

# **CERTIFICATE IN FIRST NATION TAX ADMINISTRATION**

Tulo Centre of Indigenous Economics | First Nations Tax Commission | Thompson Rivers University

## **Tulo Centre of Indigenous Economics**

321 - 345 Yellowhead Hwy  
Kamloops, BC V2H 1H1  
Tel: 250-828-9881  
Fax: 250-828-9858  
Email: [info@tulo.ca](mailto:info@tulo.ca)  
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Tulo is a not-for-profit institution dedicated to delivering certificate and diploma programs that create the capacity to build the legal and administrative frameworks for markets to work on indigenous lands.

## **First Nations Tax Commission**

321 - 345 Yellowhead Hwy  
Kamloops, BC V2H 1H1  
Tel: 250-828-9857  
Fax: 250-828-9858  
Email: [mail@fntc.ca](mailto:mail@fntc.ca)  
Web: [www.fntc.ca](http://www.fntc.ca)

The FNTC is a First Nation public institution whose primary responsibilities include ensuring the First Nation Property Tax system is administratively efficient, harmonized, improves economic growth and is responsive to on-reserve taxpayers. There are currently over 120 First Nation in Canada with property tax powers, responding to community needs and providing services to tens of thousands of property taxpayers.

## **Thompson Rivers University**

Box 3010, 900 McGill Rd  
Kamloops, BC V2C 5N3  
Tel: 250-828-5000  
Fax: 250-828-5086  
Web: [www.tru.ca](http://www.tru.ca)

TRU has the important strategic goal to become “The University of Choice for Aboriginal Students and First Nations.” To accomplish this goal, TRU works closely with First Nations and Aboriginal community partners in the development of programs that focus on, among other things, business management, public administration and taxation policy.

This program handbook is current as of April 2016.. Note that future editions of this program handbook will contain changes to program requirements and policies that supersede those outlined in this handbook, except where participants are notified otherwise. In addition, this program will have ongoing changes that are not necessarily included in the program handbook.

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## Program Overview

This unique educational opportunity – delivered through a partnership between the Tulo Centre of Indigenous Economics (Tulo), Thompson Rivers University (TRU) and the First Nations Tax Commission (FNTC) – has been developed to build the skill set for First Nation property tax administrators.

This program will provide the requisite skills to operate a property taxation system using the *First Nations Fiscal Management Act* (FMA). It will teach students how to establish effective property taxation policies that can be used to promote economic development and economic capacity building. It will teach students a number of skills required to administer and manage a First Nation property tax system. This includes how to establish the legal framework to support First Nation taxation, how to set tax rates, development cost charges and business taxes, how to ensure appeal processes are fair and transparent, how to operate administrative software, how to administer, collect and enforce the payment of taxes, how to prevent and resolve disputes with taxpayers and other governments, how to develop a successful long term service agreement with a third party, and how to plan for and finance long term economic infrastructure projects.

The main objectives of this program are:

1. To build capacity in First Nation tax administrators to fully utilize the new powers within the FMA
2. To enhance capacity for economic development and build infrastructure on First Nation lands.

The Certificate in First Nation Tax Administration (CFNTA) and its students are at the forefront of property taxation on First Nation lands. Graduates of this program will be prepared to administer a high quality First Nation property taxation system.

### What is First Nation Tax Administration?

First Nation property taxation is an optional legislative power that a First Nation may choose to exercise. Property tax is a tax on real property, consisting of land and the improvements on the land. On reserve, taxable properties include residential leases, buildings, commercial leases, farming permits, pipelines, transmission lines, production facilities, towers and railways.

First Nation tax authorities levy and collect taxes in the same manner as other local governments throughout Canada. The First Nation Tax Administrator is the person responsible for the administration of property taxation, taxpayer relations, property tax collections, and the enforcement of payment under the law.

Property taxation on First Nation lands is completed in annual cycles. While the timing of these cycles may vary slightly by province or territory, the main elements are consistent across Canada and include:

1. Assessment on First Nation Lands
2. Setting the Budget and Tax Rate
3. Tax Collection and Enforcement
4. Ongoing Taxpayer Relations

## **Program Approach**

The CFNTA is designed to transfer skills, knowledge and best practices to First Nations who currently are, about to be, or are interested in, implementing a property taxation system. The Program is available in a face-to-face (F2F) setting and is designed to help participants develop an understanding of and skill set required to run a property taxation system.

