

Work Force Qalipu
Frequently Asked Questions (FAQ's) for Post-Secondary Education Support

Am I eligible to apply for Post-Secondary support?

Work Force Qalipu provides access to skills training and employment assistance through the Post-Secondary Student Support Program (PSSP) and the Aboriginal Skills and Training Strategy (ASETS).

To be eligible to apply for support under Post-Secondary Support Program (PSSP) an applicant must be a registered member of the Qalipu Mi'kmaq First Nation Band (you must have your Temporary Certificate of Indian Status or your Secure Certificate of Indian Status).

Status and Non-Status Indians are eligible to apply for funding under ASETS and will be prioritized in the following order:

Priority 1: Clients which are members of the Qalipu Mi'kmaq First Nation

Priority 2: Clients which are self-identified but are applicants of the Qalipu Mi'kmaq First Nation. These clients may be asked to provide supporting documentation including but not limited to:

- Letter of Eligibility for membership in the Qalipu Mi'kmaq First Nation Band
- Confirmation of Application to QMFN

Priority 3: Clients which are self-identified but are not members or applicants of the Qalipu Mi'kmaq First Nation Band.

Under the ASETS program, funding is available for certificates, diplomas and the last four semesters of a degree.

Applicants applying for Post-Secondary support through PSSP or ASETS must have been

residing in Canada for the twelve months twelve months prior to the date of application. The following are deemed to satisfy this requirement:

- Individuals who are normally resident in Canada but for reasons of education or student exchange programs have been living outside of Canada for all or part of the previous year prior to the application for support.
- Individuals who are serving outside Canada as part of Canada's Armed Services;
- Employees, and their dependent children, of the Federal, Provincial or Band Government appointed to foreign posts; and
- Individuals, who under the authority of provincial or territorial child welfare legislation were placed outside Canada in an alternative care arrangement and have returned to Canada
- Residency rules established by Canada Revenue Agency

Please note: Applicants cannot be receiving post-secondary funding from another First Nation or any other post-secondary source without approval from Work Force Qalipu.

Are mature students eligible for Post-Secondary Support?

Applications from mature students will be considered for Post-Secondary Support providing they meet all the eligibility criteria including the minimum education requirements.

What are the minimum education requirements?

The applicant must have completed high school or its equivalent Adult Basic Education program, and must have been accepted or conditionally accepted for enrollment in a recognized post-secondary institution. Clients with previous post-secondary success, already possessing a certificate or diploma may be accepted based on those credentials. General Equivalency Diploma (GED) is **not** an acceptable high school equivalency.

In the case where Grade 12 or equivalent is not required for admission, then applicants are required to meet the entrance requirements and be accepted in a recognized post-secondary institution.

How do I apply for Post-Secondary support?

To apply for Post-Secondary support you need to fill out a Funding Application, include the necessary documentation and mail or drop off to our Client Intake Officer, Judy Falle.

Judy's mailing address is:

Work Force Qalipu
Attention: Judy Falle, Client Intake Officer
P.O. Box 460
St. George's, NL A0N 1Z0

What documentation do I need to include with my funding application?

- Proof of membership in the Qalipu Mi'kmaq First Nation Band. Include a photocopy of one of the following: your Temporary Confirmation of Registration Document or your Secure Certificate of Indian Status Card.
- Proof that you were living in Canada twelve (12) months prior to applying for Post-Secondary Education Support through Work Force Qalipu. For example, a photocopy of your Notice of Assessment of Income Tax as issued by Canada Revenue Agency.
- Proof of your living arrangements if you are not living with your parent(s)/legal guardian(s). Proof can include a photocopy of two (2) utility bills, a photocopy of a rental receipt or your lease agreement.
- If you have dependents under the age of 16, attach a photocopy of each dependents long form birth certificate.
- An Acceptance or Provisional Acceptance Letter from the Educational Institution.
- A copy of your Grade 12 Transcript or proof of Adult Basic Education. Level 3 students applying to Post-Secondary studies, you must include your Level 2 Transcript and your Level 3 Mid-Term marks.

