



Business Foundations

TRU Start Program

Student Application



Application Due to TNT Coordinator – December 12, 2025

(Please print legibly in blue or black ink.)

Date: _____

Current Grade: _____

Legal Name: _____

Preferred Name(s): _____

Legal First Middle Legal Last

Address: _____

City: _____ Postal Code: _____

PO Box: _____

Home Phone: _____

Parent/Guardian Cell: _____

Parent/Guardian Email: _____

Student Cell: _____

Student PEN:

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Personal

9 digit number

Student Email: _____

Home School: _____

***TRU will register student using their personal email address (not SD73 gedu email or parent email address).**

TNT Coordinator: _____

Student Signature

TNT Coordinator Signature

My child's demographic, medical, and permission status information has been updated with their home school in MyEd.	Yes / No (circle one)
I authorize SD73 to share my child's learning, medical, and permission status information with TRU.	Yes / No (circle one)
I allow SD73 to use any work or school related picture(s) of my child for the purpose of promotion and communication for the program.	Yes / No (circle one)
<p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Parent/Guardian Name (please print)</i></p>	<p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Parent/Guardian Signature</i></p>

Keep a Copy

You are strongly encouraged to keep a copy of your application as well as all future forms, paperwork, and emails for your personal records.

Application Checklist

For assistance or more information, please contact your TNT Coordinator or Counsellor.
Deliver completed application package no later than **December 12, 2025**, to your TNT Coordinator.

All items below are required:		Page(s)	Completed & Attached
1	Student Application Form	1	<input type="checkbox"/>
2	Application Checklist – this page	2	<input type="checkbox"/>
3	Consent for TRU to Release Personal Information Form (Third Party)	3	<input type="checkbox"/>
4	TRU Key Policies	4	<input type="checkbox"/>
5	TRU Start Program – Parent Statement Form	5-6	<input type="checkbox"/>
6	TRU Start Program – Student Statement Form	7	<input type="checkbox"/>
7	TRU Start Program – Research Activity	8	<input type="checkbox"/>
8	TRU Start Program – Applicant Evaluation #1 – Teacher	9	<input type="checkbox"/>
9	TRU Start Program – Applicant Evaluation #2 – Employer or Community Member	10	<input type="checkbox"/>
10	Student Education / Transition Plan	11	<input type="checkbox"/>
11	TNT Statement of Recommendation	12	<input type="checkbox"/>
12	TRU Start Program – Interview Notes	13-14	<input type="checkbox"/>
13	TRU Start Program – Applicant Profile	15	<input type="checkbox"/>
14	Resume (<i>attach copy of student's resume</i>)		<input type="checkbox"/>
15	Secondary Transcript, Attendance, and Conduct Reports (<i>TNT to obtain from admin/counselling</i>)		<input type="checkbox"/>
	Government Issued Photo Identification Requirement discussed with TNT Coordinator	TNT Initials:	
	TRU Start Program – Important Information (<i>kept by applicant</i>)	16	Student to keep
	Estimated Program Costs (<i>kept by applicant</i>)	17	Student to keep
	TRU Accessibility Services discussed with TNT Coordinator (if applicable)	TNT Initials:	
	TRU Accessibility Services Information sheet (<i>kept by applicant</i>)	18	Student to keep

TRU START

Consent to Release Personal Information Form (Third Party)



Enrolment Services
Old Main
805 TRU Way
Kamloops, BC, Canada V2C 0C8
tru.ca
Campus students: records@tru.ca
Open Learning students: student@tru.ca

Thompson Rivers University (TRU) collects, uses, and discloses personal information in accordance with the BC *Freedom of Information and Protection of Privacy Act (FIPPA)*. Pursuant to s.33(2)(c) of FIPPA, TRU is seeking your written consent to disclose personal information to a third party. This form will be kept on file in compliance to TRU's Records Retention Policy. Questions about this consent may be directed to the Privacy and Access Officer at privacy@tru.ca or 250-828-5012.

