

TRADES PROGRAM

DUAL CREDIT APPLICATION PACKAGE



See Mrs. Kerri Carlson, Career Pathways Coordinator

Brooks Career Counselling Suite, or email Kerri.Carlson@sd47.bc.ca



Career Pathways

Mid Island Partnership (VIU) Dual Credit Application Process

The Mid Island Partnership (through VIU), Dual Credit applications will follow the instructions and steps below:

- ❖ Please note there is an application fee.
- 1. **Meet with a Career Pathways Coordinator** to review expectations for your courses/program.
- 2. **Participate in a class shadow experience** and complete all required forms; for Automotive, Carpentry or Health Care Assistance programs only.
- 3. **Complete the Trades or Certificate Programs/University Enrichment application package.** This can be found online for download, or in the Brooks Counselling Suite. Once it is completed, the student submits it to their Career Pathways Coordinator. Trades applicants must complete a Trades Math and Comprehension assessment. Most programs also require an interview.
- 4. After approval **submit a \$200 deposit** to Brooks main office and complete the remaining steps.
- 5. **Apply to VIU** through EdPlanner BC to the **Mid Island Partnership (MIP)**.
 - In EdPlanner BC apply for '**MIP – tiwsemawtx**' for Dual Credit sponsorship. Having the following information available will support you in this process:
 - o Personal Education Number (9 digits): _____
 - o Valid & working personal email address
 - o Credit Card for the application fee
 - o All your personal information (DOB, address, high school details)
- 6. **Submit transcript to VIU.** Go to <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>.
 - Create a BCeID first - see information sheet for additional support or help videos on the school website. For this you will need:
 - o Personal Education Number (9 digits)
 - o Create a User ID: _____
 - o Create a password that has 14 characters including capital, lower case, numbers & symbolsBe sure to verify your email address to activate your account.
 - **Submit transcript to VIU once you have a BCeID.** (TIP: To ensure there are no issues with the application process, it is also recommended that the student leave the authorization period set to the default date of one year.)
- 7. **Check your email for VIU Admission confirmation.** Check your email (including your junk mail) often.
- 8. Once VIU Admissions processes the application, the student will be sent a welcome email to the student's personal email address. The university will update you regularly! The school district will **NOT** get this information and will only be able to assist if you come to see a Careers Pathways Coordinator. **Follow any instructions you receive from VIU.**
- 9. **PAY FEES** – the student will be responsible for the application fee, student union fees, grad fees, textbooks, supplies, and personal protective equipment. **All fees are due to VIU by June 15, 2026.** The qathet School District will cover tuition invoices only. If you have any financial hurdles, please see your Career Pathways Coordinator to see how they can support.

Questions? Inquiries?

Ask: Career Pathways Coordinators *qathet (qathet) School District*:

- **Dual Credit Trades:** Kerri Carlson kerri.carlson@sd47.bc.ca
- **Dual Credit Certificate Programs & University Enrichment:** Pamela Ellis pam.ellis@sd47.bc.ca



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Dual Credit – Vancouver Island University Trades Programs

Personal Information

Date:	Grade:	Grad Year:
Name:		Do you have an IEP:
Medical conditions:		
Mailing Address:		
Student Cell Phone:	Home Phone:	
School:	Student PEN:	
Student Email:	Parent/Guardian Email:	

Key Program Policies

Attendance /Performance <i>This is a university course/program.</i> It is the student's responsibility to learn the policies regarding lates and absences for their classes and to adhere to them. Failure to do so may result in the student being put on a performance contract or being withdrawn from the program. Typically, students who miss more than three (3) days in a row, five (5) days in a given month or ten (10) days total will be put on contract. Regular attendance, punctuality, safe work practices, and progress at an acceptable rate (as determined by the program provider), are necessary to maintain enrollment and to ensure success in the program.	☐ By initialing here, I acknowledge that I will be entering an adult learning environment, am prepared to undertake this responsibility, and I agree to these policies.
Program Costs: Students are required to pay a \$200 deposit at Brooks Secondary School's main office once they have been approved by their Career Pathways Coordinator for their course(s) or program. The student's Dual Credit request will be forwarded to VIU's Registrar's office for final approval after the deposit has been received. This deposit will be returned to the student after successful completion of the course(s) or program. qathet School District pays student tuition, and students are responsible for all other costs including the application fee, student service fee, student union fee, student activity fee, textbooks, supplies, etc. Please see the fee breakdown in the Dual Credit Information Package, acceptance letter and your VIU student account.	☐ By initialing here, I understand that all fees and supplies related to my program except for tuition are my responsibility.



