

Required Documentation

Once your application is received and processed by a Funding Officer, all required documentation will be requested through a Document Request Letter. Everything that is required must be submitted by the given deadline. If any piece of required documentation is not submitted by the deadline, your application will be automatically cancelled.

As FFWS has a very limited amount of funds available, it is in your best interest to submit required documentation before the July 15th deadline.

You will be asked to submit all/some of the following documentation:

- a) Email consent form (last page of application form): the email listed must be a personal email address, not a parent's, spouse's, etc;
- b) Banking Information: void cheque or deposit slip, with student's name on it, for direct deposit purposes;
- c) Photocopy of your registry status card: (front and back must be legible);
- d) Photocopy of your personal health care card, as well as photocopies of the cards of any dependents you will be claiming, including spouse;
- e) A course registration with your name and/or identification number printed on it from your institution: a photocopy is acceptable;
- f) Course Registration Summary form: the courses should match what is on the official course registration;
- g) Most recent transcripts: these must be **official** transcripts;
- h) Tuition and fees assessment: this must be for the academic year you are applying for. You can either provide a copy of your registration detailing the actual costs, a program brochure, or a photocopied page of the school calendar that identifies the fees;
- i) Letter from your band confirming you are not eligible for funding, if from an Alberta-based band; must include Bill C-31 status information, if a new applicant to Freehorse;
- j) Letter from your band confirming your band membership status – only applicable to students from bands that have an internal membership list in place. Band membership letters will only be accepted from the membership clerk/department;
- k) Previous year's tax assessment, showing Line 15000 Total Income. If married, including common law, spouse's previous year's tax assessment must be submitted also;
- l) Student Budget form
- m) If you are registered with a band from the NWT: a letter from the Government of the NWT (NWTSAFA) and/or Nunavut student financial assistance (FANS) programs indicating you are ineligible for funding due to residency;

n) Student Consent to Release/Obtain Personal Information form: this form allows FFWS to obtain information from your institution regarding your registration status and attendance. This form will be provided to you once your application has been received by FFWS;

o) A written, signed and dated education plan, describing your academic and career goals.

You may be required to provide additional information as requested by your funding officer