |  |
| --- | --- | --- |
| **Supporting Document** | **Acceptable Items** | **Unacceptable Items** |
| **Application form** | * Fully Completed form * Signed and dated * All information is true * Clearly written form * Scanned Application Forms | * Incomplete form * Not signed or dated * Inaccurate or false information * Illegible form * Phone pictures of application form |
|  |  |  |
| **Letter of Support from BC First Nation Government** | * Letter stating that you have support to apply for this bursary * On Letterhead from your First Nation Government * Dated this year | * Not from British Columbia * Letter from anywhere else than the First Nation Government i.e. Tribal Councils, Education institutions * Outdated letters |
|  |  |  |
| **Proof of Citizenship from BC First Nation** | * Letter from First Nation (on letterhead) stating you are a member * Or a photocopy of Status or Citizenship card | * Letter from anywhere else than the First Nation Government |
|  |  |  |
| **Latest unofficial Transcripts if you are a returning student that received a NRTF Bursary** | * Unofficial or Official Transcripts * From most recent school year * Envelopes do **not** need to be sealed | * Written on transcripts * Note: Original official transcripts will be required if approved |
|  |  |  |
| **Acceptance/Enrollment at Post- Secondary Institution** | * An acceptance letter is required if going into a new institution * Returning students must submit a letter of enrollment * Dated **this** year and on **school letterhead** | * Outdated letters from previous years * Letters from anywhere else other than the institution * Screenshots of online registration with no logos |
|  |  |  |
| **Resume** | * Up to date Resume or CV | * Outdated or incomplete |

Renewal Criteria

* All students must re-apply each year;
* Returning students must have a C+ (2.3 GPA) average to qualify for subsequent school years. Returning students must submit a copy of their transcripts. Students can be approved a maximum of 2 years in same field of study. Students can receive a maximum of 4 NRTF bursaries in their lifetime (if student changes education direction).

**Frequently asked questions**

Question: **I received an award last year, do I need to reapply?**

Answer: Yes, each year students need to reapply. Past recipients must show they have kept up their C+ (2.3 GPA) average to qualify for the subsequent school year.

Question: **I do not have my status, am I still eligible?**

Answer: Yes, if you are a member of a BC First Nation and can get a letter of support stating that you are a member from your First Nation Government.

Question: **I am a Status from another province/Non-Status/Metis/Inuit Student, can I apply for an NRTF Award?**

Answer: This application is only for the NRTF Bursary aimed at students from BC First Nations. If you are a resident of BC and Status from another province, Non-Status, Metis, or Inuit you can apply to the NRTF Early Childhood Education awards program. Please note that this award only applies to Early Childhood Education related programs. Please go to [www.nrtf.ca](http://www.nrtf.ca) for more info.

Question: **I am from a BC First Nation but doing my studies outside of BC. Am I still eligible?**

Answer: Yes, you can be studying anywhere in the world as long that it is at a recognized institution and you are from a BC First Nation.

Question: **I am getting my Undergraduate, Masters or Doctorate Degree** **but I can’t find that information on this application?**

Answer: This application is only for **Certificate,** **Diploma, Associates Degree or Trades** students. Please see the NRTF Scholarship application and guidelines to which you qualify to apply.

Question: **I’m only registered for part-time studies; do I still qualify?**

Answer: No, Students must be enrolled full time.

Question: **I have already completed my program, am I eligible?**

Answer: No, applicants must be attending school during the Bursary call or attending after they have been approved.

* **However, If an applicant’s program ends during the announcement and closing period the application is still eligible.**

Question: **What field of studies are eligible?**

Answer: All fields of study are eligible; students must be enrolled at a recognized post-secondary institution[[2]](#footnote-2).

Question: **My registration date isn’t until after the application deadline.**

Answer: We do not need confirmation of registration until after the Bursary has been awarded; we just need a letter of acceptance or enrollment. Enrollment indicates you are considered a student at the institution, not that you are registered in classes.

Question: **My acceptance letter is dated last year because I’m in my 2nd year, is that acceptable?**

Answer: No, if you are already accepted into the institution then a letter of enrollment will be needed rather than a letter of acceptance.

Question: **I cannot get a hold of my First Nation Government; will a letter from anyone else suffice? Or from a First Nation community where I currently live?**

Answer: No, we require an official letter of support from the First Nation government you are registered with. We will not accept a letter from anywhere else.