Career Pathways

Dual Credit – Vancouver Island University Trades Programs

Withdrawing & Tuition Fees:

Students wishing to drop a course or program must meet with a Career Pathways Coordinator and provide a brief explanation. Students must be able to meet graduation requirements after dropping the course or program. As the post-secondary tuition fees are often non-refundable, students withdrawing from the program after it begins may be subject to additional withdrawal fees up to \$500. If a course is dropped before the academic deadline of VIU, the student will receive a W on their VIU and High School transcripts. If a student drops a course after the academic deadline, students will receive an "F" on their VIU transcript and a W on the High School transcript.

☐

By initialing here, I acknowledge and agree to adhere to this policy.

Release of Information:

This information includes (but is not limited to), release of assessment test results, attendance and performance contracts, as well as forwarding of transcripts directly to my school district and Skilled Trades BC.

☐

By initialing here, I acknowledge and agree that the Declaration and Release of Information section of my application allows the facility to release personal and admissions related information to various applicable entities.

Disability Services Acknowledgment:

Students who have received prior accommodation at their High School for a documented disability are strongly recommended to contact the Department of Accessible Learning (DALs) or Centre for Accessible Learning (CAL) office at the post-secondary institution **well in advance** of their program start date to explore available support options from the Post Secondary Institute.

☐

By initialing here, I acknowledge that it is my responsibility to connect with DALs or CAL before my program starts.

By signing below, we (parent/guardian & student) acknowledge that we have read, understand and agree to the Key Program Policies stated on the page above.

I, _____ (Parent/Guardian name) have discussed this program with my child and give permission for them to participate as a Dual Credit Student.

Student Signature

Parent/Guardian Signature

Date

Date



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Dual Credit – Vancouver Island University Trades Programs

Student Statement of Interest and Intent

1. What have you done to prepare yourself for study in this area (i.e. course work, extracurricular activities, reading, interviewing people, etc.)?

Elaborate HERE:

2. What have you done to prepare yourself for work in this area (i.e. volunteer work, work experience, job shadow, related job or transferable job skills, interviewing people, hobbies, etc.)?

Elaborate HERE:

3. What skills do you have that will help you be successful in these course(s) or program?

Elaborate HERE:

4. What is it that interests you in a career in this field?

Elaborate HERE:

5. What knowledge do you have of this career field (i.e. opportunities for work, working conditions, wages, etc.)?

Elaborate HERE:

6. What will you do to ensure your success in this program? Speak specifically to attendance, work habits, academic achievement, and work experience.

Elaborate HERE:

7. What are your interests outside of school (i.e. hobbies, sports, clubs, special skills, etc.)?

Elaborate HERE:

8. Please explain any absences/lates you have had this school year.

Elaborate HERE:



Dual Credit – Vancouver Island University Trades Programs

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Career Pathways Coordinator Statement of Recommendation

I have met with and discussed the questions above regarding student readiness. I verify that the student is ready for post-secondary and meets the requirements for this program or course(s) and I feel they will be successful.

Career Pathways Coordinator Signature: _____

Date: Select today's date: _____

Student/Parent/Guardian Commitment

I feel as though I am ready for Dual Credit Academic course offerings. I will make sure to apply myself and seek support when needed.

Student Signature: _____

I feel as though, _____, is ready for post-secondary course(s) and/or programs.

Parent/Guardian Signature: _____

Check or list your VIU program preferences here:

☐ Carpentry

☐ Automotive



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Dual Credit – Vancouver Island University Trades Programs

Essential Skills Self-Assessment for Trades Students

Name:

Date:

Program:

Strong Essential Skills are required for success in apprenticeship training and for a career in the trades. Please complete this self-assessment to learn about your Essential Skills strengths and stretches.

Instructions:

1. Read each statement and place a check mark in the column that best describes your ability to complete the task. Think about work and life experiences when considering your response to each statement.
2. Review your responses and complete the summary section to gain a better understanding of your training needs.