STUDENT PROVIDING CONSENT (PRINT CLEARLY)

SURNAME (legal)	
FIRST NAME (legal)	FULL MIDDLE NAME(S) (legal)

TRU STUDENT NUMBER

DATE OF BIRTH (yyyy/mm/dd)									

THIRD PARTY PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal), FIRST NAME or AGENCY (parent/guardian)	PHONE
ADDRESS	EMAIL (optional)

I CONSENT TO THOMPSON RIVERS UNIVERSITY DISCLOSING THE FOLLOWING PERSONAL INFORMATION ABOUT ME TO THE THIRD PARTY IDENTIFIED ABOVE, FOR THE PURPOSES SET OUT ON THIS FORM.

STUDENT INFORMATION

- Academic status
- Convocation information
- Enrolment status information
- Grades
- Registration information (including current registration status)
- Special needs documentation/Disability accommodations
- Student account balance
- Student awards, scholarships, and bursaries
- Government student loan & grant information
- Tuition and fees assessment
- Other (specify) _____

PURPOSE(S) FOR DISCLOSURE

- To allow the above named third party to support me in my studies at TRU.
- To verify my enrolment with TRU.
- Other (specify) _____

DURATION

This waiver will be valid for the following period:

From: Date (yyyy/mm/dd) 2025/10/15
To: Date (yyyy/mm/dd) 2027/08/30

STUDENT TRANSACTIONS

- Add/drop courses
- Pay fees
- Order transcripts, confirmation of enrolment letters, signed scholarship/RESP forms
- Other (specify) _____

SIGNATURE

My consent is effective as of the date of signing (indicated below). I have read the above, understand it, and agree to it.

Your signature indicates that the information contained herein is accurate to the best of your knowledge. TRU considers a falsified consent form as fraud.

STUDENT SIGNATURE	DATE (yyyy/mm/dd)

This form will be kept on file in compliance with TRU's Records Retention Policy.
Completed form can be emailed to records@tru.ca, or delivered in person or by mail to the address above.

Key TRU Program Policies

- 1. Attendance/Performance** (Policy ED 03-1 http://www.tru.ca/_shared/assets/Policy_ED_03-135351.pdf):
Thompson Rivers University official attendance policy states that a student who misses the first two days of their program without prior arrangements with the instructor may be withdrawn from the program. A student is allowed no more than three unexcused absences (days) during the length of their post-secondary program (and two unexcused lates are counted as one unexcused absence). I acknowledge that I will be entering an adult learning environment, am prepared to undertake this responsibility, and I agree to adhere to these policies.
- 2. Withdrawing & Tuition Fees** (Policy ED 03-0 – http://www.tru.ca/_shared/assets/Withdrawals5640.pdf):
If a student withdraws from a TRU Start program, the student must sign a SD73 program withdrawal form and deliver it to the high school-based TNT Coordinator. In addition, the student is to email admissions@tru.ca to notify them of their withdrawal. Failure to do either may result in the sponsoring school district invoicing the student for the balance of the tuition. Students who miss the withdrawal deadline will receive a grade of 'F' or 'DNC' on their university transcript unless they meet the criteria for withdrawal in extenuating circumstances. For important dates and deadlines, visit: <https://www.tru.ca/current/enrolment-services/dates-deadlines.html>