Question: **Can I have my education institute send the transcripts or confirmation of enrollment directly to NRT?**

Answer: No, Applications **must** contain all supporting documents when submitting. This ensures that you know your application is complete before the deadline. Due to a high volume of applications we cannot consider applications that are sent incomplete or piece by piece.

Question: **When will I find out if my application has been approved?**

Answer: We aim to let students know by the first week of August at the latest for the first call and by November 30th for the second call.

Question: **If my application is approved when will I receive my cheque?**

Answer: When you are approved, you will be provided with a letter and instruction of further items we will need. They will be confirmation of registration, picture and biography and a course list. Once those items are received your cheque will be mailed to you.

Question: **I need clarification by NRTF on this application, who do I speak to?**

Answer: If you have any questions about the NRTF Bursary you can call Lana Plante at 1-877-922-3338 for clarification.

Tips for this application:

|  |  |
| --- | --- |
| * Submit a clearly written and easy to read application, this can go a long way. | * Scan your application and documents and email it to yourself as a test. |
| * Make sure to attach all required documents | * Include everything in your budget |
| * Call if you have any questions | * Name your attachments if any |
| * Submit your completed application early. * Get the tricky documents first (i.e Band/School letters) | * Do not send 18 photos of your application, scan it into one document. |



***NRTF Bursary for Certificate, Diploma, Associates Degree and Trades***

***Bursary Applicant Checklist 2017/18 Second Call***

Before completing your application please read the NRTF Bursary Guidelines to ensure you qualify for this award. Once you have completed filling in your application and before submitting it, please ensure that it contains all of these important documents. Copies are acceptable:

□ Completed and signed 2017/18 Second call application form;

□ Letter of Support from your First Nation or First Nation Government on letterhead;

□ Proof of citizenship from British Columbia First Nation;

□ Acceptance letter at recognized accredited institution or associations;

□ Resume/CV; and

□ If you were awarded a NRTF Bursary previously; you must include a copy of your transcripts;

□ Letter from Employer (if applicable to verify apprenticeship).

**\**Applications must have all supporting documents attached when submitted. Do NOT attach this page when submitting your application.***

**Due to demand, incomplete applications cannot be considered.**

Please retain copies of your application materials as submissions will not be returned.

**Deadline Date:**

Applications containing all required supporting documents must be received at the NRTF office no later than **12:00 pm on Tuesday, November 7, 2017.**

Applications can be delivered by email, mail or dropped off in person to:

**NRTF Bursary for Certificate, Diploma, Associate Degree and/or Trades 2017/18**

**New Relationship Trust**

**Suite 1008 – 100 Park Royal South**

**West Vancouver, British Columbia V7T 1A2**

**Attention: Lana Plante, Project Officer**

Or

**E-mailed to:** [bursary@nrtf.ca](mailto:bursary@nrtf.ca)

***NO FAXED APPLICATIONS WILL BE ACCEPTED OR CONSIDERED***

Personal Information:

\**Name and address given will be used on disbursement cheques*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name |  | | | First Name |  | Middle  Initial | |  | |
| **Mailing Address** | | |  |
| Street Address | | |  | | | | | Unit #: | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City |  | Province |  | Postal Code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Phone |  | Cell |  |

|  |  |
| --- | --- |
| Email Address |  |

\* *All* *applicants will be notified of their application status by email*

|  |  |
| --- | --- |
| Which BC First Nation are you a member or citizen of? |  |

\*Applicants must be a member of a BC First Nation and show support from the Nation directly

Enclose a letter from a person in authority within the administration of your First Nation verifying your membership or citizenship in the First Nation, together with the person’s position, address and telephone number if you do not have a status card or citizenship card.

|  |  |
| --- | --- |
| **Person’s name and position:** |  |
| **Person’s telephone number:** |  |

Have you ever been awarded an NRTF Bursary or Scholarship before?