This program, developed and taught by industry leaders, includes real life case studies, relevant multimedia presentations and state of the art activity-based learning. Students are taught with quality real world information and are given opportunities to practice what they have learned in the classroom setting. This approach is intended to impart practical knowledge and confidence, ensuring that students acquire core knowledge and skills needed to implement and run a property taxation system.

There are varied and diverse requirements of First Nations and tax systems across Canada and the CFNTA has been developed with this in mind. The course material considers the differences when they occur and ensures the students are aware of the differences.

## **Who Should Take This Program**

This certificate comprises of eight courses which provide a general understanding of the issues in First Nation property tax administration and is intended for First Nation property tax administrators, persons working for First Nations in economic development and/or property taxation, persons with interest in the field, persons working for firms desiring to do business on First Nation lands and persons working for other governments with an interest or requirement to work with First Nation property tax systems.

In addition, participants must be knowledgeable about the Internet, know how to use email and browse the web, and be conversant with computer technology in general. Program participants must also have fluency in the English language before entering the program.

## **Benefits to the Participants**

As the only property tax administration program for First Nations, this certificate provides many personal benefits including:

- career advancement
- personal development
- flexible schedule and delivery
- ability to continue working while you earn your certificate
- small class sizes
- get to know other students and maintain important professional connections
- learn how to bring all of the components together to excel at property tax administration
- be great at your job
- contribute to the success of your community

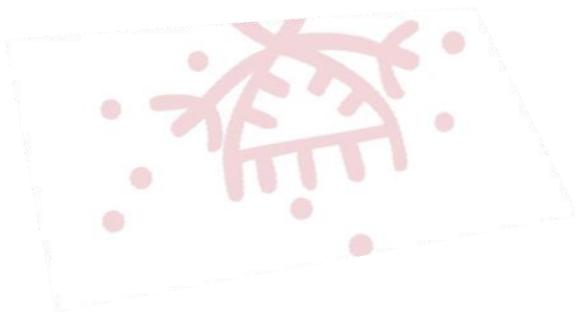
## Benefits to Your First Nation

As the only property tax administration program for First Nations, this certificate provides many community benefits including:

- trust that you have a sound property tax system
- maximize benefits from FMA legislation
- ability to make tax and public policy decisions that support economic development
- attain a competitive advantage and leadership position in the area of economic development
- develop methods to deliver quality information
- provide services and certainty to investors
- build a competitive economic infrastructure
- establish an attractive investment climate on reserve

“As a First Nations Property Tax Administrator, Tulo helps to fill in some of my knowledge and build a better understanding of the nature of First Nations property rights and its impact on economic development potential.”

“My experience with Tulo has truly been an eye-opener as a young First Nations person. It is great to be a part of such vision and to participate in longer lasting capacity building and higher learning. The knowledge I have gained through Tulo will stay with me and guide me in my vision of creating success stories on First Nation lands where I come from.”



# Curriculum

The program curriculum consists of a series of eight courses focused on providing knowledge and skill set for First Nation property taxation systems. The program administration ensures that the CFNTA program continues to evolve as new resources, information, and best practices emerge.

## Program Format and Length

This program is delivered F2F (courses are one week each).

## Required Courses

- Introduction to First Nation Taxation, APEC 161
- Establishing First Nation Tax Rates and Expenditures, APEC 162
- Assessment and Assessment Appeals, APEC 163
- Administration: Tax Notices, Collection & Enforcement, APEC 164
- Communications, Taxpayer Relations and Dispute Resolution, APEC 165
- Service Agreements and Joint Contracts, APEC 166
- Development Cost Charges, APEC 167
- Capital Infrastructure and Debenture Financing, APEC 168

The above courses, their content and prerequisites are subject to change.

## Graduation Criteria

To be granted a Certificate in First Nation Tax Administration, participants must successfully complete all required courses, as listed above, with a minimum grade point average of 2.0 (C Average) for each course.

## Program Delivery

F2F sessions are normally delivered Monday to Friday, 9am to 4pm, and will incorporate lectures, individual and group activities, assignments and quizzes. The courses are normally held on Thompson Rivers University campus in Kamloops, British Columbia and will encompass a significant amount of reading, including case studies, lectures and research papers on conjunction with activities such as group discussions and research.

