



Work Force

Qalipu

Local Guidelines

Effective: August 26th, 2014

Contents

1.0	Work Force Qalipu	6
1.1	Work Force Qalipu Vision Statement.....	7
1.2	Mandate	7
1.3	Program Delivery Principles	7
1.3	Organization	8
1.4	Approval Authority.....	9
1.5	Eligible Training	10
PART I 11		
2.0	Post-Secondary Education Support Program	11
2.1	Definitions in this Part.....	11
2.2	Eligibility	13
2.3	Residency	13
2.4	Priority Categories.....	14
3.0	Applications.....	16
3.1	Post-Secondary Support Applications.....	16
3.2	Returning Post-Secondary Students	16
3.3	University and College Entrance Preparation Program Applications	17
3.4	Date of Application Deadlines.....	18
3.5	Deferred Applications	18
3.6	Processing Applications.....	19
3.7	Notice	19
3.8	Schedules of Work Force Qalipu Policy Manual	20
4.0	Support.....	20
4.1	Eligible Expenditures	20
4.2	Eligible Tuition	20
4.2.1	The “Normal Tuition Rate” is:.....	20
4.2.2	Private and Foreign Institutions.....	21
4.2.3	Tuition Procedure	21
4.3	Books	21
4.3.1	Books Procedure	22

4.4	Living Expenses.....	22
4.5	Masters and PhD Candidates.....	22
4.6	Part-Time Students and Distance Education.....	22
4.7	Ineligible Expenditures.....	22
5.0	Limits of Support.....	23
5.1	Program Limitation.....	23
5.2	Budget Allocation Limitation.....	23
5.3	Duration of Studies Limitation.....	24
5.3.1	Changing of Program of Study.....	24
5.3.2	Part-Time and Distance Students.....	24
5.4	Maximum Allowable Support.....	24
5.5	Satisfactory Academic Standing.....	25
5.6	Probation.....	25
5.6.1	Failing to achieve Satisfactory Academic Standing in an Academic Year.....	25
5.6.2	Reinstatement.....	25
5.7	Reclaiming of Funds.....	25
5.8	Emergency Contingency Funding.....	26
5.9	Right to Terminate or Adjust Support at Any Time.....	26
PART II	27
6.0	Aboriginal Skills, Employment and Training Program (ASETS).....	27
7.0	Definitions in this Part.....	27
8.1	Eligible Expenses.....	28
8.2	Fields of Training Supported by Work Force Qalipu.....	29
8.3	Undergraduate Degrees.....	30
8.4	Post-Graduate Degrees/Diplomas.....	30
8.5	Other Conditions.....	31
8.5.1	Work Terms.....	31
8.5.2	College Co-Op Program.....	31
8.5.3	University Co-Op Program.....	31
8.5.4	Distance Education.....	31
•	Post-Secondary	31
8.6	Miscellaneous Policies Relating to Training.....	32
8.6.1	Application Process.....	32

8.6.2	Late Application Request	32
8.6.3	Responsibility of Students	33
8.6.4	Responsibility of Personnel.....	33
8.6.5	Education Training & Appeals Committee (ETAC).....	34
9.0	Employment Programs & Services.....	34
9.1	Wage Subsidy Program	34
9.2	Job Creation Program.....	35
9.3	Seasonal Wage Subsidy Program	36
9.4	Self-Employment Assistance Program	37
9.5	Graduate Incentive Program.....	37
9.5.1	Objectives of Graduate Incentive Program	38
9.5.2	Eligibility criteria for Graduate Incentive Program	38
9.5.3	Application for Graduate Program	39
9.6	Youth Programs.....	39
10.0	Student Applications.....	40
10.1	Application Guidelines	40
10.2	Required Documents.....	40
10.2.1	New Applicants	40
10.2.2	Returning Students	41
10.3	Application Deadlines.....	41
10.4	Processing Applications.....	41
10.5	Registration with Labour Force Database (ginu)	42
10.6	Deferred Applications	42
11.0	Funding	43
11.1	Approval Authority - Employment and Training Advisory Committee	43
11.2	Determining the Amount of Assistance	43
11.3	Schedule of Payments	43
11.4	Tuition Support.....	44
11.5	Reclaiming of Funds	44
11.6	Limits of Support	44
12.0	Approved Student Responsibilities.....	45
12.1	Course Registrations	45

12.2	Transcripts	45
12.3	Re-imbursments	45
12.4	Attendance and Academic Achievement	45
PART III		46
13.0	Appeal Process	46
13.1	Internal Review	46
13.2	Appeal	46
13.2.1	The Appeal Board.....	46
13.2.2	Written Arguments	47
13.2.3	Determining if a Hearing if Warranted	47
13.2.4	Hearing Procedure	47
13.2.5	Final Decision	47
14.0	Conflict of Interest Guidelines for Staff	48
14.1	Privacy of Records	48
Appendix "A"		49
	Post-Secondary Student Support Program Application.....	49
Appendix "B"		56
	Post-Secondary Student Support Program Agreement	56
Appendix "C"		64
	Post-Secondary Student Support Program Application Annual Renewal Form	64

1.0 Work Force Qalipu

Overview

The Qalipu Mi'kmaq First Nation Band (QMFNB) administers a number of education, training and employment initiatives where circumstances warrant and/or resources are available. Work Force Qalipu is the QMFNB delivery vehicle that provides members with assistance and support for their education, training and employment.

Work Force Qalipu is a division of the QMFNB Department of Education, Training and Employment. It provides access to skills training and employment assistance through the Aboriginal Skills and Employment Training Strategy (ASETS) and the Post-Secondary Student Support Program (PSSSP).

Post-Secondary Education Support Program

The purpose of the PSSSP Support Program is to assist QMFNB members in their efforts to gain access to post-secondary education as a means to meet long term career goals in an ever changing labour market.

The PSSSP Support Program provides financial assistance (within specific limits) to eligible students so that they may attend post-secondary institutions that offer certificate, diploma or degree programs.

Each year Aboriginal Affairs and Northern Development Canada (AANDC) allocate funding on a national level for post-secondary student support programs (PSSSP) and university and college entrance preparation programs (UCEP). The objective of PSSSP is to improve the employability of students and provide them with access to education and skill development opportunities at the post-secondary level. The objective of the UCEP is to provide support to enable students to attain the academic level required for entrance to degree, certificate and diploma programs.

AANDC has given individual Bands the option to develop local guidelines to administer and deliver the PSSSP Support Program. The Work Force Qalipu Policy Manual sets out local guidelines established by the QMFNB in this regard.

Aboriginal Skills Employment and Training Program

The ASETS Program links an individual's training needs to labour market demands and provides individuals with training, skills upgrading and assistance in finding employment. ASETS is a successor program to the AHRDA Program delivered successfully by the Federation of Newfoundland Indians for many years, and it is funded by Human Resources Skills Development Canada (HRSDC). The Work Force Qalipu Policy Manual sets out the QMFNB guidelines for ASETS.

1.1 Work Force Qalipu Vision Statement

To enhance the training level of our people and secure employment opportunities to ensure our people are self- sufficient.

