

Application Checklist

****The following documents must be received in order to process application:**

	Complete Registration and Application Forms: (provide your signature and date on all forms where required)
	Complete Authorization of Student Release of Information Form:
	Letter of Intent re: course of study/future plans, why you are pursuing this course (your letter should be addressed to Employment Officer)
	Status card: (photocopy of both sides)
	Official Transcripts: from your last year of study (High School, College or University)
	Costs: re: all costs you require (Tuition fees, Textbooks, Material and Supplies, Transportation (include a google map from your residence to the education facility), Living Allowance etc.)
	If applicable, application to OSAP must be completed: include the response
	Full Program Description: with diploma requirements (can be found online at the post-secondary institution's website, or e-mail your program coordinator, they can provide you with full details)
	Letter of Acceptance: into the course from the campus of choice (College, University, or Training Institute)
	Proof of Dependants: if you are claiming dependant(s) (must provide a photocopy of Child Benefit Statement)
	Resume: (must provide updated resume)
	Copy of Void Cheque or Direct Deposit Banking Information (all reimbursements to client are done direct deposit)
	Partnerships: (please provide details in all partnerships; Social Assistance, Employment Insurance, Employment, ODSP, etc.)

Please mail or e-mail your completed funding application to the following:

Hiawatha Administration Office
 Attn: Lorne Paudash
 Employment & Training Services Officer
 431 Hiawatha Line
 Hiawatha, Ontario K9J 0E6
 employment@hiawathafn.ca

Have you ever been sponsored by Kagita Mikam before? If so, for what program or service, when and the amount funded?
