



# The Prince George Nechako Aboriginal Employment Gateway

198 Kingston Street  
Prince George, BC  
V2L 1C3

Phone: (250) 561-1199  
Fax: (250) 561-1149  
Toll Free: 1-800-510-0515  
E-Mail: laurell@pgnaeta.bc.ca

June 11, 2015

Miss Anyone  
Anywhere Street  
Any Town, BC  
V2M 4W2

F0515/JG788

**Dear Miss Anyone:**

**RE: Business Administration Diploma Program – CNC Prince George Campus**

Your application dated \_\_\_\_\_, requesting sponsorship to attend the \_\_\_\_\_ has been conditionally approved. *If the program is semester based, conditions must be met prior to the second semester being considered.* A confirmation of sponsorship has been faxed to the training institute on your behalf affirming we will sponsor maximum costs as follows:

Tuition	\$
Other	\$
Total PGNAETA Contribution	\$

Please note the following conditions will be applicable to the agreement for sponsorship:

- You agree to subscribe fully to the student attendance policy (attached to this letter and available on the PGNAETA website);
- Should you voluntarily or involuntarily exit the program, or not attend on a regular basis, you will be placed in overpayment for the costs which have been expended on your behalf;
- You are aware that overpayments prohibit future sponsorship from the Association;
- You are aware that for post-secondary semester based education programs, a mark below a “c”, or a fail, or a failure to complete may disqualify you for funding for a second semester,
- You are aware it is your responsibility to present your grades to PGNAETA 30 days before the start of the second semester.

In compliance with Human Resource Development Canada, please be informed that you will be in receipt of a T4A for all payments made on your behalf no later than February 28, of any given year. All payments made on your behalf are considered taxable income, and must be declared within that taxation year.

Should you have any questions please contact the undersigned at (250) 561–1199 or 1-800-510-0515. Thank you.

Respectfully,

**Ms. Laurel A. Lattie**  
**Aboriginal Employment Gateway**  
[laurell@pgnaeta.bc.ca](mailto:laurell@pgnaeta.bc.ca)  
PGNAETA