1.2 Mandate

To improve the employability of individuals and help ensure they enter the labour market with adequate jobs. In particular to:

- Support the creation of local opportunities in the labour market;
- Help communities develop and implement measures likely to solve their labour market problems; and
- Encourage employers to assume responsibility for satisfying the labour market's changing needs for skills.

1.3 Program Delivery Principles

Clients are the focus. Clients, including those facing special challenges, can access and follow clear and consistently organized pathways through an entire network of services to get what they need quickly and easily using any delivery channel. All policies, criteria, programs and services must allow equal access for all Aboriginal people regardless of status or location. All cases will be evaluated on individual merit, free of political interference and in accordance with established rules.

Staffs are well trained and have the responsibility and the information they need to serve clients.

Integrated Service Delivery: Work Force Qalipu commits to bringing together related employment and training services so that clients can access them in a seamless experience based on their needs.

Technology: Coordination among all parties involved in service delivery is backed by shared systems and standard architecture that ensure privacy and confidentiality of client records. Appropriate case-management technology ensures efficiency across the system, improving client service and lowering costs.

Market Demand: Local labour market needs are served and adjustments and responses take place as necessary based on labour market data

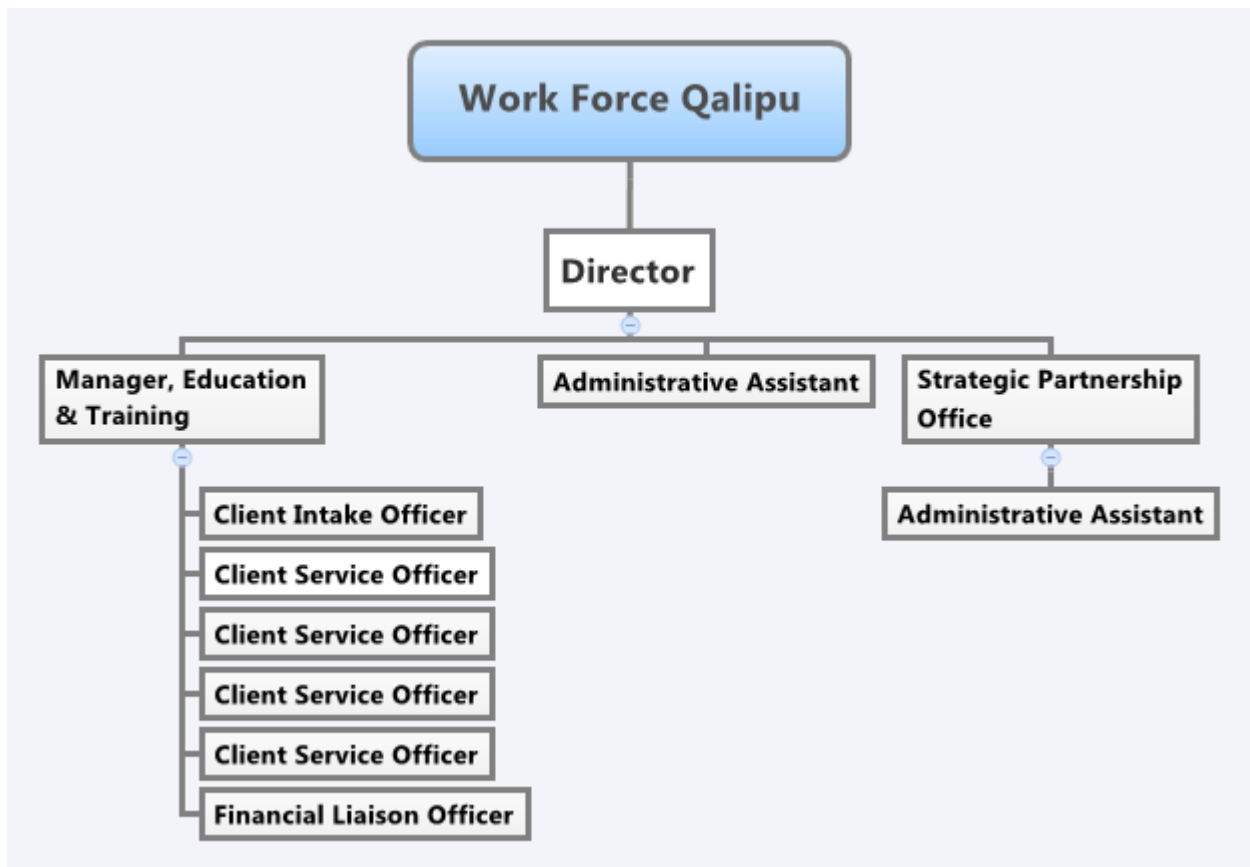
Respect must be reflected in what is said, what is done and how relationships are conducted and built with clients and partners.

Cultural Values: As Work Force Qalipu develops and is implemented - cultural values and practices must be integrated into programs and services.

Monitoring and Evaluation: Continuous improvement and innovation measures are embedded in the culture of all parties delivering services, thereby improving the efficiency and effectiveness of the system. There will be accountability for financial management and personal conduct within and outside Work Force Qalipu.

1.3 Organization

Work Force Qalipu Organization Chart



1.4 Approval Authority

Employment and Training Advisory Committee

The Employment and Training Advisory Committee (ETAC) is comprised of three elected Councilors from the QMFNB, the Chief Executive Officer of the QMFNB, and the Director of Work Force Qalipu.

Roles and Responsibilities

- To address issues that may arise that are not covered by policies and procedures;
- To provide direction to QMFNB on Education, Training and Employment Programs;
- To establish labour market parameters for each funding period;
- To receive Quarterly Reports on Work Force Qalipu activities and results; and
- To participate in Annual Review and Planning Session with Work Force Qalipu staff.

Director

The Director oversees all programs and services within the Work Force Qalipu division. The Director approves all Client files in Education, Training and Employment as well as all spending within Work Force Qalipu.

Manager, Education and Training

The Manager works in cooperation with the Director to approve Client files in Education and Training programs and provide oversight and direction to staff of Work Force Qalipu.

Client Service Officers

Individual Client Service Officers are the front-line staff who receive, review and recommend funding approval for Applicants to the PSSSP Support Program. Client Service Officers are available for Applicants and Students throughout the Application process and the time in which the students receive financial assistance.

1.5 Eligible Training

The Post-Secondary Support Program (PSSSP) will be delivered by a publicly funded institution or a provincially licensed private training institution. The list of recognized schools will be limited by those that are recognized by the Canada Student Aid Program.

ASETS will pay private institutions the equivalent cost of tuition as the public institution if the public institution in the region offers the course that the client is applying for. If the program is not offered at the public institution in the region then the contribution to the student will be at the discretion of the committee.

Adult Basic Education (ABE) programs will be provided to level two and three students. The student is responsible for completing a least 1 credit every 2 weeks. All ABE students must have an action plan to sustain future employment.