READING – I am confident in my ability to:

	Yes	Somewhat	No
Read and follow directions on products and labels			
Read and understand emails, memo, or letters			
Read and follow directions in equipment manuals, installations guides or work orders to find information			
Read policies and procedures when handling a problem			
Read and interpret regulations and comply with standards			
Understand signs and symbols, such as safety signs			
Understand labels, such as shipping or hazardous material labels (e.g. WHMIS)			
Understand graphs, tables, or charts such as production reports or load charts			
Understand drawings or sketches, such as maps, schematics or blueprints			

WRITING – I am confident in my ability to:

Record information, such as telephone messages or tasks to be completed			
Write to inform or request information			
Write notes such as long entries or reminders			
Write letters to clients or complete incident reports			
Tailor writing for a specific audience, such as a foreperson or a supplier			



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ORAL COMMUNICATION – I am confident in my ability to:

	Yes	Somewhat	No
Talk to co-workers about a work-related issue			
Talk to clients about services to be provided			
Speak comfortably in different situations or to different groups of people			
Communicate information clearly and concisely			
Gather information by asking questions, and listen to others without interrupting			
Give or follow recommendations or instructions			
Work with others to schedule and coordinate job tasks			
Ask for help when required			
Complete assigned work on time to ensure team deadlines are met			

NUMERACY – I am confident in my ability to:

Perform one-step calculations, such as additions, subtraction, multiplication, or division			
Take precise measurements, such as length or temperature			
Calculate the dimensions, area or volume of different shapes			
Estimate unknown values, such as time, distance, volume, or quantity			

THINKING and CONTINUOUS LEARNING – I am confident in my ability to:

I can recognize and identify problems			
Evaluate options and choose the best course of action when confronted with a problem or a decision			
Understand my skills, strengths, and areas for improvement			
Learn from past experiences and apply lessons learned to new situations			
Learn from others			
Ask questions when information is unclear			

SUMMARY – FINAL REFLECTION

What did you learn about yourself upon completing this assessment?



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Dual Credit – Vancouver Island University Trades Programs

Responsibility Agreement

qathet School District, Brooks Secondary School & VIU Responsibilities

We will:

- Provide tuition funding for program training at Vancouver Island University.
- Inform students of the training requirements specific to their career area and provide them with background information requirements for Vancouver Island University.
- Assist students to meet all prerequisites and assist students with an Education/Transition Plan that maps students' final years of high school.
- Help students to complete a Vancouver Island University application package and submit it to Vancouver Island University on the student's behalf.
- Register students as a Youth Train in Trades student (for Trades Programs only).
- Provide students with student support services as needed.
- Liaise with parents, high school teachers, and Vancouver Island University instructors regarding students' progress and participation.
- Provide Post Secondary marks to the students' Brooks Secondary School for graduation credits.

Student Responsibilities

Students read and initial each line below.

As a Vancouver Island University partnership student, I agree to:

- ☐ Undergo a relevant work experience placement in my chosen area.
- ☐ Successfully meet all prerequisites before attending Vancouver Island University.
- ☐ Fully participate in completing high school courses.
- ☐ Purchase required textbooks, support materials, equipment and clothing.
- ☐ Contact my instructor and the Vancouver Island University office immediately if I will be absent or late.
- ☐ Follow the Vancouver Island University Conduct Policy.
 - Respect that Brooks Secondary School's Code of Conduct applies to all courses and programs.
- ☐ Respect, compliance, and effort are required at all times.
- ☐ Meet program homework and study expectations (2-4 hours daily).
- ☐ Strive to achieve a passing mark of at least 70% in my program.
- ☐ Inform my Career Pathways Coordinator and Vancouver Island University instructor of withdrawal from my courses as soon as possible.

Student Name:

Student Signature:

Date:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

Career Pathways Coordinator Name and Signature:

High School: **Brooks Secondary School**

Date:



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Dual Credit – Vancouver Island University Trades Programs

Vancouver Island University Dual Credit Program Authorization to Release & Exchange Student Information

The British Columbia *Freedom of Information and Protection and Privacy Act* provides that Vancouver Island University (VIU) may not release any information pertaining to student records to anyone other than the student without the student's consent. In order for VIU to communicate with your Board of Education School District, essential to earning dual credits, you must complete this form as part of your Dual Credit application package.

Student Name:

High School Name: Brooks Secondary School

Designated Parent/Guardian Name(s):

I, _____ hereby give permission for Vancouver Island University to exchange information with the Board of Education qathet School District regarding my Dual Credit Program, including:

- ☐ Acceptance letters
- ☐ Attendance or lateness
- ☐ Contracts for improvement and/or probation
- ☐ Marks and program progress
- ☐ Proof of payment of program fees
- ☐ Work ethic

Such authorization is to remain in effect until the Dual Credit Program is completed, **UNLESS** the signatory gives written instructions to the contrary.

