

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**:

- **Section 1: Student Information**
 - Fill out all questions (1-14 and 17-23 are required)
 - 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.
- **Section 2: Income**
 - Income is REQUIRED for applicant and spouse OR parents if applicable. Even if it is 0.
 - If you declare 0 income and have no income slips for 2023, a letter may be required. Please contact Financial Aid & Awards to discuss your options.
- **Section 3: Exceptional Expenses**
 - Unsubsidized day care costs, travel and technology costs may be considered. Documentation may be required.
- **Section 4: Applicant declaration**
 - Applicant must sign and date BOTH boxes (declaration and CRA consent) on this section.
- **Section 5: Parent, legal guardian, spouse and/or common law declaration**
 - If applicable box(es) on both page 6 and 7 must be signed
 - "I agree" must be checked off at top of page 7 for each signature
- **Section 6: Course Details**
 - 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 2023**?
 - Income verification is required for applicant and spouse OR parents if applicable. This can be a copy of your **2023** 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 2023.
 - If you have 0 income to declare and have no income slips for 2023, 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**?
 - 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.