PART I

2.0 Post-Secondary Education Support Program

Parts I and III of the Work Force Qalipu Policy Manual together with Appendix “A” and Appendix “B” constitute the **Local Program Guidelines** that apply to the administration of AANDC PSSSP funds by QMFNB. The Local Program Guidelines are consistent with the PSSSP and UCEP National Guidelines, as amended from time to time.

The Local Program Guidelines are publicly available at: <http://qalipu.ca/wf/programs-and-services/education-and-training/>

2.1 Definitions in this Part

- (a) **“Academic Year”** means an interval of time in which AANDC sets as usually consisting of 2 semesters. These semesters are defined as 15 weeks intervals therefore making an academic year the equivalent of at least 30 weeks of training.
- (b) **“Agreement”** means the Agreement found at Appendix “B” of the Work Force Qalipu Policy Manual.
- (c) **“Appeal Board”** means a board constituted for the purposes of an appeal of an internal review decision as set out in Part III of the Policy Manual.
- (d) **“Appellant”** means an Applicant or Client who is not satisfied with a decision of Work Force Qalipu and who has the right to Appeal the decision pursuant to the Appeal Process set out in the Policy Manual.
- (e) **“Applicant”** means an individual who has applied to the PSSSP Support Program.
- (f) **“Application”** means an application submitted by an Applicant for the PSSSP Support Program (Appendix “A”).
- (g) **“Application Renewal Form”** means the form submitted by a Returning Student annually for continued PSSSP Support Program funding (Appendix “C”).
- (h) **“Client”** means an approved Applicant.
- (i) **“Dependent”** means any child under the age of sixteen (16).
- (j) **“Distance Education Courses”** means courses taken where the Student is not physically in a classroom setting.

- (k) **“Distance Education Student”** means a Student who is not a Full-Time Student, and is enrolled at an Eligible Institution taking distance courses.
- (l) **“Eligible Institution”** means a degree, diploma or certificate granting institution,
- (i) Recognized by a provincial or territorial Minister of Education, or
 - (ii) An educational institution recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.

A detailed list of the colleges / universities recognized for the PSSSP Support Program can be found at: <http://www.canlearn.ca/eng/main/designated/ldi.shtml>

- (m) **“Eligible Program”** means a degree, UCEP, diploma or certificate program of studies that,
- (i) the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution is required;
 - (ii) is offered by a post-secondary institution that is at least one Academic Year of duration (30 weeks); and
 - (iii) is delivered at an Eligible Institution.
- (n) **“Part-Time Student”** means a student completing less than three (3) courses in the classroom in any given semester.
- (o) **“Probation”** means the process engaged where a student fails to achieve Satisfactory Academic Standing.
- (p) **“Registered Indian”** means a person who registered and recognized as an Indian pursuant to the *Indian Act* RSC, 1985, c I-5.
- (q) **“Returning Student”** means a Student returning to the Eligible Institution and Eligible Program in which they were enrolled the previous year and who is receiving financial support from Work Force Qalipu under the PSSSP Support Program.
- (r) **“Full-Time Students”** means a student completing at least 3 courses in the classroom in any given semester. ***Effective September 1, 2013 and for new agreements only;*** the following Applicants may be considered Full-Time Student:
- Living away from home; and
 - Completing at least five (5) courses offered on campus and through distance education, where at least two (2) of the five (5) courses are being completed in a classroom environment (not distance education); and
 - Can provide documented evidence that the distance education courses in question are not available at the campus in a classroom setting at that time.

- (s) **“Satisfactory Academic Standing”** means the level of academic standing required and defined by the Eligible Institution in which the Student is enrolled.

2.2 Eligibility

To be eligible for funding Applicants must be able to demonstrate that they:

- Are recognized as a Registered Indian; and
- Are a member of the Qalipu Mi’kmaq First Nation Band; and
- Have been resident in Canada for twelve (12) consecutive months prior to the date of their Application, or otherwise meet the residency requirements set out below; and
- Are enrolled or accepted by an Eligible Post-Secondary Institution into an Eligible Program.

2.3 Residency

To be eligible for funding an Applicant must have been resident in Canada for the twelve months prior to the date of Application, e.g. an Application dated May 5th requires the Applicant to have been resident in Canada for the twelve (12) months prior to the application date.

The following Applicants are deemed to satisfy the residency requirement:

- Applicants 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;
- Applicants who are serving outside Canada as part of Canada’s Armed Services;
- Applicants who are employees of the Federal, Provincial or Band Government appointed to foreign posts; or
- 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.

2.4 Priority Categories

PSSSP Support will be prioritized in the following order:

Priority 1: Returning Students

Clients currently being funded through the PSSSP Support Program.

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: PSSSP 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.

Special One-Time only Funding Option

At the end of the fiscal year any surplus may be used at the discretion of the Director, Work Force Qalipu, to fund students currently enrolled in classes. This support may include:

1. Tuition and/or books paid for by the students themselves.
2. Living allowance allocations for currently funded students.

Those students who receive this surplus funding for tuition and/ or books are not considered funded through the remainder of their program and will remain a part of Priority 2: Deferred Applicants

3.0 Applications

Applications for financial support must be complete and signed by the Applicant.

Applications will not be processed until all documentation is received.

Applicants cannot be receiving post-secondary funding from another First Nation or any other post-secondary source, without Work Force Qalipu approval. Failure to disclose any such funding may result in a termination of the PSSSP Student Support Agreement. Scholarships, Bursaries, and Student Loans are not considered funding for the purposes of the Local Guidelines. Applicants are encouraged to take advantage of any and all supports that may exist to reach their academic goals.

3.1 Post-Secondary Support Applications

In submitting an Application the Applicant must provide, at a minimum:

- A copy of the letter or card from the AANDC Registrar, confirming the Applicants QMFNB status;
- A copy of an acceptance letter or conditional acceptance letter, or verification of enrolment if the applicant is already enrolled, from an Eligible Institution that confirms the Applicant is accepted for studies;
- A completed and signed Student Support Application (Appendix “A”);
- Any other such information or documentation that Work Force Qalipu determines is relevant in processing the Application.

3.2 Returning Post-Secondary Students

Returning Students must provide, at a minimum:

- An Application Renewal Form, to be submitted no later than June 30th for each year in which the Client receives PSSSP Support Funding;
- Academic transcripts within fifteen (15) business days of the completion of each semester in which the Client is receiving funding; and
- Any other such information or documentation requested by Work Force Qalipu that Work Force Qalipu decides, in its absolute discretion, to be necessary to monitor, assess or otherwise evaluate any Client.

Work Force Qalipu reserves the right to withhold or reduce all funding, or take any other action it deems appropriate including terminating the Agreement, if transcripts or any other such information or documentation requested by Work Force Qalipu is not provided.

3.3 University and College Entrance Preparation Program Applications

For all UCEP students, the maximum time limit for financial support will be one (1) Academic Year or in the case of part time studies, the equivalent of one (1) Academic Year.

