

DOCUMENT CHECKLIST

It is the school's responsibility to include all the documents and information you want the Eligibility Officer to consider. Failure to include appropriate documents and information may result in delay or dismissal of the application.

Each Eligibility Exemption Application **MUST** include **ALL** of the following:

- ___ \$50.00 cheque payable to BC SCHOOL SPORTS
- ___ Copy of Personal Record Card
OR
- ___ Copy of Reports Cards or Transcript(s) (for *Independent Schools* not using PR cards)
- ___ List of student's current courses
- ___ Letter(s) from Parent(s) / Legal Guardian(s) supporting the application
- ___ Copy of Primary Source Document showing Birth Date (ie: *Birth Certificate, Passport, Landed Immigrant/Visa, Provincial ID Card, Baptismal Certificate*)
- ___ (If application is based on medical grounds) Copies of relevant medical documentation
- ___ (If student is ineligible because of a school transfer) A letter from the Administrator of the former school confirming that the school is aware of the exemption application and indicating whether the school supports or objects to an exemption, together with its reasons
- ___ Any other documents or information you want the Eligibility Officer to consider. BCSS highly recommends including
 - ___ Letter from Student
 - ___ Mid-year report cards (if not on PR card)

**SUBMIT THE COMPLETE APPLICATION PACKAGE TO THE
BCSS HEAD OFFICE by Fax to 604-737-9844**

For general information please contact **Don Wallace**, BCSS Eligibility Officer

Phone: **(250) 801-5848**

Email: bcss@bcschoolsports.ca