Students who miss the withdrawal deadline from a TRU Start program will not be eligible for any refund of ancillary/student fees and will still be responsible for any amounts outstanding on account. More information on this can be found at: <https://www.tru.ca/current/enrolment-services/tuition/refunds.html> under the “*First-time limited or selective programs (\$500 deposit)*” bullet. For a withdrawal due to extenuating circumstances, visit: <https://www.tru.ca/current/enrolment-services/academic-records/withdrawals.html>. I agree to adhere to these policies.
- 3. Program Costs:**
I understand that all fees related to my program, with the **exception of tuition**, are my responsibility. I am also aware that as a high school student, I am exempted from obtaining student aid funding. I understand that I will pay a \$300 **non-refundable** deposit to TRU, after being offered a seat in my program. This deposit reserves my seat and will be credited towards my student fees. See above (Withdrawing & Tuition Fees) for more information regarding refunds and deadlines.
- 4. Field Trips Abroad:**
I understand that TRU may offer field trip opportunities and that those opportunities are not part of the TRU Start program agreed to with the School District and that the School District does not vet these trips or sponsor them.
- 5. Release of Information:**
I acknowledge that this application allows TRU to release personal and admissions-related information to various applicable entities. This information includes (but is not limited to), the release of Accuplacer exam results to my school district/, as well as forwarding of transcripts directly to my school district.
- 6. Accessibility Services Acknowledgment:**
I acknowledge that I have read and understand the following:
 - Students who have received prior accommodations at their high school for a **documented IEP** are **STRONGLY** recommended to contact the [TRU Accessibility Services](#) office **at least 3 months prior** to program start date at 250-828-5023 or as@tru.ca to explore available support options.
 - Students are encouraged to discuss their transition to a post-secondary learning environment with their high school-based TNT Coordinator and home school support team.

By signing below, we acknowledge that we have read and agree to the policies stated above.

I, _____, have discussed these program policies with my
Parent/Guardian Name (please print)
child and give my permission for them to participate as a TRU Start Program student.

Applicant Signature

Parent/Guardian Signature

Date

Date



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

TRU Start Program - Parent Statement Form



Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Parent/Guardian - Statement of Readiness

Parent/Guardian Name: _____ Date: _____

The applicant has indicated an interest in enrolling in TRU Start, a dual credit program, at TRU. Keeping in mind that they would be studying in an adult learning environment in which they are expected to be self-motivated, self-directed, and not reliant on others to assist in the organization of their learning activities, we ask you to comment on the following:

1. Why do you think your child should participate in the TRU Start program?

2. Please comment on your child's suitability for a program that requires consistent attendance, effort, and ability to follow instructions.

Business Foundations Certificate:

- On campus
- 2 semesters

For more information on program, visit tru.ca/programs.

Requirements:

1. Must meet graduation requirements for grade 12
2. Foundations Math 12 or Pre-Calculus Math 12 – minimum grade C+ (67%) or equivalent
3. English Studies 12/English First Peoples 12 – minimum grade B (73%) or equivalent

Continued on next page...

Parent/guardian to initial each line.

I acknowledge:

Parent initials: My child will be responsible for payment of other TRU fees such as: application fee, student (ancillary) and lab fees, textbooks, and other supplies as required by the program.
(See page 17 of application package for estimates).

Parent initials: A \$300 **non-refundable** deposit is due to TRU after my child has been officially offered a seat by TRU and before June 1, 2026. This deposit reserves their seat in the program and will be used as credit towards their student fees.

Parent initials: My child may participate in extra-curricular activities at their home school outside of classroom hours.

Parent initials: My child must contact TRU Accessibility Services **3 months before** start of semester at TRU if they are on an IEP.
(See last page of application package for timeline).



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

TRU Start Program – Student Statement Form



Trades and Transitions
SCHOOL DISTRICT NO. 73

Career Development

Student - Statement of Commitment

Student Name: _____ Date: _____

1. What have you done to prepare yourself for study and work in this career program? (e.g., related jobs, volunteer experience, extra-curricular activities, courses, reading, interviews with people, job shadows).

2. Explain the skills and talents you have that will help you to succeed in this program.

3. What are the first-year courses in this program?

4. How will attending the TRU Start Program be different than attending high school?

5. With limited seats available, please describe why you are a good candidate for the TRU Start Program?



TRU Start Program - Research Activity



My career goal is: _____

Based on your career goals, please research the following questions:

1. Describe the career you are interested in and why.

2. Explain how your interest in this career developed. Discuss any experiences that have influenced your decision.

3. What are some of the jobs/tasks you would do in this career?

4. What salary can you expect to get from this career?

5. What is the “future potential” of this career in terms of employment? For example, will there be many jobs in this trade in the future?

