Change of Status Form

Student Information

This form is required to report any change in your status after you have been approved for Kakivak Association funding. Submit immediately upon any change, and at least three (3) weeks in advance for changes from part-time to full-time status (or vice versa). Email completed forms to students@kakivak.ca.

Student Name:	
Student Email:	
Phone Number:	
Mailing Address:	
Community:	
Date of this Request:	
Date of Effective Change:	

Type of Change

Select all that apply. Required supporting documentation for each type of change is listed in the Required Documentation section.

☐ Change in dependents
☐ Course load change
☐ Study mode change (in-person / online)
☐ Legal name change
☐ Change in Co-sponsorship (i.e. if your funding from another source changes)
☐ Funding status: Part-time → Full-time
☐ Funding status: Full-time → Part-time
☐ Leave of absence (more than 3 weeks)
☐ Withdrawal from program
☐ Change in banking information
☐ Change in mailing address / contact information
☐ Other: ____

Updated Information

Complete only the sub-sections that apply to your change.

Legal Name Change

Previous Legal Name: ____
New Legal Name: ____

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Enrollment, Course Load or Study Mode

Educational Institution Name: ____
Program of Study: ____
Previous Course Load: _______________________________ New Course Load: _______________________
Previous Study Mode: _______________________________ New Study Mode: _______________________

Funding Status Change

Previous status: ☐ Full-time ☐ Part-time
New status: ☐ Full-time ☐ Part-time

Leave of Absence or Withdrawal

Start Date of Leave: ______/______/______ Expected Return Date: ______/______/______
Last Date of Attendance: ______/______/______
Reason: ____

Updated Spouse and/or Dependents

List your spouse and all dependents as they should appear on your updated file.

Spouse Name:		**Date of Birth:**	
New Dependent #1:		**Date of Birth:**	
New Dependent #2:		**Date of Birth:**	
New Dependent #3:		**Date of Birth:**	

Banking or Contact Information

Attach a new void cheque or direct deposit form if your banking information has changed.

New Mailing Address: ____
New Community: _______________________________ New Postal Code: ___________________
New Phone Number: _______________________________ New Email Address: _____________________

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Additional Required Documentation

Attach the appropriate documentation based on the type of change where more documentation is required. The Kakivak Association may require additional documentation at their discretion.

- ☐ Course load change (proof of enrollment)
- ☐ Part-time/Full-time Change (proof of enrollment)
- ☐ Legal name change (official document showing new name (updated ID, marriage certificate, etc.))
- ☐ Funding status change (letter of sponsorship or other documentation indicating funding)
- ☐ Banking information change (updated void cheque or direct deposit form)

Note: A change in program or educational institution requires submission of a new Application Form, not this form.

Student Declaration

I certify that the information provided in this form is accurate and complete.

I understand that my reported change in status may result in adjustments to my student sponsorship agreement, including increases, decreases, or termination of funding.

I acknowledge that any financial changes will take effect from the formal date of withdrawal or change of status, not from the date this form is received.

I understand that any overpayment resulting from unreported or late-reported changes must be repaid in accordance with the Repayment and Forgiveness Guidelines in the Ilinniarniq Policy and Operations Manual.

I agree to provide any additional information that the Kakivak Association may require to verify this change of status.

Student Signature: ________________________________ Date: ______/______/______

Kakivak Association | 109-924 Mivvik Street, Iqaluit, NU, X0A 3H0 | kakivak.ca | info@kakivak.ca
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Facebook facebook.com/Kakivak | **Twitter** Twitter.com/Kakivak | **Instagram** @Kakivak_Association
ᐅᖄᓚᐅᑖ Phone 867-979-0911 | **ᓱᒃᑲᔪᒃᑯ Fax** 867-979-3707 | **ᐊᑭᖃᖕᒋᑦᑐᒃᑯᑦ ᐅᖄᓚᐅᑖ Toll free** 1-800-561-0911