

2023/24 Coast Capital Trading Up Initiative Application

In 2022, Camosun College, with support from *Coast Capital Savings Federal Credit Union*, implemented this program to help students achieve their education goals and begin a fulfilling career in the Skilled Trades.

For over 80 years, *Coast Capital* has been helping their members achieve their goals by unlocking financial opportunities that positively impacts people and communities. The *Coast Capital Trading Up* initiative at Camosun College will help support this goal, by supporting foundation and apprentice students from all demographics to find success in their education and skilled trade careers.

Eligibility Criteria

To apply for *the* Coast Capital Trading Up Initiative students must:

- Be a Canadian citizen or a permanent resident;
- Be applying for admission to an eligible full time skilled trade program of study (see eligible programs below);
- Applicants must be willing to engage in two separate interactions with Program Coordinator throughout their training period, in regards to the Coast Capital Trading Up Initiative
- Students must also be willing to report to the Program Coordinator on their successes throughout their academic journey.
- Preference will be given to individuals that are unable to access other pathways of funding

Successful applicants may receive the following: (Maximum of \$4,000)

- Educational Costs: tuition, student fees, books, supplies
- Living Supports: housing, transportation, child care costs
- **Supports may also include:** Tooling and Personal Protective Equipment (PPE), specific job ready technical certifications or essential/soft skills [e.g., WHMIS, Aerial Lifts, Fall Arrest, Forklift Training, Conflict Resolution, Computer Literacy, etc.]

Eligible Programs

Automotive Service Technician Foundation	Carpentry Foundation	Electrical Foundation
Fine Furniture/Joinery Trades Foundation	Heavy Duty Mechanical Foundation	Horticulture Technician
Plumbing & Piping Trades Foundation	Professional Cook 1 or 2	Refrigeration & Air Conditioning Mechanic Foundation
Sheet Metal & Metal Fabrication Foundation	Trades Skills Foundation	Welder Foundation
Any apprentice level trades for any of the above programs		

Applicants are required to submit:

- 1. Complete and signed *Coast Capital Trading Up Initiative Application*
- 2. Section 5- Statement/Supporting Information (attached to application submission)
- 3. Coast Capital - Declaration and Budget Sheet

Application Deadlines

Applications for the *Coast Capital Trading Up Initiative* will be accepted year-round but applicants may apply no earlier than 8 weeks prior to the start of their program. Applications will be accepted for the first 10 days of eligible trades programs.

(Some exceptions may be considered)

RETURN COMPLETED APPLICATIONS TO:

(email submission preferred)

tdsp@camosun.ca

**Camosun College- School of Trades &
Technology 4461 Interurban Road, Victoria BC
V9E 2C1**

Section 1: Personal Information

Surname		Social Insurance Number
First Name	Middle Name	Student Number / Apprenticeship # C /
Mailing Address		Date of Birth (MM/DD/YYYY)
City	Province	Postal Code
Email		Phone
Do you have a documented permanent disability? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you identify yourself as an Indigenous Person of Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Single Parent <input type="checkbox"/> Married/ Common-Law <input type="checkbox"/> Divorced/Separated If you have a spouse, name of spouse: _____		Ages and names of dependent children: 1. _____ 2. _____ 3. _____ 4. _____

Section 2: Program Information

Program of Study	Total # of Months
Study Period Start Date	Study Period End Date

Section 3: Employment Information

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If employed, where are you currently working? _____
Any other relevant work and volunteer experience? _____	

Section 4: Statement/Supporting Information (submit as attachment)

1. Your student statement & supporting information should include (500 word maximum):
 - Why are you interested in the program?
 - Your future career goals
 - Your employment, training and educational background
 - Details about any past or current extraordinary personal and/or financial barriers and challenges impacting your ability to pursue your goals.
 - How could the Coast Capital Trading Up initiative assist with pursuing your academic endeavours?
 - Any special achievements and/or extra-curricular activities (e.g. scholarships, sports, or community awards & events)

****Please attach Section 4: Statement/Supporting Information separately to your application submission****

Budget Information

A: Educational Expenses (One-time amounts)	Study Period Total	B: Other Resources/Income (One-time amounts)	Study Period Total
Tuition and student fees (including UPass)		Government Student Loans and Grants	
Books		Bursaries, Scholarships, Awards, etc.	
Supplies (including tools and PPE)		Sponsorships (including Women in Trades/Indigenous Peoples in Trades or other government funding)	
Other (Specify)		Savings	
Other (Specify)		Other (Specify)	
Box A Total	\$	Box B Total	\$

