ADULT UPGRADING GRANT APPLICATION CHECKLIST

This application is fillable and allows a digital signature. Please ensure you **download and save the application BEFORE you fill it out** and save it again once complete. If you do not it will not save your information.

See page 2 of the application for complete instructions to each question. The following sections are **REQUIRED**:

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- ➢ **Section 1: Student Information**
  - o Fill out all questions (1-14 and 17-23 are required)
  - o If you are not a Canadian citizen, you must provide a copy of your Canadian immigration document that indicates "Category". Note, current PR cards do not state the Category.

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- ➢ **Section 2: Income**
  - o Income is REQUIRED for applicant and spouse OR parents if applicable. Even if it is 0.
  - o If you declare 0 income and have no income slips for 2022, a letter may be required. Please contact Financial Aid & Awards to discuss your options.

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- ➢ **Section 3: Exceptional Expenses**
  - o Unsubsidized day care costs, travel and technology costs may be considered. Documentation may be required.

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- ➢ **Section 4: Applicant declaration**
  - o Applicant must sign and date BOTH boxes (declaration and CRA consent) on this section.

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- ➢ **Section 5: Parent, legal guardian, spouse and/or common law declaration**
  - o If applicable box(es) on both page 6 and 7 must be signed
  - o "I agree" must be checked off at top of page 7 for each signature

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- ➢ **Section 6: Course Details**
  - o Courses must be listed - even if you are not registered yet.
    Note: Courses over 100 level are not eligible for this grant

☐ Have you included **income verification for 2022**?
- o Income verification is required for applicant and spouse OR parents if applicable. This can be a copy of your **2022** CRA Notice of Assessment. You can also access an income verification form through your CRA account. If you have not done your taxes, then copies of T4`s and/or ALL income slips for 2022.
- o If you have 0 income to declare and have no income slips for 2022, please contact Financial Aid & Awards at finaid@ufv.ca to discuss your options.

☐ Not a Canadian Citizen, have you **included a copy of your Canadian Immigration document?**
- o If you are not a Canadian citizen, you must provide a copy of your Canadian immigration document that indicates "Category". Note, current PR cards do not state the Category.

☐ Email completed application and scanned **PDF copies of ALL documentation** to finaid@ufv.ca . **Only PDF attachments will be accepted –** photos (jpeg, png) and links to shared drives will NOT be accepted.

Alternatively, you may print and complete the application and **drop off** at either the Abbotsford (Building B room 214) or Chilliwack campus (Building A, room 1318) Financial Aid & Awards offices during regular business hours. Abbotsford campus also has a drop slot located just past the Student Services doors (B214) below the Financial Aid info boards**.**