

IMPORTANT FACTS:

- **ELIGIBILITY:** The Program must be at least 1 year (8 Months) in length, offered by an accredited (recognized by ISC) institution in Canada and Abroad, and must lead to a certificate, diploma, or degree. We **do not fund** General Arts and Science.
- **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; **\$500** for Spring/Summer Full-time; **\$250** Spring/Summer Part-time. 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 funding available. Original hard-copy receipts must be submitted (in person, e-mail, or by mail) before March 31st. Online receipts can be forwarded directly to your Navigator's email address.
- **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. **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 would 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 on-campus in a student residence, the limit for a single student is \$9960 for the year. If the residence/meal plan fees go above and beyond this amount, the balance will be covered up to a maximum of \$15,000. It

is recommended that the student apply for the cheaper residence rates to avoid paying any balance exceeding the maximum amount. 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 (older) or you may have to consider an alternative program. Please take this into consideration when applying for programs.