- A breakdown of expenses is mandatory. You may obtain this from your Educational Institution or from your Educational Institution's website.
- You must also include a breakdown of semesters by date to the end of your Course of Study. You must indicate if any of these semesters are classified as paid or unpaid Work Terms. See page five (5) of the application form.
- If you are currently enrolled in the Course of Study and are requesting funds to complete that program, you must provide a Transcript from the Educational Institution regarding your present Academic Status. On-line printouts are acceptable if they display the student name.
- A written summary (not more than 250 words) of why you have chosen this field of study and what your career goals are after completion of the Course of Study.
- If you are completing courses through distance education or part-time, you need to include a detailed action plan indicating the designation being sought the length of the training and your planned timeline for completion.
- If you are applying for funding to complete an ABE program, please include an action plan to sustain future employment with your funding application.
- You must also register with the Qalipu membership database "ginu" in order to receive funding. Please visit: www.qalipu.ca/login-options

Please note: Your application **will not** be considered complete if all documentation listed above is not attached.

Where do I submit my funding application?

All funding applications must be dropped off at the Qalipu Mi'kmaq First Nation Band Office in St. George's or mailed to:

Work Force Qalipu
Attention: Judy Falle, Client Intake Officer
P.O. Box 460
St. George's, NL A0N 1Z0

Please note: Faxed or e-mailed applications **will not** be accepted.

When are the application deadlines?

Fall Semester:	June 30
Winter Semester:	October 31
Spring/Intersession/Summer:	February 28

Please note: Applications will be date stamped when the completed application form **and** all necessary documentation have been received. Due to the large volume of applications being submitted, applications are reviewed on a first come-first serve basis based on student priority categories.

What are the student priority categories?

Priority 1: Returning Students

Clients currently being funded through the PSE Support Program.

September 9, 2013

Priority 2: Deferred Applicants

Students who are reapplying for support having had their previous application deferred for lack of funds.

Note: At the end of the fiscal year any surplus may be used at the discretion of Work Force Qalipu, to fund Applicants whose name appears on the deferred list, and are enrolled in classes. This support may include tuition, living allowance, and/or books paid for by the students themselves. Those students who receive this surplus funding are not considered funded through the remainder of their program and will not need to reapply to be considered for any future funding.

Priority 3: New Applicants – Current Post-Secondary Students and Recent High School Graduates

Students currently enrolled in high school, a post-secondary or graduate level program in the previous year and continuing in a post-secondary or graduate level program.

A student who is completing the last two semesters of an undergraduate degree and continues on to an advanced degree program of studies without a break in studies or a student who completes a community college or CEGEP program and continues on to an undergraduate degree program without a break in studies, is considered a new applicant.

High School graduates remain continuing student for up to two years following graduation.

Priority 4: New Applicants (PSSSP)

Other post-secondary students accepted or enrolled in a post-secondary institution.

Priority 5: New Applicants (UCEP)

Other post-secondary students and students accepted and enrolled in university and college entrance preparation programs. Within this priority category a region may rank particular programs of study based on regional demand. The regional priorities must be based on consultation with Indian education leaders in the regions and be publically available. Also, regions will report these priorities to education branch, headquarters for information purposes.

Priority 6: PSE Graduates

This category includes those students who have completed an undergraduate degree or college diploma previously and have been funded by Work Force Qalipu in the last five (5) years and do

not satisfy the requirements set aside for special consideration under Priority 3.

At its discretion, Work Force Qalipu will prioritize students within each group according to the described criteria set out in these Local Guidelines.

What happens to my application if I miss the deadline?

Late applications will not be considered for funding in that semester but rather deferred for review to the next application deadline.

What does it mean if my application for funding has been deferred?

A deferred application is one where an eligible applicant is denied support due to lack of funds.

Work Force Qalipu shall put the application on file and review the deferred application at the next possible application deadline. Students must submit their official academic record to the Client Intake Officer, Judy Falle within fifteen (15) days of the completion of each semester. If this record is not received, the applicant will be taken off the deferred list.

What expenses are covered?

Eligible expenses are tuition and books. Compulsory or miscellaneous fees and supplies are not an eligible expense and **will not** be reimbursed. Some students may be eligible for a living allowance. If you are accepted for Post-Secondary Support, a Post-Secondary Benefit Agreement (contract) will be sent to you outlining your financial assistance and maximum allowable costs. You are not entitled to receive the maximum amount outlined in your benefit agreement if it is not used for eligible expenses.

