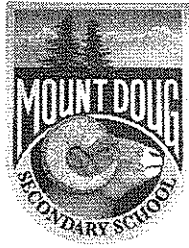


Transition Planning



Upgrading

Complete the following document in detail with evidence of your research. Your responses should be thoughtful and reflective.

Attach the following documentation to this booklet:

- Career Cruising Matchmaker Report
- Resume and Cover Letter
- Reference Letter or Reference and Contact Information
- Copies of Scholarship Application (if applicable)
- Copy of School Application for Upgrading

Student Name: _____

Student #: _____

Grad Transition Advisor: _____

Due Date: Feb 1st 2010

Upgrading

Name: _____

1) Why do you need to upgrade? High school completion? College entrance?

2) Which courses do you need to take? Explain briefly and attach a **Grad Planning sheet**.

3) **WHEN, HOW** and **WHERE** do you plan to complete the graduation requirements?

4) Have you checked the school or college's website? Have you talked to your counsellor if you are remaining at Mount Doug? Explain.

5) Have you registered at the school or college? When is the deadline?

6) Attach a copy of your application and acceptance letter.

7) What costs are associated with this option? Complete the attached budget.

8) What type of career or post-secondary program do you hope to pursue after upgrading?

9) What are the prerequisites for this program /field of work?

10) What personal goal will this career option help you achieve?

11) What is your back up plan?

Budgeting

Budgeting doesn't have to be an arduous task and can certainly prevent financial anxiety as the term progresses. Remember, make sure your budget is flexible because your financial situation will constantly change. Emergencies happen and it's always important to save some money for a rainy day! Try this sample budgeting form as a simple way for you to organize and manage your finances to ensure that your money lasts for your entire academic year.

| Budget | | | |
|---|----|--|----|
| Pick an 8 or 4 month study period: * | | | |
| September -April/May-August/September-December/January-April | | | |
| One Time Only Education Expenses | | One Time Only Education Resources | |
| Tuition | | Savings | |
| Books and Supplies | | Awards (Scholarships&Bursaries) | |
| Other | | Student Loan | |
| Total One Time Expenses (A) | \$ | Total One Time Resources (C) | \$ |
| Monthly Expenses | | Monthly Income | |
| Housing (Rent or Mortgage) | | Net Part-time Earnings | |
| Food | | Contribution from Parents | |
| Utilities (Phone, Hydro, Cable) | | Employment Insurance/CPP | |
| Household (Laundry, Cleaning) | | Social Assistance | |
| Transportation | | Workers' Compensation | |
| Entertainment | | Sponsorship | |
| Medical/Dental/Optical | | Orphan's Benefits | |
| Child Care Costs | | Child Care Subsidy | |
| Miscellaneous | | Net Spouse's Income | |
| Other | | Other | |
| =Total Monthly Expenses | | =Total Monthly Income | |
| x Number of months (4 or 8) | | x Number of months (4 or 8) | |
| Equals total living expenses (B) | | Equals total living expenses (D) | |
| Total Education Expenses (A+B) | | Total Education Resources (C+D) | |
| Total Education Expenses minus Total Education Resources = Financial Need | | | |
| | - | = | \$ |