Student Name:

Student Signature:

Date:



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Dual Credit – Vancouver Island University Trades Programs

Personal Profile

Students are to answer the following questions with a **minimum of 2 sentences**. Responses are to be written on a separate piece of paper. They can be typed or handwritten and must be included with the application package. Students should take a copy of their answers with them to any interview they may have.

In the Personal Profile clearly and with detail address the topics outlined below. A student's Personal Profile should show their personal interest and experience in the program they have applied to. **Be specific** rather than general in describing the duration and nature of these experiences. Indicate why you think these experiences are appropriate preparation for a career in this field. This will be used in your program entrance interview.

1. Why do you want to take the _____ program?
2. What is your long-term career goal? (Answer questions #2-9 are on the following page)
3. Do you have work experience in this career path? If so, how many hours? If you have no hours of work experience, how do you know this career path is for you?
4. Are you an apprentice? If yes, how many hours have you logged? If no, do you understand the apprenticeship system? (Trade's applicants only)
5. Do you have experience in this field, trade or a related trade at your high school or in your community or done a class shadow? If yes, what have you done?
6. Do you know what the expectations of the program are? (Start and end dates, length of delivery days a week, hours a day, homework expectations). If yes, explain in your own words.
7. Are you aware of what is required for this career path, and will you be ready after this foundation program?
8. For Full time students - Are you prepared to commit to a five day a week, full time, program? Are you prepared to have clear means of communication with your instructor? Please identify any hurdles you might foresee.
9. For part-time students - Are you prepared to have clear means of communication with your instructor? Please identify any hurdles you might foresee.

Name of Applicant: _____ (Please PRINT your First and Last Name)

I certify that all information on the attached Personal Profile response is true and complete:

Signature of Applicant

Date

2.

3.

4.

5.

6.

7.

8.

9.



Dual Credit – Vancouver Island University Trades Programs

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Grade 11 Student Learning/Transition Plan

Name:

School:

Date of Birth:

Year of Grad:

Please indicate if you have an I.E.P on file:

☐ YES

☐ NO

Cell:

Email:

Occupation you are targeting: 1:

2:

Post-Secondary Program you are taking courses in (direct link to required courses for program):
URL or attached docs:

Is this a: ☐ Certificate ☐ Diploma

Post-Secondary School Name:

Post Secondary School Address:

High School Courses related to and required to ensure entry into college program:

Courses you plan to take related to the PSI courses of interest	Required courses needed to enter Program
1.	1.
2.	2.
3.	3.



Dual Credit – Vancouver Island University Trades Programs

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☐ Student Transcript is attached

GRADE 10 REQUIREMENTS					
	Credits	Semester 1	Credits	Semester 2	Credits
English 10 (2 parts)	☐ 4	Elective:	☐ 4	Elective:	☐ 4
Socials 10	☐ 4	Elective:	☐ 4	Elective:	☐ 4
Science 10	☐ 4	Elective:	☐ 4	Elective:	☐ 4
Math 10	☐ 4				
PE 10	☐ 4				
CLE 10	☐ 4			Total	
GRADE 11 REQUIREMENTS					
English 11	☐ 4	Elective:			☐ 4
Socials 11	☐ 4	Elective:			☐ 4
Math 11	☐ 4	Elective:			☐ 4
Science 11	☐ 4	Elective:			☐ 4
				Total	
GRADE 12 REQUIREMENTS					
English	☐ 4	Elective:			☐ 4
Careers 12 + Capstone	☐ 4	Elective:			☐ 4
		Elective:			☐ 4
Elective:	☐ 4	Elective:			☐ 4
Elective:	☐ 4			Total	

TOTAL SCHOOL CREDITS: Click or tap here to enter text.