In submitting an Application the UCEP Applicant must provide, at a minimum:

- A copy of the letter or card from the AANDC Registrar, confirming the Applicants QMFNB status;
- A copy of an acceptance letter or conditional acceptance letter, or verification of enrolment if the applicant is already enrolled, from an Eligible Institution that confirms the Applicant is accepted for studies;
- A completed and signed Student Support Application (Appendix “A”);
- A statement from the Eligible Institution that attests that:
 - The UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance; and
 - The student will be eligible for admittance as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

Within fifteen (15) business days of the end of the first UCEP semester or term, the Applicant must provide Work Force Qalipu the following:

- A statement from the institution confirming the successful completion of the first term.

Work Force Qalipu reserves the right to withhold or reduce all funding, or take any other action it deems appropriate including terminating the Agreement, if the UCEP statement or any other required documentation is not provided.

3.4 Date of Application Deadlines

Applications shall be considered in order of priority based upon the date of which a complete application with all required accompanying documents is received by Work Force Qalipu.

All Applicants seeking funding must apply annually by the following deadline dates:

<u>Semester</u>	<u>Date</u>
Fall Semester	End of June
Winter Semester	End of October
Intersession / Summer Semester	End of February

New applications must be received by the deadline date set out in this Policy Manual. Late applications will not be considered for funding in that semester but may be deferred to the next semester. *Please note: the application must be received in the office before these dates. For example, if June 30th is on a Sunday, the applications are due in the office no later than the end of business on Friday, June 28th.*

3.5 Deferred Applications

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

A letter will be provided to the Applicant with the following:

- Confirmation of receipt of the Application;
- Date the application was deferred; and
- Explanation for deferment and date of next review

Work Force Qalipu shall put the Application on file and review the deferred Application at the next possible application deadline. This list will be reviewed every December and the students which are on this list for in excess of one year will be asked to reapply.

3.6 Processing Applications

Upon receipt of an Application the Client Intake Officer (CIO) will review the Application for eligibility. At the pre-screen stage, Applications for programs that do not qualify should be screened out. The CIO will notify all screened out Applicants of the reasons why their Application has been denied funding. Notification to happen as soon as possible after decision has been made. Copy of this letter will be put into the Applicants file.

- The CIO will review all Applications and supporting documentation to ensure all acceptance criteria established above have been satisfied.
- Applications lacking supporting documentation will not be processed until all documentation is received.
- Completed Applications must be date stamped upon receipt of all required documents into the office.
- A photocopy of the Applicant's "Certificate of Indian Status" must accompany the application in order to be considered for funding through AANDC.
- The CIO will scan all Applications in the Work Force Qalipu File Management System.
- Case Files using Applicant's Social Insurance Number as identifying information are created for each scanned application and supporting documentation.
- These files will be assigned to a Client Services Officer (CSO) based on sequence and isolating applications that represent a Conflict of Interest for the associated CSO.
- After Applications have been processed, Applicants will be notified in writing (this includes via e-mail) about the status of their funding. Unapproved Applications placed on hold will be informed as to the reasons why. Approved Applications will be sent a copy of their sponsorship letter as well as a Post-Secondary Student Support Program Agreement (Appendix B) outlining our responsibilities, financial schedule and student responsibilities and commitment.

Please note: funding through WFQ is highly subscribed to and very limited. Therefore, all funding will be limited by the resources we have in any given fiscal year.

3.7 Notice

When an Application is approved or rejected Applicants will be informed in writing of the funding approved or the reasons for rejection.

Where an Applicant is successful Work Force Qalipu shall send the Applicant the Local Guidelines and the Agreement for their review and signature. **The Applicant must return a completed and signed Agreement to Work Force Qalipu within ten (10) business days.**

3.8 Schedules of Work Force Qalipu Policy Manual

The Following schedules of the Work Force Policy Manual form part of the PSSSP Support Program, Local Guidelines:

Schedule “A”: The Application;

Schedule “B”: The Agreement; and

Schedule “C”: The Application Renewal Form.

4.0 Support

Actual funding levels for each recipient will depend on the overall amount of funding available in the PSSSP Support Program as determined by Work Force Qalipu.

4.1 Eligible Expenditures

Eligible expenditures for PSSSP funding are:

- Tuition;
- Books required by the student for their program of study;

4.2 Eligible Tuition

Tuition support **may** be provided for a student to attend an Eligible Institution in Canada at the Normal Tuition Rate charged by the institution for a Canadian student.

4.2.1 The “Normal Tuition Rate” is:

- The rate set by a public Eligible Institutions offering the Eligible Program within 80 kilometers of the Applicants residence, at the time of Application; or

- If, there are no Eligible Institutions offering the Eligible Program with 80 kilometers of the Applicants residence, then the rate set by a Canadian public Eligible Institution offering the Eligible Program nearest to the Applicants residence at the time of Application.

4.2.2 Private and Foreign Institutions

Tuition support may be provided under the following conditions:

- Students attending private or foreign post-secondary institutions at the same tuition rate charged by the public or private institution in Newfoundland and Labrador, or if no similar program is available in Newfoundland and Labrador, then nearest to the student's place of residence at the time the Application is made, which offers the least expensive comparable program; or
- Students enrolled in a foreign institution at the actual tuition rate, when it is demonstrated that there is no comparable program available at an institution in Canada. Approval from Work Force Qalipu and the regional AANDC office must be acquired prior to funding students in such a situation.

4.2.3 Tuition Procedure

The student must pay for their tuition and submit to Work Force Qalipu an official receipt issued by the Eligible Institution. Work Force Qalipu will reimburse the student for the eligible amount. WFQ will also accept Credit Memos or Account Statements if those supports are available at the client's institution.

4.3 Books

Applicants **may** receive funding towards the cost of purchasing books necessary for the Eligible Programs in which they are enrolled. Applicants must provide documentary evidence indicating that books purchased are required by the Eligible Program.

Used books are an eligible expenditure, with a maximum allowable 50% of the new/original costs.

For greater certainty, examples of eligible books would be those identified on a syllabus as required for a particular course. Optional books and texts are not eligible.

Applicants are not eligible for funding for any school supplies or equipment necessary for the training programs.

The Work Force Qalipu Local Guidelines maximum annual allowable limit for Books is \$2000.

4.3.1 Books Procedure

Clients are required to submit all requests for reimbursement for books to their CSO for approval. If approved, the CSO will then create a requisite form complete with requisite number and forward to Finance for payment to the student. The CSO may request the student provide additional information prior to approval.

4.4 Living Expenses

Effective April 1, 2014, there will be no living allowance allocation for students attending post-secondary education. Contracts written before April 1, 2014 will not be affected by this policy change. Please note that in the event that any funds remain at the end of any fiscal year, Work Force Qalipu will provide some living allowances based upon the policies outlined in Section 2.4.

4.5 Masters and PhD Candidates

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 through the policies outlined in Section 2.4. 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.

4.6 Part-Time Students and Distance Education

Part-Time Students and Distance Education Students are not eligible for Living Allowances through the policies outlined in Section 2.4. Distance Education Students are eligible for the same benefits and have to meet the same requirements as Part-Time students.

4.7 Ineligible Expenditures

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, parking, bus passes etcetera.