TRU Start Program - Applicant Evaluation #1

(To be completed by a **Teacher**)

Applicant Name: _____
Last (please print) First (please print)

School: _____

Scoring legend for each of the following categories: (3 = Excellent; 2 = Good; 1 = Satisfactory)	Student Score
1. Maturity	
2. Accuracy / ability to follow instructions	
3. Enthusiasm and interest	
4. Adaptable (adjusts to new situations)	
5. Follows through on assigned tasks	
6. Attendance	
7. Punctuality	
8. Shows motivation to learn new skills	
9. Ability to work independently	
10. Has positive attitude towards work	
11. Accepts constructive criticism	
12. Makes changes as a result of constructive criticism	
Total Score: (36 maximum)	

Evaluation completed by:

 Teacher (Print Name)

 Course Taught

 (Signature)

 (Date)

TRU Start Program - Applicant Evaluation #2

(To be completed by an **Employer or Community Member**)

Applicant Name: _____
Last (please print) First (please print)

School: _____

Scoring legend for each of the following categories: (3 = Excellent; 2 = Good; 1 = Satisfactory)	Student Score
1. Maturity	
2. Accuracy / ability to follow instructions	
3. Enthusiasm and interest	
4. Adaptable (adjusts to new situations)	
5. Follows through on assigned tasks	
6. Attendance	
7. Punctuality	
8. Shows motivation to learn new skills	
9. Ability to work independently	
10. Has positive attitude towards work	
11. Accepts constructive criticism	
12. Makes changes as a result of constructive criticism	
Total Score: (36 maximum)	

Evaluation completed by:

 (Print Name)

 Relationship to Candidate

 (Signature)

 (Date)

- Community Member or
 Employer – Place of Employment: _____



Student Education / Transition Plan

(To be completed yearly by TNT Coordinator and Student)



Student Name: _____ Current Student Grade: _____

Home School: _____ Career Program: _____

Dates of Program: _____ Location of Program: _____

To graduate, student requires at least 80 credits

Student has a plan in place to meet Grad Requirements

Grade 10 Courses:

Semester One	Semester Two

Grade 11 Courses:

Semester One	Semester Two

Grade 12 Courses:

Semester One	Semester Two

****TNT Coordinators - must use course codes for program, not course name**

Requirements

- 4 Credits Language Arts 10
- 4 Credits Math 10
- 4 Credits Social Studies 10
- 4 Credits Science 10
- 4 Credits Physical & Health Education 10
- 4 Credits Career Life Explorations
- 4 Credits Language Arts 11
- 4 Credits Social Studies 11 or 12
- 4 Credits Science 11 or 12
- 4 Credits Math 11 or 12
- 4 Credits Language Arts 12
- 4 Credits Career Life Connections 12
- 20 Credits of other electives (10,11, or 12)
- 4 elective Credits ADST or Arts Elective (10, 11, or 12)
- 8 Credits Gr 12 Electives
- Minimum 80 Credits

To be completed prior to program

- Literacy 10
- Numeracy 10
- Literacy 12
- Indigenous Focused Course

Student Signature

Date

Parent/Guardian Signature

Date

TNT Coordinator Signature

Date

Counsellor Signature

Date



SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

TNT Statement of Recommendation

(To be completed by TNT Coordinator)



Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Thank you for completing the TNT Statement of Recommendation regarding the student named below. The information on this reference will be used to determine candidates for TRU Start programs. A quality response to the general comments section is also important.