## **Program Fees**

There is no fee to submit an application; however a \$2000 deposit is due upon acceptance into the program with the balance due by the program start date. The total tuition is \$ \$5500.00. All fees are payable in Canadian dollars. Participants should be aware that textbooks and materials related to course may constitute an additional cost in some cases. Fees are subject to change. Please call 250-828-9857 or email [info@tulo.ca](mailto:info@tulo.ca) for exact payment due dates and specific payment instructions.

## **Course and Program Prerequisites**

This program has no admission requirements. However, students are required to meet the prerequisite of the courses in the program.

In order for students to be successful in the program the following are required to be completed in addition to the courses listed in the program:

- Completed Provincial Grade 12 Diploma or equivalent.
- C+ or better in Principles of Math 11 or Applications of Math 12, or MATH 051, or equivalent.
- 73% on the combined English 12 and Government exam (within the last five years), or Level 4 on the composition section of the LPI (within the last two years), or completion of ENGL 060, or completion of CESL 053, CESL 054 and CESL 057 with a grade of C+ or better.
- Basic computer literacy with Microsoft office applications such as word and excel spreadsheets. Upgrading can be done by taking COMP 040 and COMP 050 or equivalents. These are highly recommended but not required.

Students not meeting the above admission requirements can take courses for which they have prerequisites and start the Certificate on a conditional basis. Students can take courses that have no prerequisites and at the same time upgrade their required math, English and computer skills.

## Course Descriptions

### **Introduction to First Nation Taxation, APEC 161**

Students are provided with an overview of First Nation taxation and how it can be used to improve the investment climate and support economic development on First Nation lands. The role of government in making markets work is explained, focusing primarily on First Nation local revenue authority using the *First Nations Fiscal Management Act* (FMA). Topics include the role of government in facilitating investment; the concept of property taxation; First Nation property taxation; FMA and institutions; the First Nation Goods and Services Tax (FNGST). **3 credits**

- *Prerequisite: None*

### **Establishing First Nation Tax Rates and Expenditures, APEC 162**

Students learn how to set First Nation property tax rates through the preparation of a local services budget and how to communicate effectively with council and taxpayers during this process. Topics include setting tax rates and expenditure policy issues; preparation of local revenue budgets; preparation of annual tax rates and expenditure laws; understanding user fees and business occupancy taxes; and communication and notification requirements under the authority of the *First Nations Fiscal Management Act* (FMA) or s.83 of the *Indian Act*. **3 credits**

- *Prerequisites: (1) An Introduction to First Nation Taxation, APEC 161*

### **Assessment and Assessment Appeals, APEC 163**

Students examine property markets with a focus on property assessments and assessment appeals in Canada under the authority of the First Nations Fiscal Management Act (FMA) or s. 83 of the Indian Act. Topics include an introduction to valuing land, assessment theory and practice, assessment law and practice, assessment appeals, and an assessment appeal role play. **3 credits**

- *Prerequisites: (1) An Introduction to First Nation Taxation, APEC 161*

### **Administration: Tax Notices, Collection & Enforcement, APEC 164**

Students learn to manage a First Nation and/or local government tax administration system focusing on taxpayer notification and local revenue billing, collection and enforcement. Best practices from systems across Canada are presented along with the regulatory requirements associated with the *First Nations Fiscal Management Act* (FMA). Significant time is devoted to using the First Nations Tax Commission's (FNTC) specialized Tax Administration System (TAS) for local revenue administration. **3 credits**

- *Prerequisites: (1) An Introduction to First Nation Taxation, APEC 161 (2) Establishing First Nation Tax Rates and Expenditures, APEC 162*

### **Communications, Taxpayer Relations and Dispute Resolution, APEC 165**

Students examine how to establish a mutually beneficial working relationship between First Nation tax authorities and taxpayers. Topics include communications planning and products; reaching agreement through consensus; taxpayer representation structures and laws; local dispute resolution; and the formal dispute resolution process from the First Nations Fiscal Management Act (FMA). **3 credits**

- *Prerequisites: (1) Introduction to First Nation Taxation, APEC 161 (2) Establishing First Nation Tax Rates & Expenditures, APEC 162 (3) Assessment and Assessment Appeals, APEC 163 (4) Administration: Tax Notices, Collection & Enforcement, APEC 164.*

