

Do You Have a Work/Study Permit and Qualify for Funded Education?

Welcome and thank you for choosing the Langley School District!

It is our goal to review documents and approve funding from the British Columbia Ministry of Education. We process applications throughout the entire year.

Do you qualify for funded education as a parent on work/study permit?

- ☐ You must live in Langley.

If you hold a **work permit**:

- ☐ The work permit must be valid for a period of one year or more.
- ☐ You must be employed for at least 20 hours per week.

If you hold a **study permit**:

- ☐ The study permit must be valid for a period of one year or more.
- ☐ You must be studying in a degree or diploma program at a public post-secondary institution or a degree granting program at a private post-secondary institution.

Application Process:

1. If you meet the criteria above and you wish to apply for funded education, please submit required documents in PDF or JPEG format to:
<https://mytruenorth.ca/appindex.php?db=langleyministryfunded>
2. Our office will review your file.
3. Please allow 5-10 business days to process your application.
4. If approved, our office will email you an approval letter with information about the next steps in the registration process.
5. Funding eligibility is reviewed on an annual basis. Families will be notified annually to submit updated documents before each school year begins.
6. Your approval will be valid until June 30th of the current school year.

If you have any questions, please contact wpsp@sd35.bc.ca

Required Documents Checklist

- ☐ **Passports** (parents and school aged children)
- ☐ **Child's Birth Certificate** (Translated) or legal documentation of guardianship

CHILD'S PERMIT

ONE of:

- ☐ Study Permit
- ☐ Visitor Record
- ☐ Original Passport Verification (if student does not have a permit)

☐ **PARENT'S WORK PERMIT**

- ☐ Current Letter of Employment
(Must include: company letterhead, number of hours per week and start date.)
We may also ask for extra documents to support proof of employment

☐ **STUDY PERMIT**

- ☐ Letter of Acceptance from the Institution, **and**
- ☐ Timetable of Courses, **and**
- ☐ Tuition payment receipt on Institution letterhead

PROOF OF RESIDENCE

ONE of:

- ☐ Subject-free Home Purchase Contract
- ☐ Municipal Tax Bill
- ☐ Mortgage statement
- ☐ Rental Agreement or Letter from Landlord

And ONE of:

- ☐ BC Driver's License
- ☐ BC Services Card
- ☐ BC Vehicle Registration
- ☐ BCID
- ☐ Canadian Bank Account or Credit Card Statement
- ☐ Insurance Statements or Policies
- ☐ Income Tax Statement
- ☐ Utility Bill
- ☐ Employment Pay Slip
- ☐ Other Legal or Government-issued documents indicating BC residence

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