School and PSI Course Codes							
School Codes	VIU Course Code	Course Start Date		School Codes	VIU Course Code	Course Start Date	
P__-2A		Date		P__-2E		Date	
P__-2B		Date		P__-2F		Date	
P__-2C		Date		P__-2G		Date	
P__-2D		Date		P__-2H		Date	

Total Dual Credit Credits:

Total Credit for Graduation:

Student Signature:

Parent / Guardian Signature:

Career Pathways Coordinator Signature:

Date:



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Dual Credit – Vancouver Island University Trades Programs

Grade 12 Student Learning/Transition Plan

Name:

School:

Date of Birth:

Year of Grad:

Please indicate if you have an I.E.P on file:

☐ YES

☐ NO

Cell:

Email:

Occupation you are targeting: 1:

2:

Post-Secondary Program you are taking courses in (direct link to required courses for program):
URL or attached docs:

Is this a: ☐ Certificate ☐ Diploma

Post-Secondary School Name:

Post Secondary School Address:

High School Courses related to and required to ensure entry into college program:

Courses you plan to take related to the PSI courses of interest	Required courses needed to enter Program
4.	4.
5.	5.
6.	6.



Dual Credit – Vancouver Island University Trades Programs

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☐ Student Transcript is attached

GRADE 10 REQUIREMENTS					
	Credits	Semester 1	Credits	Semester 2	Credits
English 10 (2 parts)	☐ 4	Elective:	☐ 4	Elective:	☐ 4
Socials 10	☐ 4	Elective:	☐ 4	Elective:	☐ 4
Science 10	☐ 4	Elective:	☐ 4	Elective:	☐ 4
Math 10	☐ 4				
PE 10	☐ 4				
CLE 10	☐ 4			Total	

GRADE 11 REQUIREMENTS			
English 11	☐ 4	Elective:	☐ 4
Socials 11	☐ 4	Elective:	☐ 4
Math 11	☐ 4	Elective:	☐ 4
Science 11	☐ 4	Elective:	☐ 4
		Total	

GRADE 12 REQUIREMENTS			
English	☐ 4	Elective:	☐ 4
Careers 12 + Capstone	☐ 4	Elective:	☐ 4
		Elective:	☐ 4
Elective:	☐ 4	Elective:	☐ 4
Elective:	☐ 4	Total	

TOTAL SCHOOL CREDITS: Click or tap here to enter text.

School and PSI Course Codes							
School Codes	VIU Course Code	Course Start Date		School Codes	VIU Course Code	Course Start Date	
P__-2A		Date		P__-2E		Date	
P__-2B		Date		P__-2F		Date	
P__-2C		Date		P__-2G		Date	
P__-2D		Date		P__-2H		Date	

Total Dual Credit Credits:

Total Credit for Graduation:

Student Signature:

Parent / Guardian Signature:

Career Pathways Coordinator Signature:

Date:



VANCOUVER ISLAND UNIVERSITY

Application for Admission

Online application available at viu.ca/apply

Registration Centres

Nanaimo Campus

900 Fifth Street
Nanaimo, BC V9R 5S5

Tel: 250.740.6400

Toll-free: 1.888.920.2221

Email: registration@viu.ca

viu.ca

Cowichan Campus

2011 University Way
Duncan, BC V9L 0C7

Tel: 250.746.3500

Email: registration.cowichan@viu.ca

cc.viu.ca

tiwšɛmawtxʷ Campus

100 - 7085 Nootka Street
Powell River, BC V8A 3C6

Tel: 604.485.2878

Toll-free: 1.877.888.8890

Email: PRCampus@viu.ca

pr.viu.ca

viu.ca

APPLYING FOR ADMISSION TO VANCOUVER ISLAND UNIVERSITY

Most students find it easier and more informative to apply online — please visit viu.ca/apply.

Find your Program

Browse Vancouver Island University's website at viu.ca to find information about programs offered. If you require assistance choosing a program, help is available from The Office of Future Students at 250.740.6672 or connect@viu.ca.

Complete this form

Please ensure you print clearly and complete all sections of this form.

This Application for Admission can be delivered or mailed or emailed to any campus – Nanaimo, Cowichan or tiwšemawtxw

Pay the Application Fee

A non-refundable, non-transferable application fee is required for each application. Cheques or money orders should be made payable to Vancouver Island University.

If payment is not attached, we will send you details regarding other payment options once we have completed the initial processing of your application.

Program Type	Fee
Undergraduate	\$46.06
Graduate	\$119.47

Application fees may be subject to change.

Submit Official Transcripts

New applicants to undergraduate programs must submit official transcripts from all institutions. This includes high school and all previous post-secondary institutions. Faxed, scanned or photocopied documents are not considered official. Transcripts become the property of Vancouver Island University and will not be returned. The only exception is where a transcript is deemed to be irreplaceable. If submitting such a document, please request its return at the time of submission.

Current high school students from BC and the Yukon must provide their Personal Education Number (PEN) and authorize the Ministry of Education to release their grades to VIU.