What expenses are considered ineligible?

The following expenditures are not eligible for support:

- Medical Insurance;
- Miscellaneous Fees, which includes but is not limited to student union dues, recreation fees, residence fees, locker fees, parking, bus passes etcetera;
- Late fees;
- Safety equipment;
- Uniforms;
- Tools and materials;
- Books and texts that are not identified on the syllabus. Optional books and texts are not eligible and;
- Travel Costs.

Work Force Qalipu reserves the right to exercise discretion with respect to what constitutes an ineligible expenditure.

Does Work Force Qalipu support training for the Heavy Equipment program?

Work Force Qalipu does support training for individuals for the Heavy Equipment Operator Program.

Am I eligible for a living allowance?

Applicants who are enrolled in a Post-Secondary institution full-time on campus may be eligible for a living allowance.

Please Note:

- Distance education and part-time students **are not** eligible for a living allowance. Students completing Masters or Doctoral thesis must be completing 3 or more courses to be considered full-time for the purpose of receiving living allowances. A Thesis will carry the weight of one (1) course in determining full or part time status.

- Applicants who are in receipt of Employment Insurance Benefits (EI) **are not** eligible to receive a living allowance during the duration of their claim.
- Living allowances **will not** be paid when the client is working in excess of 20 hours per week or exceeds a maximum gross salary of \$250.00 weekly.
- Students who are completing a paid work term.

If a student receives living allowances when s/he is not eligible, s/he will be required to re-pay the amount paid to him/her.

As of September 2013, living allowances for students will be as follows:

Living Situation	Living Allowance p/month
Single Student living at home	\$410
Student living away from home	\$650
Single Parent (without dependent)	\$650
Married Student and Spouse (no dependent)	\$650
Each Dependant under 16 years	\$215

When are living allowances paid-out?

Effective September 2013, living allowances are paid out monthly at the end of each month from the start of a program and continue for up to 4 weeks after the end date of a program.

Allowances will be paid out for school breaks which are 4 weeks in duration or less. Where school breaks are longer than 4 weeks, living allowances will be paid out for the first 4 weeks of the break only. Where clients do not attend post-secondary for the full month, the monthly allowance will be pro-rated.

Am I eligible to receive a living allowance if I am completing a Thesis?

To be eligible to receive a living allowance, students must be enrolled in a Post-Secondary institution full-time on campus. Students completing Masters or Doctoral thesis must be completing 3 or more courses to be considered full-time for the purpose of receiving Living allowances. A Thesis will carry the weight of one (1) course in determining full or part time status thus the client will be expected to enroll in two other courses on campus in that given semester.

Will medical insurance be covered?

No. Qalipu Mi'kmaq First Nation Band **does not** pay medical insurance for University or College programs.

Can I apply for funding to complete an ABE program?

Yes. All ABE students must include an action plan with their funding application to sustain future employment and must be at least 20 years of age. The student is responsible for completing a least 1 credit every 2 weeks.

Will Work Force Qalipu pay my educational institution for tuition and books?

No. Students are responsible for having sufficient resources to pay for tuition and books up front. You will be reimbursed if you provide the proper documentation within the specified timeframe. Work Force Qalipu will not pay any late fees or balances on a student's account.

When will I know if I have been accepted for funding?

Funding is not guaranteed. Funding agreements are based on budgets and money received from Funding Agencies; therefore, it is difficult to determine exactly when you will be notified. You may wish to seek alternate funding opportunities.

My program requires that I complete work term; will I still receive a living allowance during my Work Term?

Many fields of training include work terms in the curriculum of the program. Work Force Qalipu will maintain a maximum of 10 weeks allowance while the student is participating in the required on the job training **if the work term is unpaid**. Work terms may be done outside the province, if employment chances are greater. Transportation costs **will not** be paid for students to complete their Work Term. It is the responsibility of the student to notify their CSO of any work term(s) during their study period.

What are my responsibilities if I sign a Post-Secondary Benefit agreement?