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

5.0 Limits of Support

Where the Work Force Qalipu PSSSP Support Program budgetary envelope permits funding will be provided to all eligible Applicants, however **funding may be limited and not all students may be funded**. Partial funding for any and all Eligible Expenditures may be provided.

5.1 Program Limitation

Support may be provided for four levels of post-secondary education:

- Level 1: University and College Entrance Programs
- Level 2: Community College diploma or certificate programs (not supported by ASETS)
- Level 3: Undergraduate programs
- Level 4: Professional degree programs (e.g. MD) or Master's and Doctoral programs

Applicants who have completed a Level 2, 3 or 4 program with or without assistance from Work Force Qalipu, are ineligible for program assistance for lower levels. This means that a student possessing an undergraduate degree is not eligible to be funded for a college diploma regardless of how that student funded their undergraduate degree, but an Applicant with a Bachelor degree may receive support for a Masters of Business Administration degree.

Applicants who complete a Level 2 program and continue on to an undergraduate degree program without a break in studies may be eligible for support. The Applicants are required to provide a detailed action plan outlining their goals in this timeframe. Assistance may be provided to students to complete only one program at each level. Exceptionally, Level 3 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.

Applicants currently enrolled in the last two semesters of an under-graduate degree which is required for admission to graduate studies or other faculties, will be considered for funding for the remainder of their first degree and for their second degree provided it is outlined in an action plan and it fits within our maximum allowable duration and our funding ceilings.

5.2 Budget Allocation Limitation

Budget allocations are based on a number of factors. A proportionate amount of the budget is allocated for those living out of province. For example if currently 32% of eligible Applicants live outside the province, then 32% of the budget allocation will be for eligible Applicants living

outside the province. Once all applications have been reviewed and approved, any residual monies may be moved from one region to the other as the demand warrants for that intake period.

5.3 Duration of Studies Limitation

Support will be provided to Clients throughout the completion of their Eligible Programs up to a limit of 4 years. All Clients must adhere to all course and curriculum requirements to remain eligible for funding.

Full-Time Students are expected to complete the program within the timeframe set by the Eligible Institution they are attending. Individual success and personal issues vary from person to person and in recognition of this, students enrolled in Level I and II programs will be supported for up to one additional year per level if such an extension is approved in writing by the institutions dean or head of department. For students completing Level III programs, they must provide a medical certificate for an additional year of study. Additional support for personal reasons must be substantiated according to circumstances.

5.3.1 Changing of Program of Study

This applies to Level I, II and III programs of studies. Where students change programs of study within one of the levels, **the academic years used for each program within this level will be counted for support purposes.** The student must inform the CSO of the program change and provide documentation of the program change. The CSO must inform the student of the period of support already used for the first program of studies and the remaining support the student has for the second program of studies within the same level. A request for such a program change will then be passed to the Manager of Education and Training for review and approval pending budgetary considerations.

5.3.2 Part-Time and Distance Students

Due to the flexible nature of distance and part time education, the duration of studies limit set out above, does not apply to Part-Time and Distance Education Students. In making their Application Part-Time and Distance Education Students Applicants are expected to provide an estimated length of time their education will take. Support for both part-time and distance education can be considered for up to 4 years subject to a review by WFQ.

5.4 Maximum Allowable Support

No Client is automatically entitled to the maximum amount but rather may be funded up to the maximum amount allocated if deemed to be necessary for their particular program.

The maximum allowable amount available to Applicants under the Work Force Qalipu PSSSP Support Program Local Guidelines is \$30,000 for tuition and books.

5.5 Satisfactory Academic Standing

All Clients must maintain Satisfactory Academic Standing. Failure to do so will result in Probation or termination of funding.

5.6 Probation

Probation is intended to help students succeed. Students on Probation remain eligible for support.

If a Client fails to maintain Satisfactory Academic Standing in a semester they may be placed on Probation for the following semester. During Probation, Work Force Qalipu may request updates on progress, or require any other monitoring as may be necessary.

5.6.1 Failing to achieve Satisfactory Academic Standing in an Academic Year

If a Client fails to maintain Satisfactory Academic Standing for a period of two consecutive semesters resulting in the failure of the student to achieve Satisfactory Academic Standing for the Academic Year student will be removed from Probation and all funding support will be terminated.

5.6.2 Reinstatement

If a Client, having had support terminated for failing to achieve Satisfactory Academic Standing, demonstrates improvement, they may be considered for readmission to the PSSSP Support Program and have their support reinstated.

5.6.3 Multiple Probations

If a Client is placed on Probation more than once, the Director and CSO shall review the continuation of support and may terminate funding, or require the student to take any such actions as the Director and CSO deem necessary to assist the student.

5.7 Reclaiming of Funds

Where a Client must repeat a course, having failed to achieve a mark high enough as required, the Client must repeat the course at his/her own expense.

Where a Client receives funding for which they know they are not entitled, the Client must return the funding to Work Force Qalipu. Work Force Qalipu reserves the right to take any such action as is legally necessary to reclaim the funds plus costs and interest.

5.8 Emergency Contingency Funding

Work Force Qalipu does not provide emergency contingency funding or maintain an emergency contingency fund. All PSSSP Support funding is used to support Clients as per the Local Policy Guidelines.

Work Force Qalipu reserves the right to establish an Emergency Contingency Fund at a later date.

5.9 Right to Terminate or Adjust Support at Any Time

Work Force Qalipu reserves its absolute right and discretion to terminate, reduce or increase support, including but not limited to the support set out in Agreements, at any time for any reason, as Work Force Qalipu determines is reasonably necessary.

PART II

6.0 Aboriginal Skills, Employment and Training Program (ASETS)

Work Force Qalipu (WFQ) will contract with individual students for training. WFQ does not contract with Institutions for individual training. Duration of individual contracts is not to exceed three years. The only cases to be considered for more than 3 years are cases where Adult Basic Education (ABE) is a prerequisite for skills training. ABE will not be considered as part of the maximum of 3 years. Only three years is available for skills training.

- WFQ may reimburse 100% up to a maximum of \$18,000.00 per program, per client for course cost.

7.0 Definitions in this Part

Academic Standing: Clear Academic Standing: Client maintains a clear standing as determined by the college / university. A transcript is required to be submitted at the end of each semester to show that the client is still in Clear Standing.

Probation: Client slips below the rank of Clear Standing and is in danger of having their funding suspended for a period of 1 semester. Once a student loses Clear Standing with the post-secondary institution; they are placed immediately on Probation and their progress is closely monitored by their respective Client Service Officer. If their academic performance is still below the accepted minimums of the institution at the end of the second semester they may be cut off from funding for a period of at least one semester by WFQ until they are able to demonstrate a satisfactory result in the subsequent semester.

Appellant: An individual member of the QMFNB who is not satisfied with a decision of Work Force Qalipu who has the right to Appeal the decision pursuant to the Appeal Process set out in the Policy Manual.

Dependent: Any child under the age of 16 years.

Eligible Programs: Post-Secondary Education supported under the ASETS programs must be labour market driven, delivered at an eligible institution and funding cannot be extended beyond a 3 year college diploma but may include the last 2 years of an eligible undergraduate degree.

