

Financial Budget Worksheet

Applicant Name:

Case Id:

To assess your application for assistance and to assist you in determining if it is financially feasible for you to participate in post-secondary training, please read and complete this form in its entirety. You may be required to provide verification for the information provided.

Section 1 – Monthly Net Income	Self	Spouse/Other
Employment		
EI Benefits		
Income Support (Social Assistance)		
Alimony		
Self-Employment		
Employer/Personal Pension		
Disability Income		
Workers Compensation Benefits		
Canada Pension Plan		
Child Tax Benefit		
Income from Rental Properties		
Severance Pay		
Any other sources		
Total Monthly Net Income		

Section 2 – Other Anticipated Sources of Funding to support training	Amount
Student Loans	
Savings	
Scholarships/Bursaries	
Investment Income	
Support from Family/Parent/Guardian	
Other sources not listed	
Total Anticipated Sources of other funding to support training	

Section 3 – Eligible Monthly Costs	Amount
Basic Living Expenses	
Rent/Mortgage/Room and Board	
Food	
Utilities (Heat, light, etc)	
Telephone (Basic Line Cost)	
Other Incremental Costs	
Other Personal Supports	
Transportation	
Dependent Care	
Disability Needs	
Total Eligible Monthly Expenses	

Section 4 – Ineligible Expenses (These costs are ones that the province does not contribute towards but which you need to consider when determining if you are in a financial position to attend training at this time)	Amount
Vehicle lease or loan	
Property tax	
Insurance (auto, life, home)	
Credit Card debt/Loan payments	
RRSP/RESP contributions	
Cable/Satellite/Internet	
Alimony/Child Support	
Recreation/Entertainment	
Total Ineligible Expenses	

Section 5 – Dependents

Please list any dependents residing in your household. (Must reside with the applicant or be under the applicant's care; be wholly or partially dependent on the participant for support and either be mentally or physically disabled, or be a child under 12 years of age.)

Name	Relationship	Date of Birth	MCP Number

Section 6 – Amounts Owing in default to the province

If you owe any amounts that are in default to the Province, please list them below.

Amount in default	Nature of the amount in default (Penalties, overpayments, etc)	Source of amount in default (Employment Program, Income Support, etc.)

Declaration/Attestation:

I certify that the information that the information provided is true, accurate, and complete in every respect. If the information described above is false or misleading I understand I may be required to repay some, or all, financial assistance that may be approved by the Province.

I recognize that any amounts owing in default to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to me under any contribution agreement.

I give permission to the Department of Advanced Education, Skills and Labour to exchange and release my personal information, or the information of my dependent(s) to any person, agency, or government department, for the purpose of: assessing my eligibility for services and benefits; administering benefits; coordinating and providing follow-up services; and improving the quality of services and benefits offered. The personal information collected will be used for the administration of the program for which I have applied.

Applicant Signature

Date

For EI Eligible applicant’s funding may be provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the **Employment Insurance Act**. The personal information collected will also be shared with Canada or the Canada Employment Insurance Commission to administer the **Employment Insurance Act** and could impact your receipt of benefits under Part I of the **Act**. The Canada Employment Insurance Commission may also use any personal information it receives for policy analysis, research, and evaluation purposes.

The personal information collected may also be shared with the provincial Department of Justice and Public Safety for the purposes of administering the **Support Enforcement Act**. The processing of an application for assistance will include independent verification of an applicant’s status with respect to Support Orders. This may result in garnishment of a portion of any approved funding under section 15 (2) (a) and section 19 of the **Support Orders Enforcement Act**, 2006 SNL 2006, c.5-31.1, for payment of any arrears owing.

Information on this form is collected for the purposes of assessing eligibility for and administering the NL Skills Development program under Section 32(c) of the **Access to Information and Protection of Privacy Act, 2015** and is subject to all the provisions of the **Act**. If you have any specific questions concerning the collection, use, or disclosure of personal information please contact the Department of Advanced Education, Skills and Labour at aesl@gov.nl.ca.