

### 3. Application Process

#### a. Deadlines

Sponsorship application forms must be submitted to FFWS by midnight (Mountain Standard Time) of the application deadline dates. Be aware that providing incomplete information on the application form will result in the application being sent back to the student to be completed and resubmitted by the deadline.

The deadlines for applications are as follows, although you are encouraged to submit applications earlier than these dates:

Fall/Winter Term (September - December/April): **JUNE 15<sup>th</sup>**

Winter Term (January – April): **OCTOBER 15<sup>th</sup>**

Spring/Summer Intersession (May - August): **MARCH 15<sup>th</sup>**

\*Late applications may still be accepted for the Fall/Winter terms only but **not for the Intersession term**.

#### b. Priority Structure

This is the number assigned to your application based on the transcripts you provide:

**Priority 1 Continuing Students:** Students who are continuing current post-secondary studies in the same program (i.e. second year of a two-year program).

**Priority 2 Continuing Students from High School:** Students who are directly out of high school and are applying for a post-secondary program of studies.

**Priority 3 Continuing Students (new to funding):** Students who are continuing current post secondary studies in the same program (i.e. second year of a two-year program) but have never received funding from PSSSP in the past.

**Priority 4 Waitlisted Students:** Students who applied for sponsorship for a post-secondary program of studies for the previous academic year, but were not funded due to lack of funds. Only students whose applications for sponsorship were completed may be waitlisted.

**Priority 5 Returning Students:** Post-secondary students who *have* received previous sponsorship from the PSSSP and have interrupted their post-secondary studies and are now returning to their studies.

**Priority 6 Returning Students:** Post-secondary students who *have never* received previous sponsorship from the PSSSP and have interrupted their post-secondary studies and now are returning to their studies.

**Priority 7 New Students:** Students who have never attended a post-secondary program in the past and are not directly out of high school.

**Priority 8 Post-Secondary Graduates:** Students who have already completed a post-secondary program, not including UCEP, with or without funding from the PSSSP.

**Priority 9 UCEP/Upgrading Students:** Students applying for a UCEP program or upgrading at a Grade 12 level and who will be continuing on to an eligible post-secondary program.

**Priority 10 Probationary Students:** Students who have withdrawn on their own from their program of studies or students who have been withdrawn from their program of studies by their faculty or institution, have sat out for one year with FFWS, and are now re-applying to go back to school.

**Priority 11 Part Time Students:** Students who are enrolled as a part time student in a post-secondary program.

**Priority 14:** Staggered programs (Eligible for part time funding only), and other specialized programs that FFWS determines to be in this category

Students who were registered in, and completed, the intersession prior to the Fall semester will retain the same priority level assigned during intersession

### **c. Late Applications**

- FFWS *may* accept applications for Fall/Winter terms (not the Intersession term) after the deadline, however these applications are considered late. Late applications are immediately waitlisted and may be reviewed only if funds become available. Students are not able to submit an appeal if their application is late and is not approved for funding as a result.
- Late applications for the Fall term will not be transferred to the Winter or Spring/Summer Intersession terms. Students must apply for each intended session they wish to attend.
- Students planning to attend the Winter term should apply for the June 15<sup>th</sup> deadline. Do not wait for the Winter deadline.
- Applications submitted for the Winter term will only be reviewed if funds are available.

### **d. Intersession (Spring/Summer) Applications**

**\*Intersession sponsorship does not necessarily fall under the same rules and regulations as sponsorship during Fall/Winter\***

Applications must be received by **March 15th**, as late applications will not be considered. Applications will be processed in order of completeness; however, sponsorship will still be budget dependent as Intersession funding is extremely limited.

#### **Approved Intersession Students:**

- The Intersession term is **part-time only** sponsorship: tuition, books and supplies only. This means students will not receive a living allowance regardless of program academic start date(s) and/or course load.

- Students will be notified of their approval by e-mail. Any changes to an approved application must be reported to FFWS immediately, as changes in financial commitments will not be possible later in the term.
  
- Educational Institutions will be notified of sponsorship terms including the maximum amount of tuition that will be sponsored; this means that the student will be responsible for any additional payment(s) for courses added after receiving an approval letter.