Part-Time Studies: A Client is determined to be a part-time student if they are completing less than 3 courses in the classroom in any regular semester.

Semester: An interval of time in which an academic program is offered. Typically a semester is a timeframe usually 15 weeks but can be as low as 12 weeks.

Year: An interval of time in which AANDC sets as usually consisting of 2 semesters. These semesters are defined as 15 weeks intervals therefore making an academic year the equivalent of at least 30 weeks of training.

8.0 Eligible Clients

Status and Non-Status Indians are eligible to apply for funding under ASETS. The following priority categories are identified in determining priority categories of applicants.

- 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.

8.1 Eligible Expenses

Allowance

- Effective April 1, 2014, there will be no living allowance allocation for students attending post-secondary education. Contracts written before April 1, 2014 will not be affected by this policy change. Please note that in the event that any funds remain at the end of any fiscal year, Work Force Qalipu may provide some living allowances based upon the policies outlined in Section 2.4. Any further reference to living allowances in this section applies only to contracts written before April 1, 2014.
 - **Active Employment Insurance (EI) students** will continue to receive their full benefits for the duration of their approved claim by Service Canada. If Active claim

is less than the allowances indicated above, the Client will be financially treated as a CRF client. Once their claim expires they will then be categorized as an Employment Insurance Reach back student.

- **EI Reach back student** will receive 75% of their active claim per week. . If their reach back allowance is less than the aforementioned allowances, their allowance will be increased to the amounts established above. Allowances for dependents 15 years of age and under will be added to their allowance if applicable.
- **Advanced Education & Skills (AES) students without dependents** (Single Bodied person) or **Advanced Education & Skills (AES) student without dependents that have a residence to maintain** that are registered in ABE are entitled to allowances though AES.
- **Advanced Education & Skills (AES) students with dependents** will be treated the same as an EI reach back client that is receiving 75% of maximum EI Benefits plus travel and childcare if they qualify through AES and not WFQ. WFO does not provide funding for any travel costs or other costs beyond tuition and books.

8.2 Fields of Training Supported by Work Force Qalipu

Post-Secondary Programs

Post-Secondary Programs will be supported which are delivered by a publicly funded institution or a provincially licensed private training institution. The program must presently be requested through the broader labor market; as well as recognize the Labor Market needs in aboriginal communities. Exception may apply if the student has a written commitment from an employer; stating future employment after the training is completed.

WFQ will pay private institutions the equivalent cost of tuition as the public institution if the public institution within 80 km of the client's permanent residence offers the course that the client is applying for at the time of registration. If the program is not offered at the public institution in the region defined above, the contribution to the student will be at the discretion of the committee.

Adult Basic Education (ABE)

ABE programs will be provided to level two and three students. The student is responsible for completing a least 1 credit every 2 weeks. All ABE students must have an action plan to sustain future employment. All individuals must be at least 20 years of age.

University Students

Support for University students will be considered only when the program is *“occupation specific and will lead to employment, re-employment and/or savings to the EI account”*. This means that the client will have to be registered for a specific faculty at a training institution. Support for University Training should also be considered in light of budgets, demands and general labor market conditions.

Additional Information

8.3 Undergraduate Degrees

Criteria for Eligibility

Clients who were enrolled in but never completed their undergraduate degree program and meet all of the following criteria:

- Successfully complete a minimum of 50% of the required courses (credits) for graduation from the degree program; and,
- Additional university education is required to create a permanent and meaningful attachment to the labour force.

Duration of Support

- Two years (4 academic semesters + 1 work term)

8.4 Post-Graduate Degrees/Diplomas

- **Criteria for Eligibility**

Clients who completed a university degree or a diploma program at least 5 years prior to their application and meet all of the following criteria:

- A previous work history for the past 4 years of lower paying positions not related to training
 - A continuing reliance on the EI system
 - Additional post-secondary education is required to create a permanent and meaningful attachment to the labour force
 - Must be able to complete the training within two years
- Duration of Support
 - Maximum of two years

8.5 Other Conditions

The client must be able to **complete** the program at the end of the WFQ intervention (as per client contract). This will ensure that the intervention is measurable for accountability requirements. The client must indicate the number of credits needed to graduate; WFQ will pay that number of credits during four semesters (if they are done on campus). If the client does not graduate by the date that is agreed to in the clients training contract the client will repay WFQ all funds that were issued to him/her. **No requests for completion of Masters, PHDs etc. will be completed.**

8.5.1 Work Terms

Many fields of training include work terms in the curriculum of the program. For contracts signed before April 1, 2014, WFQ will maintain a maximum of 10 weeks living allowance while the student is participating in the required on the job training if the work term is unpaid. If a student is participating in a paid work term, they are not eligible to receive living allowances. Work terms may be done outside the province, if employment chances are greater.

No transportation costs will be paid to clients that chose to complete their Work Term.

8.5.2 College Co-Op Program

WFQ will pay the entire work term up to a maximum of three years combining education and work terms.

8.5.3 University Co-Op Program

WFQ will pay the entire work term up to a maximum of 5 semesters combining education and work terms.

8.5.4 Distance Education

- **Post-Secondary**

Applicants applying to WFQ to compete a certificate or diploma through a publicly funded community college must obtain the necessary credits. The WFQ will fund distance education courses that are administered by a publicly funded institution or university. The program must be one that is presently being requested through the broader labour market, as well as recognize the labour market needs in aboriginal communities.

- **University**

Applicants applying for distance education for university will only be funded for the last 20 courses prior to graduation. The client must indicate the number of courses needed to graduate;

WFQ insist the client has to complete the 20 courses in a maximum of 7 semesters. WFQ will reimburse the individual 100% for books and tuition paid (receipt, credit memos or account summaries are required from institution) upon receiving a transcript outlining grades. If the client does not graduate by the date that is agreed to in the clients training contract the client will be given one semester grace to complete any courses necessary for graduation. If the client does not graduate at that time the client will repay WFQ all funds that were issued to him/her during the life of the contract.

Must graduate within the following schedule:

Certificate program	4 semesters
Diploma program	6 semesters

WFQ will not fund individuals that are working full time; the applicant must be unemployed or underemployed (meaning the applicant is not working regular or full time hours).

8.6 Miscellaneous Policies Relating to Training

WFQ will assist a skilled client if they are not successful in securing employment after five years.

- WFQ will not accept applications from mature students. Clients must have completed a high school education to apply for training through WFQ. High School education must be achieved through the normal department of education system or Adult Basic Education program (GED not accepted).
- WFQ will only provide one extension to any program. This extension cannot be an entire program with a different certificate, for example, if WFQ funded correctional officers, it will not fund RCMP.
- If an Active EI client applies for training they may be approved as a fee payer.

8.6.1 Application Process

All applications received by the Client Intake Officer must be completed in time for the applications to be copied and sent to the ETAC Board prior to meetings.

8.6.2 Late Application Request

When late requests are made for assistance for training for specific courses WFQ will make no commitment to the client for requests of this nature. The client will be advised that no immediate decision will be made and that a decision will have to be made by the entire committee. Considering the usual timing of these requests and the normal impact on our budgets, we will consider using **fee payer** funding for requests of this nature only.

