



## NOTICE TO ALL APPLICANTS

The deadline date for **fall/winter** applications is **May 31, 2019**. This includes full and part-time studies, and January starts. Students enrolled in **spring/summer** programs now have a deadline date of **April 15, 2019**.

**All applications must be in the Post-Secondary or WBE office by 4:00 p.m. (ESDT), June 1<sup>st</sup>. If June 1<sup>st</sup> falls on the weekend, deadline for submissions will fall on the Friday prior.**

All **continuing** students must reapply with the application form and **final grades**.

All **NEW** students must submit the application form, student rights and responsibilities form, a career/education plan essay, reference letter, current resume, and a copy of the status card (front and back). The remaining documents can be submitted as they become available.

All applicants must complete the application form in full. All **INCOMPLETE** applications will be placed on hold. **Funding is limited** – please apply or re-apply **A.S.A.P.**

ALL students are required to attend an **Orientation Day** in June, the date will be announced.

If you have any questions, please contact our office. If you did not receive the student handbook you can access it at [wbe-education.ca](http://wbe-education.ca) under the Post-Secondary Student Support Services.

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Manager / Lead Post-Secondary Navigator  
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## GUIDELINES FOR ESSAY

Essay must be 300-500 words

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Must provide the following information:

1. All programs to which you've applied.
2. Your first choice program.
3. The reason for applying to this program.
4. Research you've done to make your choice.
5. Relevant experience to the 1<sup>st</sup> choice program.
6. Your plans if you are not accepted into your 1<sup>st</sup> choice.
7. Future plans after graduating.
8. Specific long-term goals if it will involve additional sponsorship.

## IMPORTANT FACTS:

- **ELIGIBILITY:** We fund 1 diploma/degree per student. We also fund 1 certificate program as well, however, these will be considered on a case-by-case basis as we do not cover all certificate programs. We **do not fund** out-of-country programs/institutions (unless it is part of a student exchange), General Arts and Science and private schools. The only exception to this rule is the Bachelor of Education program as it is required in order for a degree student to teach.
- **BOOKS/SUPPLIES:** The book/supply allowance is a maximum of **\$1000** for both College and University students for the school year; **\$500** for part-time sponsorship. This allowance is meant primarily for **texts**. You can **request** reimbursement for books purchased over the limit, **HOWEVER**, this will only be approved if there is further funding available and you would have to submit original receipts (in person or by mail) before March 31<sup>st</sup>.
- **SPECIAL EQUIPMENT/SUPPLIES/CLOTHING:** If you require any special equipment, supplies or clothing **you must prepare to pay for this on your own**. Please ensure you research special items required for your program because of the book limit quoted above. The only situation in which we would be able to provide special equipment/supplies/clothing is if you are enrolled in a program that does not require many texts **OR** pending availability of funding. Availability of funding cannot be guaranteed and so it is recommended that you prepare a financial backup plan to purchase these required items. The ideal situation would be to purchase them and request a reimbursement. However, if you want the WBE to purchase them (within the budget limits as outlined above), you must provide a letter of request and three quotes (quotes must be from the store you are quoting). **Suggestion:** Prepare ahead and apply for scholarships and bursaries if you are going to require any special items for your program. We may not be able to assist you with this financially and it could affect your performance in the program. Research this well, because it could mean the difference with success.
- **TUITION DEPOSIT FEES:** The sponsor letter (once you are approved) waives this fee. It is important to get all the required documentation into our office so that your application will be ready for approval after the deadline date. This is important so that we can approve your application quickly and get the sponsor letters out to the schools so that this tuition deposit fee is waived. If you do not have an acceptance letter by the deadline date and before the tuition deposit deadline date, we'd advise you to pay for

the fee and upon official approval of your application, we can reimburse this fee on the next available cheque date.

- **RESIDENCE FEES:** If you are planning on staying in residence, instead of a living allowance, your residence fees will be paid with the overall living expense budget. If the fees go above and beyond this amount, the student will become responsible for the balance owing. With regard to **DEPOSIT FEES**, we do not cover damage deposit fees. If the deposit fee is part of the overall residence fees, then we will cover it with receipt of an invoice from the school. If there is any balance left after residence fees are paid, we will distribute the remaining balance over the months of the school year.
  
- **CRIMINAL REFERENCE CHECKS:** If you are entering a field where a placement is going to be a requirement and you have a criminal record, we would recommend researching the possibility of seeking a pardon if the offence is dated or you may have to consider an alternative program. Please take this into consideration when applying for programs.