Applicant Name: _____ School: _____

TNT Name: _____ Date: _____

TNT Signature: _____

	POOR TO EXCELLENT									
	1	2	3	4	5	6	7	8	9	10
Interest – Does the applicant demonstrate a keen interest in the trade? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aptitude – Do their hobbies and interests reflect an ability to do hands-on work? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning and Study Skills – Is the student prepared for the homework load? Has the applicant demonstrated effective learning and study skills? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity – Does the applicant demonstrate a level of maturity suitable for a post-secondary environment? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative / Motivation Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Comments:										

Score: Add 5 sections, divide by 5 = _____



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

TRU Start Program - Interview Notes

(To be completed by TNT Coordinator)



Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Please comment on each category.

Student Name: _____ **School:** _____

1. **Attendance (Unexcused Absences):** {0 = 10 days or more, 5 = 5 to 10 days, 10 = less than 5 days}

2. **Conduct (Administration's student file):** {0 = needs improvement, 5 = satisfactory, 10 = good}
➤ include last 2 years

3. **TNT Coordinator Statement of Recommendation:** {add 5 scores, divide by 5}

4. **Calculation for Grades based on the 8 most recently completed courses:**

Course Name	Course Grades
<i>Example:</i> English 10	86%
	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
<i>{% average of the 8 courses / 100 x 10, round to 2 decimal places}</i> Score:	

5. **Evaluations (using Evaluation #1 and #2):** *{sum of both evaluations / 72 x 10, round to 2 decimal places}*

6. **Does this student have an IEP?** **Yes** **No**

If YES, please ensure TNT Coordinator discusses [TRU Accessibility Services](#) with the student and Learning Support Teacher.

TNT Coordinator Signature

TRU Start Program - Applicant Profile

(To be completed by the TNT Coordinator/Counsellor **WITH** the Applicant)

	Maximum Score	Student Score
1. Attendance (Unexcused Absences): use <i>TNT Attendance Profile</i> Full days (0 = 10 days or more, 5 = 5 to 10 days, 10 = less than 5 days)	10	
2. Conduct (Administration's student file - past 24 months) (0 = needs improvement, 5 = satisfactory, 10 = good)	10	
3. TNT Statement of Recommendation	10	
4. Course Grades (Based Upon <u>Most Recent</u> 8 Completed Courses) (% average of last 2 complete semesters / number of courses)	10.00	
5. Evaluations (using Evaluation #1 and #2) (sum of both evaluations / 72 x 10, please round to 2 decimal places)	10.00	

School Requested Acceptance Conditions

(Confidential between school and district staff)

<input type="checkbox"/> Attendance	Comments:
<input type="checkbox"/> Behaviour	
<input type="checkbox"/> Other (Please describe in Comments box)	

TNT Coordinator/Career Counsellor Support

I **DO** / **DO NOT** (check one) recommend that _____
 Applicant

be given consideration for placement into a TRU Start program at TRU.

TNT Coordinator/Counsellor Name: _____

Signature: _____ Date: _____

School Support

I **DO** / **DO NOT** (check one) recommend that _____
 Applicant

be given consideration for placement into a TRU Start program at TRU.

Principal/Vice Principal Name: _____

Signature: _____ Date: _____

TRU Start Program – Important Information

Admission Criteria

- Meet SD73 and TRU requirements
- Exemplary attendance record

Application Process	
December 12, 2025	Applications due to school TNT Coordinator.
mid-March 2026	Students receive notification of acceptance from SD73.
If accepted by SD73:	
mid-March 2026	In the acceptance letter from SD73, students receive a link to register online with TRU.
March-April 2026	TRU Admission send introduction letter to students. <i>(Students to monitor their personal email.)</i>
April 10, 2026	Deadline for students to register online with TRU using the link provided by SD73.
After student registers online with TRU	TRU Admission send seat offer letters to students and \$300 deposit will be charged to the students' MyTRU account. <i>(Students to monitor their personal email.)</i>
June 1, 2026	\$300 non-refundable deposit to be paid to TRU by student to reserve seat in program. <i>(Deposit will go towards ancillary fees to be paid by student.)</i>
September 4, 2026	Fall term ancillary fees to be paid in full by student to TRU <i>(tuition paid by SD73).</i>
January 8, 2027	Winter term ancillary fees to be paid in full by student to TRU <i>(tuition paid by SD73).</i>