### **Service Agreements and Joint Contracts, APEC 166**

Students examine how to develop service agreements and joint contracts for the delivery of services or the construction of infrastructure involving local governments and/or private partners. Topics include service agreements; contracting; service agreement calculations and negotiations; interest-based negotiations; service agreements for additions to reserves (ATR) and treaty land entitlement (TLE) settlements; and a service agreement case study. Students utilize tools developed by the First Nations Tax Commission (FNTC) to assist in service agreement negotiations. **3 credits**

- *Prerequisites: (1) An Introduction to First Nation Taxation, APEC 161 (2) Establishing First Nation Tax Rates and Expenditures, APEC 162*

### **Development Cost Charges, APEC 167**

Students learn to establish fair and transparent development cost charge (DCC) and service tax (ST) systems for First Nations or local governments under the authority of the *First Nations Fiscal Management Act (FMA)* and the First Nations Tax Commission (FNTC). These systems are intended to support the financing of infrastructure and service improvements. Topics include options for First Nation community financing infrastructure; developing First Nation DCC and ST laws; implementing First Nation DCC and ST laws; and DCC and ST case studies. **3 credits**

- *Prerequisites: (1) An Introduction to First Nation Taxation, APEC 161 (2) Establishing First Nation Tax Rates and Expenditures, APEC 162*

### **Capital Infrastructure and Debenture Financing, APEC 168**

Students learn how to plan, cost, and finance local government infrastructure projects using long term debentures in the *First Nation Fiscal Management Act (FMA)*. They also examine the legal, planning and policy requirements established by the *First Nation Finance Authority (FNFA)*, the *First Nations Tax Commission (FNTC)* and the *First Nations Financial Management Board (FMB)* as well as best practices in economic, capital and financial planning. Topics include economic infrastructure; economic strategy; integrated capital planning; capital financing and borrowing; borrowing laws and procedures; and a case study in infrastructure financing. **3 credits**

- *Prerequisites: (1) Introduction to First Nation Taxation, APEC 161 (2) Establishing First Nation Tax Rates & Expenditures, APEC 162 (3) Assessment and Assessment Appeals, APEC 163 (4) Administration: Tax Notices, Collection & Enforcement, APEC 164 (5) Communications, Taxpayer Relation and Dispute Resolution, APEC 165*

## Attendance

Tulo recognizes the importance of student attendance and participation to success in the courses. Due to the nature of the intensive-one-week delivery, 100% attendance is required unless there is acceptable cause and permission for deficient attendance.

## Grading System

A standard letter grading system has been established. All final official grades are assigned and reported according to this letter grade system.

Letter Grade	Numerical Grade	Grade Points	Letter Grade Definitions
A+	90 - 100	4.33	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
A	85 - 89	4.00	
A-	80 - 84	3.67	
B+	77 - 79	3.33	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
B	73 - 76	3.00	
B-	70 - 72	2.67	
C+	65 - 69	2.33	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.
C	60 - 64	2.00	
C-	55 - 59	1.67	Pass. Some understanding of principles and facts but with definite deficiencies.
D	50 - 54	1.00	Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.
F	0 - 49	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.
DNC		0.00	Did not complete (DNC) the course, less than 50% of course work completed or mandatory course component(s) not completed

## Late Assignments and/or Course Work

The Instructor will provide a deadline for submission of each of the assignments and/or course work. If a student submits a late assignment, the following deductions will be applied:

1-7 Days Late:	15% deduction
8-14 Days Late:	25% deduction
15-21 Days Late:	35% deduction
21+ Days Late:	DNC (did not complete)

## **Professional and Ethical Conduct**

Tulo does not assume responsibilities which properly rest with adults. It is the policy of Tulo to rely upon the good sense of students to maintain standards of acceptable behaviour.

Tulo prohibits any acts by students attending Tulo, or anyone else, which might cause injury to any person(s) or damage to Tulo property.

## **Course Cancellations**

Tulo may cancel courses due to insufficient enrolment or other reasons. If this occurs, participants will be notified and a full refund is processed (if applicable). Tulo does not guarantee that a particular course will be offered in a particular term.