Yes No

If yes, please indicate:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bursary Type: |  | b) Year: |  | c) Value of award: | $ |

Post-Secondary or Training Institution Information:

|  |  |
| --- | --- |
| Post-Secondary Institution |  |

Please indicate which Bursary area you are applying for:

\**Bursaries are not available for Undergraduate, Masters, or Doctorate degrees. Please apply for the NRTF Scholarship*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Certificate |  | Diploma |  | Associates Degree | | |  | | Trades |  |
|  |  |  |  |  |  |  |  | |
| Program Name: | |  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Completion Date | | |  | | | | | | |
| Are you a returning student? | | | Yes | No | | if Yes, GPA last year | |  |
|  | | |  |  | |  | | (**Attach copy of transcripts**) |
| Year Attending: | 1st 2nd | | | |  | |

Indicate which Terms and number of credits per term you plan to enroll in 2017-2018:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fall Term |  | Winter Term |  | Summer Term |  |

|  |
| --- |
| Describe what led you to choose your field of study and elaborate on your goals. (Attach separate page if necessary) |
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Funding Sources:

|  |  |
| --- | --- |
| Have you approached your First Nation/Community for funding? Yes No | |
| If No, state why |  |
|  | |
|  | |

Has your First Nation agreed to fund you? Yes No Awaiting Decision

|  |  |  |  |
| --- | --- | --- | --- |
| How much will you receive? | $ | If No, state why |  |
|  | | | |
|  | | | |

Will you be receiving funding assistance from other sources for your education costs or living expenses?

Yes No

If yes, what sources and what amounts?

|  |  |  |  |
| --- | --- | --- | --- |
| Source |  | Amount | $ |
| Source |  | Amount | $ |

Employment:

Are you currently employed? Yes No

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If No, how long have you been unemployed? | | | Months | |  | | Years |  |
| If Yes, how long have you been employed? | | | Months | |  | | Years |  |
|  | | |  | |  | |  |  |
| Name of Employer |  | | | | Contact |  | | |
| Annual Earnings (after taxes) | | $ | |

**Apprenticeship:**

Are you currently involved in an apprenticeship program? Yes No

If yes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Business or Association: | |  | | |
| Contact Name: |  | | Phone Number: |  |

**\* If you are currently doing an apprenticeship you are required to attach a letter from your employer on company letterhead to verify your apprenticeship.**

Budget: (for one academic year)

please include all sources of expenses and income during your school terms.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expenses** | | **Monthly** | |  | **Education Costs** | **Amount** |  | | **Income** | | | | | | **Amount** | | |
| Rent | |  | | Tuition and fees for one year of study |  | **Employment** | | | | | |  | | |
| Utilities | |  | | Mandatory Books/supplies |  | **Family/Personal** | | | | | |  | | |
| Transportation | |  | | Transportation from hometown to post-secondary institution, and return (bus, train, plane) |  | **Band/Community** | | | | | |  | | |
| Food | |  | | Other |  | **Scholarships** | | | | | |  | | |
| Phone/internet | |  | | **B. Total One-Time Education Costs** |  | **Bursaries** | | | | | |  | | |
| Clothing | |  | | 1. **Total monthly living costs multiplied by number of month’s term of study.**   A x Months in School = |  | **Student Loan** | | | | | |  | | |
| Child Care | |  | | **Other (identify)** | | | | | |  | | |
| Other | |  | | **B. Total One-Time Education Costs** |  |  | | | | | |  | | |
|  | |  | |  |  |  | | | | | |  | | |
| 1. **Total monthly** | | **$** | | 1. **Total Education Costs**   **(C + B = D)** | **$** | **Total Income** | | | | | | **$** | | |
|  | |  | |  |  |  | |  | |  |  |  |  | |
|  | | |  | **Please explain any unique budget circumstances below:** | | | | | | | | | |
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***Involvement within the First Nation community***

Please describe your involvement within your First Nation community? (Attach separate page if necessary)

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| How did you hear about the New Relationship Trust Foundation Bursary? | | | | | | | | | | |
|  | | | | | | | | | | |
| NRT Website |  | Facebook |  | First Nation |  | School |  | Twitter |  | Other | |  |

*Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Verification of Information***

I understand that the information submitted in and with this application will be used to assess my eligibility for the Bursary Award. I hereby certify that all the information provided on this application form and in all the documents accompanying it is true, accurate and complete. I have read all the policy and guidelines regarding the New Relationship Trust Foundation Bursary initiative. By submitting this application, I agree to be bound by the policies and guidelines of this initiative. I give my permission to the NRT Foundation to collect my contact information so that I may receive information about potential employment, scholarship, and training opportunities.

Signature Date

Print Name

1. Government authorities are responsible for post-secondary education in each province and have identified "recognized," "registered” and "licensed" institutions within their jurisdiction. [↑](#footnote-ref-1)
2. Government authorities are responsible for post-secondary education in each province and have identified "recognized," "registered” and "licensed" institutions within their jurisdiction. [↑](#footnote-ref-2)