New applicants to graduate programs must submit official transcripts from all previous post-secondary institutions. High school transcripts are not required from applicants to graduate programs.

What Happens Next?

Vancouver Island University will email you confirmation of receipt of your application. **Please read our emails carefully and contact us if you have any questions.**

If you are offered admission to a program, a non-refundable deposit of either \$200 (undergraduate) or \$1000 (graduate) will be required. The due date to accept the offer and pay the deposit will be outlined in the offer of admission.

The University considers it to be sufficient notification to send information to the student's email address on file; however, we may also contact you by telephone or mail. If you change your email address, phone number, or mailing address, please notify us immediately.

APPLICATION FOR ADMISSION

Please complete all sections of this application.

OFFICE USE ONLY

CPC

DATE

Personal Information

VIU Student Number (for returning Students)	Personal Education Number (BC & Yukon High School Students)	Tradesperson ID Number
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Legal First Name (no initials)	Middle Name(s) (no initials)	Last Name
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Former last or Family name (if applicable)	Preferred First Name
--	----------------------

Mailing Address	City
-----------------	------

Province	Postal Code	Country
----------	-------------	---------

Telephone (Primary) ()	Telephone (Other) ()	Email
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Date of Birth year month day	Social Insurance Number (optional)	Please indicate your gender: ☐ Woman ☐ Man ☐ Non-Binary Gender ☐ Prefer not to answer Are you/Would you say you are: ☐ Cisgender ☐ Transgender ☐ Prefer not to answer
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Citizenship

☐ Canadian

☐ Permanent Resident (documentation required) Country of Citizenship _____

☐ Refugee (documentation required) Country of Citizenship _____

Emergency Contact		
Name	Telephone ()	Email

To Help Us Serve You, Please Answer These Optional Questions

We are dedicated to support Aboriginal students in their efforts to achieve their goals.

Do you identify yourself as an Aboriginal person of Canada, that is, First Nations, Metis, or Inuit? ☐ Yes ☐ No ☐ I prefer not to answer this question

If you identify yourself as an Aboriginal person, are you (please check all that apply) ☐ First Nations? (Status, Non-Status, Treaty, Non-Treaty) ☐ Metis? ☐ Inuit?

The BC Provincial Tuition Waiver Program (BC PTWP) waives tuition and eligible fees for B.C. students who gain BC PTWP approval as former Youth in Care studying at the undergraduate level at a B.C. public post-secondary institution.

Have you lived as a Youth in Care in British Columbia? ☐ Yes ☐ No ☐ I prefer not to answer this question

We would like to know if you are a "First Generation Learner."

- ☐ None of my parents attended university or college ☐ Two of my parents attended university or college
☐ One of my parents attended university or college ☐ I prefer not to answer this question

Program Choice

Which program are you applying to?		Are you applying as a visiting student on a Letter of Permission? ☐ Yes ☐ No
Please indicate which VIU campus you would prefer to attend (one only): ☐ Nanaimo ☐ tiwšɛmawtxw ☐ Cowichan ☐ Other Location	Please indicate when you would prefer to begin your classes: Month _____ Year _____	

Educational History

Official transcripts must be submitted from all institutions – faxed, scanned or photocopied documents are not accepted.

Last High School Attended	Location	School District	Presently Attending?	Date Last Attended (year month)	Did You Graduate?
			☐ Yes ☐ No		☐ Yes ☐ No
Post-secondary Institutions Attended	Location	From (year month)	To (year month)	Program or Course	

PLEASE READ THE FOLLOWING BEFORE SIGNING

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The personal information on this form is collected under the authority of the University Act (RSBC 1996, ch.468). I understand that VIU will use and maintain the information for the purposes of admission, registration, student support services, research, administration and reporting requirements, alumni and development, administration of the Student Union Health and Dental plan, and other activities related to delivery of programs, courses, events and recreation by VIU. Note that in providing VIU with an email address you acknowledge that VIU may send confidential information about you to this address, consistent with Section 26 of the Freedom of Information and Protection of Privacy Act. VIU's administration calls for creating a digital photo image of each student that is used for purposes of validating the student as a member of the VIU community to gain access to campus services. The personal information will be used to verify the student Personal Education Number (PEN), required by the province of British Columbia, or to assign the PEN to students. The PEN is used to measure participation of the population in the post-secondary sector and for research and evaluation. For individuals admitted to a co-admission program with VIU partner institutions, I understand that all details of my application, studies, and student conduct record will be shared openly between VIU and the partner institution. For individuals granted awards, VIU releases personal information to award donors and provincial funding agencies. In addition, VIU uses the name of the award winners and/or photo images, municipality of residence, VIU program name, and the name or criteria of any award won in marketing materials for the purpose of publicizing VIU students, graduates, and their achievements. Students names and contact information will also be shared with the VIU Students' Union. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. For questions about your personal information use, you may contact VIU's Director, Freedom of Information and Protection of Privacy at 900 Fifth Street, Nanaimo, BC, V9R 5S5, or telephone 250-740-6564.