Program Costs for TRU Start Program

PROGRAM COSTS	OTHER COSTS
<p>Tuition for Fall and Winter Semesters in student's grade 12 year is paid by SD73 to TRU. All other fees paid by student.</p> <p>Student Fees include application fee, learning guides and text books; safety gear (work boots, hard hats and safety glasses); uniforms (coveralls, aprons, leather gloves); tools (knives, sharpening stones, pruners, hand tools); classroom supplies (calculators, binders, paper, pens etc.) and Ancillary fees (includes athletic and recreation fee, enhancement fee, lab/studio fee, building fund fee, student union fee, Omega newspaper fee, Cariboo Child Care Society fee, radio station fee and Canadian Federation of Students fee) and other fees TRU deems applicable. This is an estimated cost based on the 2025-2026 year.</p>	<p>Parking \$4/5 per day or Pass Options</p>
<p>TRUSU - Health and Dental: Student: \$248 (Opt-Out 30 days prior to start)</p>	

Combined program cost estimates for Fall and Winter Semesters of grade 12:

Business Foundations Certificate

• Tuition (SD73 pays)	3 884.88
• Student Fees (student pays)*	** <u>1 379.23</u>
Total	<u>\$5 264.11</u>

*A \$300 non-refundable deposit is due to TRU after the student has been officially offered a seat by TRU and before June 1, 2026. This deposit reserves their seat in the program and will be used as credit towards their student fees. If a refund is required, please visit <https://www.tru.ca/current/enrolment-services/tuition/refunds.html> "First-time limited or selective programs (\$500 deposit)" for TRU's policy.

**Does not include \$23.49 per Lab/Studio if applicable for course.

For more details on program information see tru.ca/programs

How to Access Accommodations Through Accessibility Services

Step 1 <i>3 Months Before Start of Classes</i>	Meet with an Advisor <p>Use the Student Services Portal to fill out the pre-registration online intake form. You will also need to schedule an appointment with an Accessibility Services Advisor to discuss your needs. Email studentservices@tru.ca or call 250-828-5023 to book an appointment.</p>
Step 2 <i>3 Months Before Start of Classes</i>	Get Necessary Documentation <p>Acquire the documentation necessary for accessing the accommodations and/or funding that you discussed with your advisor.</p>
Step 3 <i>First Week of Classes</i>	Send Accommodation Letter(s) <p>On-Campus Students: Send out your accommodation letter(s) by logging on to the Student Services Portal. Open Learning Students: Contact exams@tru.ca with a copy of your accommodation letter(s) to access your quiz, midterm, and exam accommodations. You can download the accommodation letter from the Portal after sending it to your OLFM. Law students: Contact an Accessibility Services advisor to send out your accommodation letters. Do not use the Student Services Portal.</p>
Step 4 <i>Second Week of Classes</i>	Access your Approved Exam Accommodations <p>On-Campus Students: Book your midterms and tests with the Accessibility Services Test Centre. Open Learning Students: Book your final exam accommodations with the Open Learning Exams department at least two weeks in advance. When you book your exam, download a copy of your accommodation letter from the Student Services Portal and email it to Open Learning Exams department for each course.</p>
Step 5 <i>During Classes</i>	Access Accommodations <p>Make use of the accommodations for which you have been approved. Connect with the AS Learning Specialist and/or Assistive Technology Specialist.</p>
Step 6	Continue Accessing <p>Remember to send out your accommodation letter(s) each semester using the Student Services Portal and continue the process!</p>

Contact as@tru.ca for more information

Student Services Portal