C: Monthly Expenses	Monthly Amount	D: Monthly Income	Monthly Amount
Rent/Mortgage/Room & Board		Work Income (Net Income)	
Utilities (heat, cable, phone, internet)		Spouse Income (Net Income)	
Groceries (food, cleaning supplies)		Employment Insurance Income	
Medical/Dental (premiums, prescriptions)		Pension (CPP) or disability income	
Personal Care/Laundry		Sponsor/Agency Income (HRSDC, WCB, Band etc.)	
Insurance (home, vehicle, life)		Income Assistance/EI Travel Supports	
Transportation (excluding UPass)		Universal Child Care Benefit (UCCB)	
Child Care Costs (include subsidy amount)		Canada Child Tax Credit (CCTC)	
Minimum Monthly Credit Card Payment		Child Care Subsidy	
Loan Payments		Alimony or child support	
Other (Specify)		Adult Youth Agreement	
Other (Specify)		Other (Specify)	
Box C Total	\$	Box D Total	\$
Number of months enrolled in program		Number of months enrolled in program	
(Box C x # of months enrolled)=	\$	(Box D x # of months enrolled)=	\$
Box F Total		Box G Total	

H: Financial Need (Expenses – Income = Financial Need)	
Expenses (Box A + Box F) =	\$
Income/Resources (Box B + Box G) =	\$
Financial Need =	\$

Declaration (Read and Sign in Ink)

Acceptance of Terms

I confirm that I am applying to Camosun College for *the Coast Capital Trading Up initiative* and certify that the information I have provided in this application is true and complete to the best of my knowledge.

I understand that:

1. I am applying for funding based on financial need and the information provided on this application will be used to determine my eligibility for *the Coast Capital Trading Up initiative*.
2. Answers that are not true or that are misleading may be considered fraud. Fraud is against the law in Canada.
3. All information is subject to audit and verification.
4. It is my responsibility to ensure the information on this application is true and accurate. If I do not provide complete, accurate information, I may be denied assistance from *the Coast Capital Trading Up initiative*.
5. If I give answers that are not true or if circumstances change making me ineligible for funding, I may be required to pay back all or partial assistance that I received.
6. If I am receiving income assistance, student loans/grants or other government funding, I am required to notify the appropriate governing body of the amount of funding I have received.
7. It is my responsibility to ensure that receiving scholarship funds does not impact my eligibility for other funding.
8. If I receive \$500 or more in scholarships or awards in one tax year, a statement for income tax purposes will be sent to me by Camosun College.

I understand and agree that my signature below means that:

1. I am a Canadian citizen or permanent resident of Canada and have a valid Canadian Social Insurance Number.
2. I have answered all questions completely and accurately.
3. I consent to Camosun College verifying information on this application. This may include the exchange of information between Financial Aid & Awards and Camosun’s Trades Development & Special Projects department.
4. I consent that Camosun College may release application information to the *Camosun College Foundation* and the *Coast Capital Savings Federal Credit Union*.

Award Promotion/Talent Release: I grant Camosun College permission to photograph me, record my voice and likeness; edit and make copies of the images and recordings; and publish, exhibit, play, transfer, share and otherwise use the images and recordings; in various forms of media, including printed, online (e.g. the college website, Flickr!, etc.) or multi-media materials, to be used by or for Camosun College to assist in publicity, promotion, advancement, marketing and/or educational purposes in reference to *the Coast Capital Trading Up Initiative*.

Collection and use of information: Camosun College asks for the information on this application to determine eligibility for *the Weston Family Scholarship in the Skilled Trades*. The information on this form and all supporting documentation may be verified with Camosun College Student Records; with faculty and staff to verify your registration, class attendance, progress, grade point average and other details related to your eligibility for the funding. The information collected on this application form will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act (SBC1992). If you have any questions about the collection and use of this information, contact the Registrar, Camosun College, 3100 Foul Bay Road, Victoria, BC, V8P 5J2. Telephone: (250) 370-3550.

Signature of Applicant	Print Name	Date (MM/DD/YYYY)