APPLICANT STATEMENT

I certify that all statements on the application are true and complete. I understand that misrepresentation of this information in any material way may result in cancellation of my admission or registration status. I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting Vancouver Island University program or course prerequisites and space availability. I agree to abide by the rules and regulations of Vancouver Island University as published in the online official Calendar, and those of the department and program in which I shall be registered, and any changes which may be made while I am a student at the University.

Signature: _____ Date: _____

SPONSORSHIP BILLING APPLICATION FORM - FOR TUITION FEES

Note: This application is not for organizations granting scholarship, award or bursary funds. Parties eligible to act as a sponsor include organizations, companies, Indigenous bands and government agencies.

Student Details

(First)

(Last)

Sponsored Student Name:

Student Number (9 digits):

Student's Date of Birth (MM/DD/YY):

Sponsor Details – Primary Contact

Organization Name: qathet School District

Primary Contact Name: Pamela Ellis

Primary Contact Position: Careers Pathways Coordinator

Contact Email Address (where invoices to be sent): pam.ellis@sd47.bc.ca

Telephone # (w/area code): 604-483-3171 Alternate Contact Email Address

Sponsor Details - Organization

Organization Website: <https://www.sd47.bc.ca/>

Organization Mailing Address: 4351 Ontario Avenue

City: Powell River

Province/State: BC

Postal/Zip Code: V8A 3V1

Country: Canada

Program Information

Program:

Course(s) if applicable:

Duration of Sponsorship - Current Academic Year Only (example 2025-26)

Fall
(Sep–Dec) ☐

Spring
(Jan–Apr) ☐

Summer
(Apr–Jun) ☐

Summer
(Jun–Aug) ☐

Trades
(Year Round) ☐

Max Tuition Amt (Incl. Mandatory Student Fees if appl.) Per Semester _____ Per Academic Yr _____

Add'l Notes (if
needed)

SPONSORSHIP BILLING APPLICATION FORM - FOR TUITION FEES

Note: This application is not for organizations granting scholarship, award or bursary funds. Parties eligible to act as a sponsor include organizations, companies, Indigenous bands and government agencies.

Sponsor Billing Categories

Please indicate the fees you authorize to pay

Tuition - Student Record			
☐	Application Fee	☐	VIUSU Health & Dental Plan
☒	Tuition (including deposit)	☐	GuardMe (International Medical Insurance)
☐	Student Union Fee (Mandatory)	☐	Graduation and Alumni Fee
☐	Student Service and Activity Fees (Mandatory)	☐	Transcript Fee
☐	Work Experience	☐	Criminal Record Check
☐	Other Fees		
VIU Campus Store			
☐	Mandatory Course Supplies	☐	Gift Card (Non-Mandatory Course Supplies)
☐	Amount \$	☐	Amount \$
Student Housing			
☐	Application Fee	☐	Room Rental (Admin fee added if split into multiple terms)
☐	\$500 Room Confirmation Fee	☐	Programming Fee
☐	Full Academic Year	☐	Per Term
		☐	Winter Stay

Student Consent to Disclosure

I authorize Vancouver Island University to communicate and disclose my personal information regarding the status of my application, registration, student record, attendance, progress, and program intake related enrollment information to my Sponsor organization or individual; Ministry of Advanced Education and Skills Training; Ministry of Education; and Other Agencies as appropriate. I agree that Vancouver Island University will not disclose this information if this Student Consent to Disclosure is unsigned.

Student's signature: _____

Date (MM/DD/YY) _____

Sponsor's Approval

I authorize Vancouver Island University to invoice for the charges outlined

Sponsor's Name & Title (print clearly): Pamela Ellis - Career Pathways Coordinator qSD

Authorized Sponsor's signature: _____

Date (MM/DD/YY) _____