Responsibilities of Students:

- All documents **MUST** be mailed or dropped off to the Client Services Officer (CSO) that was assigned to you.
- **Please** remember that Work Force Qalipu is a reimbursement program and you will be reimbursed for tuition and books once you have sent in your original receipts, a detailed account summary and course syllabi within **15 business days** of the beginning of each semester. It is your responsibility to have sufficient resources to pay all tuition and book fees up front.
- **Banking Information** – A direct deposit form is sent with your contract and you must sign the direct deposit form and fill it in correctly in order for the payments to be made. It is always best to have the bank fill out the direct deposit form or to have a void cheque attached. The bank account **must** be in the name of the clients.
Transcripts – You must provide your Client Services Officer with official academic records as soon as it is made available to you. Your official academic record must be received by your Client Services Officer no later than fifteen (15) days after the completion of each semester for which you are receiving funding. Your marks **must** have your name displayed on them or they **will not** be accepted.

- **Book Receipts** - You must provide original receipts for books. Clients may receive funding towards the cost of purchasing books necessary for the Eligible Program in which they are enrolled. Clients must provide documentary evidence (course syllabus) indicating the books that were purchased are required by the eligible program. If clients purchase new books, the original receipt must be from the book store and have the name of the book listed on the receipt.

Used books are an eligible expenditure, with a maximum allowable of up to 50% of the new/original costs. Clients must provide evidence when submitting receipts for reimbursement of the cost of the book to purchase new. Clients must also provide a receipt for the used book that has the name and signature of the seller, name and signature of the buyer (client), date of sale, cost and the name of the book being purchased. If more than one used book is on the receipt, the cost and name of each individual book must be on the receipt.

- **Tuition Receipts** – To reimburse tuition, we must have a detailed account summary from the Educational Institution which displays your name and shows all fees incurred for each semester. This documentation **must** be received by your CSO no later than **15 business days** after the beginning of each semester.
- You will be responsible for ensuring you register for the correct courses in your specified program and that you register on time. Work Force Qalipu **will not** be responsible for any late fees associated with late registration and payment.
- You must obtain a **Clear Academic Standing** as determined by your Post-Secondary institution. If you fall below this minimum standard you are immediately placed on probation for the period of one semester after which continuation of funding will be reviewed by your Client Services Officer, Manager of Education and Training and Director of Work Force Qalipu.

- If you fail a subject and retake that course during a subsequent semester, you will be responsible for paying all tuition and book fees associated with that course.
- You are responsible for being in class at all times. If absence is due to illness, a doctor's requisition must be given to your Client Services Officer. If a case of un-excused absenteeism exists, your living allowance will be deducted per day or possibility terminated.
- If you quit a program without just cause, or if you do not attend school for a semester, or if you are terminated by the school or Work Force Qalipu because you are not fulfilling your Post-Secondary Benefit Agreement (contract) then you will repay Work Force Qalipu the total amount that was paid out to you and your contract will be terminated.
- You **must** remain capable of graduating on the date that was initially contracted by Work Force Qalipu. If you require an extension, you will need to speak with your Client Services Officer as extension requests are not guaranteed.
- You are responsible for notifying your Client Services Officer if you drop any courses throughout the semester. If you drop a course, that amount **must** be repaid back to Work Force Qalipu. Failure to repay during the current semester will result in a deduction of the following semester's tuition.
- You **must** notify your Client Services Officer if you wish to change Educational Institutions or programs. Changing Educational Institution or programs could terminate the funding agreement and the student may have to re-apply for Post-Secondary Support.
- You **must** notify your Client Services Officer of any work terms and you must clearly indicate if they are paid or unpaid.

- You **must** notify your CSO if any of your contact or banking information changes.

When do I need to submit my original receipts?

You should mail or drop off your original receipts, detailed account summary and course syllabi to your Client Services Officer as soon as possible but it must be received **NO LATER** than **15 business days** after the beginning of each semester. If the original receipts, detailed account summary and course syllabi are not received within **15 business days** of the beginning of each semester, tuition and book expenses will not be reimbursed. **No exceptions.**

When do I need to submit my transcripts?

Each student must provide their Client Services Officer with official academic records as soon as it is made available to the student. However, it must be received by your Client Services Officer **NO LATER** than fifteen (15) days after the completion of each semester.

What do I do if I want to change educational institutions or program?

You should speak to your Client Services Officer before you change educational intuition or programs because your funding agreement could be affected and you may have to re-apply for Post-Secondary Support.