## **Withdrawing from a Course**

Tulo requires a notice of withdraw from a course at least five business days before the course begins. Notification should be in writing via email ([info@tulo.ca](mailto:info@tulo.ca)) or fax (250-828-9858). Be sure to include student name, course name and start date. After proper notification, Tulo will issue a refund if applicable. Note that withdrawals may result in loss of FNTC Student Bursary for current and future courses and/or cancellation fees if applicable. (Please refer to the FNTC Student Bursary guidelines)



# Application to Certificate in First Nation Tax Administration Program

Applicants should read and thoroughly understand the Program Handbook before applying to the program. Applications are processed on a first come, first serve basis. In addition to filling out this form, please ensure you have included the following with your application to the Certificate in First Nation Tax Administration:

- **A detailed letter of intent that specifies your goals, interests and program expectations. Please comment on your level of computer knowledge and experience (maximum length: 500 words).**

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Date

TRU Student Number (if currently or formerly as TRU student)

---

First Name

Last Name

---

First Nation (if applicable)

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Position/Job Title

---

First Nation Address

---

City

Province

Postal Code

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Work Phone

Mobile Phone

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Fax

Email

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Signature

Date

Send this completed form and supporting documentation to:

Tulo Centre of Indigenous Economics

321 – 345 Yellowhead Hwy

Kamloops, BC V2H 1H1

Phone: 250-828-9881

Fax: 250-828-9858

Email: [info@tulo.ca](mailto:info@tulo.ca)

Personal information provided on this registration form is collected for the purpose of admission, registration, academic progress, notification of future courses, and operating other Tulo Centre programs. Tulo collects, uses, retains and discloses information to the Thompson Rivers University and First Nations Tax Commission as required to administer the certificate program. Information, in aggregate form only, may also be used for research purposes and statistics.

2019–2020  
APPLICATION FORM



805 TRU Way  
Kamloops, BC, Canada  
V2C 0C8  
tru.ca

PERSONAL INFORMATION

First or given name(s): \_\_\_\_\_ Middle name(s) (optional): \_\_\_\_\_

Last or family name: \_\_\_\_\_ Other names: \_\_\_\_\_

Former last or family name (Optional) \_\_\_\_\_

*Include maiden name or birth name prior to a legal name change*

Gender:  Male  Female Birthdate: (yyyy/mm/dd) \_\_\_\_/\_\_\_\_/\_\_\_\_

Primary language spoken at home: \_\_\_\_\_ Country of citizenship: \_\_\_\_\_

If citizenship is Non-Canadian, please indicate Visa Status:

Permanent Resident/Landed Immigrant  Refugee (status granted)  Student Authorization/Student Visa

CONTACT INFORMATION

Mailing Address: *Admission correspondence may be sent to your mailing address*

Street address: \_\_\_\_\_ City (full name): \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Primary: \_\_\_\_\_ Other: \_\_\_\_\_

Emergency contact (Full Name): \_\_\_\_\_ Emergency contact email: \_\_\_\_\_

Emergency contact primary phone (optional): \_\_\_\_\_ Other: \_\_\_\_\_

ADDITIONAL INFORMATION

Previous Affiliation

If you have been assigned a TRU ID number before, it is important that we link your application to it.

Have you been employed by TRU or do you have a TRU ID number?

<input type="checkbox"/> Yes TRU ID <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
<input type="checkbox"/> No										

Aboriginal Identity

Please check this box if you wish to be identified as an Aboriginal person

If you have chosen to identify yourself as an Aboriginal person, for statistical purposes, we invite you to select one or more of the three options that best describe your Aboriginal identity.

Indian/First Nation (including Status, non-Status, Treaty and non-Treaty)  Métis  Inuit

An Aboriginal person is identified in accordance to the Constitution Act of 1982, Part II, section 35(2), as “an Indian, Métis or Inuit person of Canada”.

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## PROGRAM SELECTION

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When do you want to start your program: *If you are applying for an online and distance program through Open Learning (OL) please select Open Learning only.*

- Open Learning only
- Winter 2019 (Jan-Apr)
- Summer 2019 (May-Aug)
- Fall 2019 (Sep-Dec)
- Winter 2020 (Jan-Apr)

Select your program level

- Bachelor Degree
- Diploma
- Certificate
- Graduate Degree
- Graduate Diploma/Certificate
- Trades Foundation
- Trades Apprenticeship

For Apprenticeship applicants, enter your **ITA Individual ID** here \_\_\_\_\_

Program name: \_\_\_\_\_

Select a campus:  Kamloops  Williams Lake

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## Support Services

Please refer to our website for information regarding available accommodations and services: [www.tru.ca/disabilityservices](http://www.tru.ca/disabilityservices) or contact:

Phone: 250-828-5023

Email: [dso@tru.ca](mailto:dso@tru.ca)

Location: Old Main Building, Room 1631

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## Other information:

Enter additional application information here (optional)

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## ACADEMIC HISTORY

Provincial Education Number (PEN)

If you are a BC resident, locate or determine your Personal Education Number (PEN).  
If you cannot find or do not know your PEN then visit [bc.ed.gov.bc.ca/pen/student/penobtain](http://bc.ed.gov.bc.ca/pen/student/penobtain) to acquire it.  
Providing your PEN as part of this Program Application is optional but doing so will help streamline the application process.

