



Shyanne-Lee Clarke Inclusive Post-Secondary Education Tuition Waiver Application

In recognition of Shyanne-Lee Clarke and in partnership with STEPS Forward, NVIT is committed to the implementation of the Shyanne-Lee Clarke Inclusive Post-Secondary Education Tuition Waiver. This Tuition Waiver is open to both current and prospective NVIT students enrolled through the Inclusive Post-Secondary Education partnership with STEPS Forward, across all programs/courses delivered at the NVIT Merritt Campus.

STEPS Forward is based on the premises:

1. Everyone has the desire and ability to learn. Eligibility therefore, is open to anyone with a developmental disability who wants to learn, regardless of level of cognitive capability, or any other disability related support requirements.
2. These individuals desire to pursue an education that is coherent with that of any student in a typical vocational, college, or university program; that is in the same classes and in the same ways.
3. Students, and their families/advocates, want to use this experience as a foundation to build an inclusive life.

STEPS Forward facilitators provide the inclusion support required for the student to learn, engage in campus activities, complete course material, and find employment. As non-crediting students, they complete academic work to the level of their ability leading to a Certificate of Completion issued by their post-secondary educational institution.

In addition to the above, current and prospective STEPS Forward learners may be eligible if they meet the following criteria:

- Selected as a prospective recipient by the STEPS Forward Coordinator
- Submit a complete and signed Application for the Shyanne-Lee Clarke Inclusive Post-Secondary Education Tuition Waiver and an Authorization for Release of Information to the Enrolment Services Office;
- Be at least 19 years of age during the academic year of study;
- Have an offer of admission to NVIT and confirmation of STEPS Forward support for the upcoming semester in a program leading to a Certificate of Completion **OR** be a continuing NVIT student, receiving support for STEPS Forward, registered in a program leading to a Certificate of Completion;
- Students will enroll in a minimum of two courses a semester in the program of study that they choose. Student responsibilities include:
 - Attending lectures, tutorials and labs
 - Completing modified exams and assignments
 - Meeting with inclusion facilitators to discuss each course
- Students are enrolled in courses as participatory auditors, this allows professors and inclusion facilitators to modify course work as much or as little as needed for the student to engage with the course. At the end of their course of study, students receive a Certificate of Completion and attend convocation with their department of study. *Please note: The Registrar's Office will review the eligibility of continuing students at the end of each semester and will notify the students. **Continuing Tuition Waiver recipients do not need to apply each semester.***
- Students may desire to meet with an NVIT Academic Planner to review educational goals and preparedness. To book an appointment or for more information please call the NVIT Merritt campus at 250-378-3300 or toll-free at 1-877-682-3300.

Terms of the Shyanne-Lee Clarke Inclusive Post-Secondary Education Tuition Waiver include, but may not be limited to, the following:

- The waiver is not applicable to tuition for Community Education or Continuing Studies courses;
- The waiver applies only to the tuition fees for the course; any other expenses necessary for participation in the course such as books, supplies, Student Society fees, lab fees, UPASS BC fees, theatre tickets, equipment rental, etc., must be paid by the student;
- As a minimum number of tuition-paying students are required in each course to enable it to be offered, NVIT reserves the right to limit the number of waivers to three (3) STEPS Forward students per semester;
- All refunds are subject to the Refund of Fees Policy – C.3.12.

If approved, NVIT will contact you or your STEPS Forward Inclusive Facilitator to confirm your eligibility and details of funding. NVIT reserves the right to change criteria based on funding availability.

SECTION 1 – PERSONAL INFORMATION

PLEASE COMPLETE WITH INK

NVIT STUDENT NUMBER: _____

NAME: _____
(FIRST) (MIDDLE) (LAST)

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE: Home _____ CELL/OTHER: _____

EMAIL ADDRESS: _____ GENDER: ☐ MALE ☐ FEMALE

SOCIAL INSURANCE NUMBER: _____ DATE OF BIRTH: _____

DO YOU HAVE A PERMANENT DISABILITY? ☐ YES ☐ NO

IS YOUR DISABILITY DOCUMENTED WITH NVIT? ☐ YES ☐ NO

SECTION 2 – RELEASE OF INFORMATION TO FAMILY MEMBER/ADVOCATE

I, _____, do hereby permit the Nicola Valley Institute of Technology to release information regarding my academic files to _____, upon proper identification, pertaining to (please check all that apply):

- ☐ Financial Aid
- ☐ Billing
- ☐ Disciplinary Status
- ☐ Academic Information/Grades/Attendance
- ☐ Other, Please Specify: _____