8.6.3 Responsibility of Students

- Each student must provide WFQ with official academic records at the end of each semester. If the record is not satisfactory to WFQ the student's funding agreement could be terminated. WFQ will accept fax copies of transcripts to allow first allowance cheque and tuition payment to be released. However, for contracts signed before April 1, 2014, the original transcript must be submitted to the Client Service Officer before second allowance cheque is released.
- Each student must provide WFQ with official receipts, credit memos or account summaries for books and tuition. Any unsupported expenses will have to be repaid by the student.
- If the student is having any problems regarding training or WFQ administration they are to contact the WFQ office.
- Each student is responsible for being in class at all times. If absent due to illness, a doctor's requisition must be given to their CSO. If a case of un-excused absenteeism exists the student's allowances will be deducted per day or possibility of termination. If a student is absent from school because of illness more than 7 days in a semester, WFQ may review the academic status of the student and may terminate the student until medical condition improves. WFQ has the right to introduce individual policies around individuals who are delinquent in attending class for one reason or another.
- Student must obtain a Clear Academic Standing after each semester and must successfully complete all programs in each semester. If a student fails a subject and can retake the subject during the semester, they will be given the opportunity. However, the student will have to pay for the tuition of that subject. The student must remain capable of graduating on the date that was initially contracted by WFQ.
- If student quits a program without just cause or is terminated by the school or WFQ because they are not fulfilling their contract then the student will repay WFQ the total amount paid out to the student.

8.6.4 Responsibility of Personnel

Client Intake Officer

- Will verify that applications are complete prior to committee meeting;
- Will photocopy three copies of completed application as applications are received;
- Send out all correspondence to the ETAC
- Take minutes ETAC meetings

Client Service Officer

- Will review client files in ARMS at least once a month to ensure that client case loads are up to date, CSOs are aware of the current status of clients and that all data is properly entered into ARMS in a timely fashion. This update will include all contacts and communications documented in ARMS as well. All bring forwards (BF) are to be reviewed and updated at that time.
- Ensure policies of the WFQ program are strictly enforced and communicated at all times.

8.6.5 Education Training & Appeals Committee (ETAC)

The committee will consist of the Manager, Education & Training as the Chairperson, Client Intake Officer as recording secretary and three Ward Councilors assigned to the ETAC.

- Will meet at a maximum of 3-6 weeks following deadline dates of February 28th, June 30th, and October 31st. If no funds available, meetings will be dismissed
- Committee members must receive applications 10 days in advance of meetings
- Committee members must attend the meetings prepared to discuss each application
- Will not participate in any decision making of individuals that are related to them personally

9.0 Employment Programs & Services

9.1 Wage Subsidy Program

The Wage Subsidy Program can assist aboriginal people to prepare for, obtain and maintain full time new employment. The purpose is to provide employers' with an incentive to hire aboriginal employees whom they would not normally be able to hire in the absence of a subsidy.

- Employment application must be submitted to WFQ along with a résumé and consent to release information form from the employee.
- WFQ will provide subsidies to a participant's wages to help defray the cost associated with an individual's orientation to the work site and the job.
- Wages shall be an agreed upon negotiated amount with the employer prior to the approval process, WFQ will pay a maximum of \$13.00 per hr.

- Generally WFQ will only subsidize 75% of the negotiated employment duration. Twenty-six (26) weeks is the maximum employment duration and WFQ will not pay the 26 weeks consecutively. Employer and WFQ will agree upon a payment schedule.
- Aboriginal and Non-Aboriginal business or organizations are eligible applicants of the wage subsidy program. The employee however, must be an aboriginal person and this employment will assist the member to prepare for, obtain, and maintain new full-time employment, resulting in savings to the EI Part II or CRF account.
- Employer remains responsible for supervising participants for the duration of the activity.
- Employer is responsible for the overall financial management of the placement.
- The employer must maintain employment of the subsidized individuals for ten weeks immediately (no lapse in employment weeks) following the Wage Subsidy contract or the employer will be responsible for paying back 50% the entire agreement.
- Employer must submit quarterly reports including a summary of employment activities, payroll records for the period, and a letter of good standing from The Workplace Health, Safety and Compensation Commission.

The employer applying for the wage subsidy cannot hire immediate family.

9.2 Job Creation Program

WFQ will support Job Creation Programs that focus primarily on providing work experience to aboriginal clients who need it in order to find and keep employment. This program is not for carrying out an activity such as building something or renovating a facility. WFQ should only enter into a JCP agreement if it is a genuine opportunity for clients to obtain needed work experience.

All Job Creation Programs must create long-term employment by linking unemployed aboriginal people with meaningful work experience directly related to their profession in order to help them retain their skills during an employment absence. The activities under this program must help develop the community and the local economy and thus benefit both the client and the community.

- Activities supported are incremental to and not part of the employer's normal operations.
- Employer must submit quarterly reports including a summary of employment activities, payroll records for the period, and a letter of good standing from The Workplace Health, Safety and Compensation Commission.

- Job Creation Program participants are paid an income support that is taxable and non-insurable.
- The applicant must be an aboriginal person.
- Applicants must submit a detailed proposal to WFQ, along with a résumé and consent to release information form from the employee. Applicants must submit a detailed proposal to WFQ outlining the following:
 1. Nature of business
 2. Outline the results to be achieved including prospects for continued employment after the WFQ program has ended
 3. Provide estimated costs of income support to WFQ
 4. Outline the roles and responsibilities of the employee

9.3 Seasonal Wage Subsidy Program

The Seasonal Wage Subsidy Program can assist aboriginal people to prepare for, obtain and maintain full-time new employment. The purpose is to provide employers' with an incentive to hire aboriginal employees whom they would not normally be able to hire for a period of time not consistent with the Wage Subsidy Program.

- Employment application must be submitted to WFQ, along with a résumé and consent to release information form from the employee.
- Employer must submit quarterly reports including a summary of employment activities, payroll records for the period, and a letter of good standing from The Workplace Health, Safety and Compensation Commission.
- WFQ will provide subsidies to a participant's wages to help defray the cost associated with an individual's orientation to the work site and the job.
- Wages shall be an agreed negotiated amount with the employer prior to the approval process; WFQ will pay a maximum of \$13.00 per hr.
- Generally WFQ will only subsidize 75% of the negotiated employment duration. Twelve (12) weeks is the maximum employment duration allowed and WFQ will not pay the 12 weeks consecutively. Employer and WFQ will agree upon a payment schedule.

- Aboriginal and Non-Aboriginal business or organizations are eligible applicants of the Seasonal Wage Subsidy Program. The employee however, must be an Aboriginal Person and this employment will assist the member to prepare for, obtain, and maintain new seasonal or lead to full-time employment, resulting in savings to the EI account.
- Employer remains responsible for supervising participants for the duration of the activity.
- Employer is responsible for the overall financial management of the placement.
- The employer applying for the Seasonal wage subsidy cannot hire immediate family.