### High Schools you have attended, most recent first.

Name up to 2 entries

	Name	Province, Country	Date Attended Start (yyyy/mm/dd)	Date Completed (yyyy/mm/dd)	Current or Completed Grade
1.					<input type="checkbox"/> Less than 12 <input type="checkbox"/> 12 or equivalent <input type="checkbox"/> IB diploma
2.					<input type="checkbox"/> Less than 12 <input type="checkbox"/> 12 or equivalent <input type="checkbox"/> IB diploma

### Post-secondary institutions you have attended, most recent first:

Name up to 3 entries

	Institution	Province, Country	Date Attended Start (yyyy/mm/dd)	Date Completed (yyyy/mm/dd)	Credential Awarded	Date Credential Awarded (yyyy/mm/dd)
1.						
2.						
3.						

## Education History

Any institution named in this section must also be listed as a post-secondary institution that you have attended. Any misrepresentation of information in this application may result in the cancellation of your admission or registration and such misrepresentation may be shared with other post-secondary institutions.

Has your education been interrupted for longer than six months?

Yes Provide a brief outline of your activities during this period.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No

Have you

Been required to withdraw or  Been academically suspended or  Failed a year at another institution?

Yes Name of institution \_\_\_\_\_

Date of Withdrawal/Suspension/Failure (yyyy/mm/dd) \_\_\_\_\_

No

## Agent Information and Release – INTERNATIONAL APPLICANTS ONLY

Do you have an educational representative or agent?

<input type="checkbox"/> Yes	Agent Identification Number (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency: _____									
Agent Name: _____									
Street Address: _____									
City (full name): _____									
Province: _____			Postal Code: _____			Country: _____			
Phone: Primary _____					Other _____				
Email Address: _____					Fax: (optional): _____				
I hereby authorize institution to release admissions, registration, and tuition information to this organization									
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not specified									
<input type="checkbox"/> No									

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### APPLICATION FEE

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Canadian/Domestic **\$29.25**   International **\$100.00**

### Payment Options

**By mail:** Payable to Thompson Rivers University by cheque or money order.

**In person:**

**Kamloops Campus**

Thompson Rivers University  
Enrolment Services  
805 TRU Way  
Kamloops, BC V2C 0C8

**Open Learning**

Thompson Rivers University  
Open Learning  
oladmissions@tru.ca  
Fax: 250-371-5960

**Williams Lake Campus**

Thompson Rivers University  
1250 Western Ave  
Williams Lake, BC V2G 1H7

Kamloops Campus: Old Main Building,  
1st floor Student Street (Room 1614)

Williams Lake Library Centre

**Types of payments:** Cash, debit, credit card, cheque or money order payable to Thompson Rivers University

**Payment Declaration:** Applications received without the application fee will not be processed

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### CONSENT FOR DISCLOSURE AND DECLARATION OF APPLICANT

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**Declaration:**

By signing this Application, I understand and agree that: (i) this is an application for a TRU program only and is subject to the limitation of available resources; (ii) any misrepresentation of information in this application may result in the cancellation of my admission or registration and such misrepresentation may be shared with other post-secondary institutions; (iii) my personal information will be reported as required by provincial or federal authority; (iv) my admission information may be shared with my current high school as needed and applicable; and (v) if I am admitted to a program, I am subject to the policies and rules of TRU. I certify that all statements on this application are true and complete and I authorize TRU to verify them.

\_\_\_\_\_  
Date (yyyy/mm/dd)

\_\_\_\_\_  
Signature of Applicant

**Privacy Notice:** Thompson Rivers University (TRU) collects, uses, discloses and retains personal information in compliance with the BC *Freedom of Information and Protection of Privacy Act* (FIPPA). Your personal information is being collected and will be used for the purposes of administration, registration and other decisions on students' academic status, and for the purposes consistent with the administration of the University and its programs and services, including the programs of student societies/student unions, alumni association and the Thompson Rivers University Foundation. The collection of this information is permitted under section 26(c) of the FIPPA.