This release is in effect from:

Start Term/Year: _____ End Term/Year: _____

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____

FOR NVIT OFFICE USE ONLY

Assessed Need: \$ _____

Approved by NVIT Director of Students & Registrar:

Tuition: \$ _____ Fees: \$ _____ Books: \$ _____ Transportation: \$ _____ Supplies: \$ _____

Housing: \$ _____

Comments:

Total Funding Approved \$ _____

Director's Signature: _____

SECTION 3 – DECLARATION (READ AND SIGN IN INK)

I understand that:

- 1) Answers that are not true or that are misleading may be considered fraud. Fraud is against the law in Canada.
- 2) It is my responsibility to make sure the information on this application is true and correct.
- 3) All information is subject to audit and verification.
- 4) If I do not provide complete, accurate information, I may not receive assistance under the Shyanne-Lee Clarke Commemorative/STEPS Forward Tuition Waiver Program.
- 5) If I receive money, and it is then discovered that my application, or documents included with it, are not accurate, my application will be cancelled and all funding through the Shyanne-Lee Clarke Commemorative/STEPS Forward Tuition Waiver Program will stop.
- 6) If I receive funding under this program a T4A will be issued by NVIT; I must refer to Canada Revenue Agency to confirm whether the funds are taxable.

I understand that my signature below means that:

- 1) I have answered all questions on the application that pertain to me.
- 2) I certify that all the information is complete and accurate.
- 3) I am a registered student and will be attending NVIT for the upcoming semester.
- 4) I will notify NVIT in writing of any changes in my contact information and enrolment.
- 5) I consent to a person delegated by NVIT exchanging information about me with my STEPS Forward Inclusive Facilitator.

Authority to collect: The information on this form and authorized herein is collected for the purpose of determining eligibility for a benefit under the Nicola Valley Institute of Technology Shyanne-Lee Clarke Commemorative/STEPS Forward Tuition Waiver Program. Any questions about the collection, use or disclosure of this information should be directed to: Director of Students & Registrar, Nicola Valley Institute of Technology, 4155 Belshaw Street, Merritt, BC, V1K 1R1.

SIGNATURE OF STUDENT (IN INK)	PRINT NAME	DATE SIGNED (YEAR/MONTH/DAY)

SIGNATURE OF NVIT REPRESENTATIVE (IN INK)	PRINT NAME	DATE SIGNED (YEAR/MONTH/DAY)

Mail, fax or drop off your completed application package to: Nicola Valley Institute of Technology 4155 Belshaw Street Merritt BC V1K 1R1 Fax: 250-378-3332 OR 200 4355 Mathissi Place Burnaby BC V5G 4S8 Fax: 604-602-3400	NVIT Registrar's Office OFFICIAL STAMP OR SEAL
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For additional copies of this application or for more information on available Scholarships, Awards, Bursaries and Grants please contact one of NVIT's Academic/Financial Planners. Merritt Campus: 250-378-3300 or Toll free: 1-877-682-3300
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Shyanne-Lee Clarke Commemorative/STEPS Forward Tuition Waiver Program Authorization for Release of Information

I _____ , born _____ hereby authorize
(all potential names used including middle) (birthdate)

the exchange of information between the STEPS Forward Inclusive Facilitator and the Nicola Valley Institute of Technology as it related to the Universities' Shyanne-Lee Clarke Commemorative/STEPS Forward Tuition Waiver Program and to records such as:

- Notice that I am an applicant and or recipient of the Tuition Waiver from the above institution;
- Educational information submitted to the University as part of the Tuition Waiver intake process; and
- Confirmation of my eligibility for the Tuition Waiver program as a STEPS Forward student

I understand that this information will be used to determine eligibility for the Nicola Valley Institute of Technology's Shyanne-Lee Clarke Commemorative/STEPS Forward Tuition Waiver Program based on the requirements stated on page one (1) of this application.

This consent is valid for one year from the date signed.

Student Signature

Date

Nicola Valley Institute of Technology Signature

Date

STEPS Forward Inclusive Facilitator

Date

MERRITT CAMPUS:
4155 Belshaw Street
Merritt, BC V1K 1R1
Phone: 1-250-378-3300
Fax: 1-250-378-3332
Toll Free: 1-877-682-3300

VANCOUVER CAMPUS:
200-4355 Mathissi Place
Burnaby, BC V5G 4S8
Phone: 1-604-602-9555
Fax: 1-604-602-3400
WWW.NVIT.CA