

FUNDING ELIGIBLE APPLICATION PROCESS

Step 1: Applying for funding

1. Complete the Funding Eligible Application Form.
2. **Email all documents in one email** to ministryfunded@surreyschools.ca.
3. You will receive an automatic email reply and this is confirmation we have received your application (only one auto reply per day).
4. Your application will be reviewed and if you are missing any documents, you will be emailed a list of what is still required.
5. Upon approval of the application, you will be emailed a Letter of Acceptance (LOA) per child, English Language Learner (ELL) Assessment Notice (with the date and time of your child's English assessment), along with instructions on how to register at a school.

Step 2: Registering at the school

- Please contact the school as indicated in the LOA for registration of your child
- School placement is done by catchment and subject to space availability
- You may be requested to provide additional proof of home address and other documents
- The school will let you know when the child can begin classes

Step 3: ELL assessment

- Please read and follow instructions in the ELL Assessment Notice for assessment details
- If you wish to change the appointment date and time, please call the ELL Welcome Centre for rescheduling

Application Tips

- Submit an application **for each child**
- For language assistance, please contact the ELL Welcome Centre at 604.543.3060
- All documents must be sent in one JPEG or PDF file only, as an attachment to the email

Funding is given for one school year only. The parent must re-apply for re-registration through the ELL Welcome Centre prior to the start of the next school year. The parent will be sent a reminder email, however, it is the responsibility of the parent to make sure he/she sends required documents for re-registration.

SD36 English Language Learner Welcome Centre

Unit #120 - 7525 King George Boulevard. Surrey, BC V3W 5A8

Phone: 604-543-3060 / Fax: 604-592-2139 / www.surreyschools.ca/welcomecentre