9.4 Self-Employment Assistance Program

This program will be provided by WFQ to help provide financial assistance to a client to help them to start their own business. WFQ will provide a maximum of \$ 10,000.00 to a client under this program; this assistance is intended to cover personal living expenses and other expenses during the initial stages of their business, not for investment into the business. WFQ may, in addition to the above SEA, make a financial contribution to a client to hire a consultant or technical expert to assess their business opportunities and/or prepare a business plan.

Note: SEA can be offered to a person that is externally employed for less than 20 hrs per week at minimum wage. If WFQ enters into an arrangement the individual must keep the part-time position and report earnings to WFQ weekly and it will be deducted for the regular week wage paid to an individual under a WFQ SEA program.

- SEA must complete the employment program application plus provide a business plan
- WFQ committee will meet to review and approve proposals whenever possible. If no meeting is planned, the Director can approve proposals.
- Priorities will be given to the proposals that indicate a high chance of employment success after the SEA program is complete;
- If a meeting is not within two weeks of receiving the employment application the Director and Manager, Community Economic Development may make a decision.

9.5 Graduate Incentive Program

The program may financially support status and non-status aboriginal people further their employability skills by offering the following services:

- Employment Counseling/Job Finding (Client Service Officer)
- Income support for Job Shadowing
- Bonus (lump sum payment to be paid to an aboriginal person for activities related to seeking employment)
- Wage Subsidy Program
- Training*

9.5.1 Objectives of Graduate Incentive Program

By providing funds to eligible employers and aboriginal graduates, the Graduate Incentive Program is intended to:

- Successfully integrate post-secondary graduates into the labour market.
- Full time employment for WFQ graduates during the program.
- To improve post-secondary graduates employability skills and improve their chances of full time employment in the future.
- Foster partnerships between employers and aboriginal graduates.

Please note: this funding is open to any Qalipu members regardless of whether they have been funded for Post-Secondary Education programs.

9.5.2 Eligibility criteria for Graduate Incentive Program

Eligible Employers

- Preference will be given to aboriginal employers
- Non-aboriginal employers are eligible
- Non-profit organizations, public or private sector
- Only one Graduate Incentive Program per business per position

Eligible Applicants

- Graduated no longer than two years prior to application date

- Graduate has not worked in the field of study for more than four consecutive weeks since graduation

9.5.3 Application for Graduate Program

For services other than the wage subsidy program the graduate will submit an employment application to WFQ. This application will serve as a proposal. At a minimum, however, all proposals must include the following:

- Name, address, phone number, SIN, aboriginal status and education;
- Description of the service required;
- Action plan to follow after the service is complete.

Application to the wage subsidy part of the Graduate Incentive Program, the employer will submit an employment application to WFQ. The employer must submit a proposal outlining the following:

- Name, address, phone number, SIN, aboriginal status and education of the person to be hired
- Name, address, phone number of the business, description of the position to be filled
- Proposed wage to be paid to the employee as well as a plan for assessment of the employee's work performance
- Brief history of the business and a prospect of future employment after the wage subsidy program are complete. Submit a recent resume of the WFQ graduate

9.6 Youth Programs

To be updated.

10.0 Student Applications

10.1 Application Guidelines

- Applicants cannot be receiving post-secondary funding from another First Nation or any other post-secondary source, without Work Force Qalipu approval. Failure to disclose any such funding may result in a termination of the PSSSP Student Support Agreement. Scholarships, Bursaries, and Student Loans are not considered funding for the purposes of the Local Guidelines. Applicants are encouraged to take advantage of any and all supports that may exist to reach their academic goals.
- Students who require a specialized program of studies not offered in Canada may apply for funding. Such a request shall be subject to review and approval of Work Force Qalipu.
- New applications must have been received by the deadline date set out in this Policy Manual; late applications will not be considered for funding in that semester but rather deferred to the next semester. The application will not be considered complete until all required documentation has been received. Applications shall be considered in order of priority based upon the date of receipt by Work Force Qalipu.

10.2 Required Documents

10.2.1 New Applicants

Applications for financial support received by the administering offices must include as a minimum:

- Completed application with all appropriate areas completed and signed by the applicant.
- A copy of an acceptance letter or conditional acceptance letter from a recognized post-secondary institution or verification of enrolment if the applicant is already enrolled.
- A copy of the applicant's grade 12 or equivalency through Adult Basic Education (ABE). The Graduate Equivalency Diploma (GED) is not considered high school equivalency and is therefore not recognized.
- Cost breakdown from training provider outlining all the expenses that will be incurred during the program period.
- Semester breakdown of tuitions including start and end dates through to the end of the program and must indicate that the student is accepted for full-time studies.
- If the applicant is presently enrolled in the program and are requesting funding to finish the program, they must attach a transcript from the training provider highlighting their present academic status.

- A copy of the letter or card from the AANDC Registrar confirming their Qalipu Mi'kmaq First Nation Band status for PSSSP clients.

10.2.2 Returning Students

- Transcripts from last term.

10.3 Application Deadlines

All students seeking funding must apply annually by the deadline dates established below.

<u>Semester</u>	<u>Action</u>	<u>Date</u>
Fall Semester	Deadline date for New Applications	June 30
	Send out student/institute sponsorship letters for Fall Semester	August 15
Winter Semester	Deadline date for New Applications	October 31
	Send out student/institute sponsorship letters for winter Semester	December 31
Intersession	Deadline date for New Applications	February 28
	Send out student/institute sponsorship letters for intersession	April 30

10.4 Processing Applications

Upon receipt of an Application the Client Intake Officer will review the application for eligibility. At the pre-screen stage, applications for programs that do not qualify should be screened out. The CIO will notify all screened out applicants of the reasons why their application has been denied funding. Notification to happen as soon as possible after decision has been made. Copy of this letter will be put into the applicants file.

- The Client Intake Officer must verify the PSSSP applicant's status number against the Indian Registry of Aboriginal Affairs and Northern Development Canada.
- The CIO will review all applications and supporting documentation to ensure all acceptance criteria established above have been satisfied.
- Applications lacking supporting documentation will not be processed until all documentation is received.

- Completed applications must be date stamped upon receipt of all required documents into the office.
- The CIO will scan all applications in the Work Force Qalipu File Management System.
- Case Files are created for each scanned application and supporting documentation.
- These files will be assigned a Client Services Officers (CSO) based on sequence and isolating applications that represent a Conflict of Interest for the associated CSO. Refer to Section 13.2 of this guide.
- After applications have been processed, all applicants will be notified in writing about the status of their funding. Unapproved and applications placed on hold will be informed as to the reasons why. Approved applications will also be sent a letter of congratulations, a copy of their sponsorship letter, a Release of Academic Records, a Student Information and Responsibilities Form (Student Contract) .

10.5 Registration with Labour Force Database (ginu)

Once it is operational, all existing students and new applicants will be required to register with ginu as a condition of receiving assistance from Work Force Qalipu.

10.6 Deferred Applications

- A deferred application is one where an eligible applicant is denied support as funds are fully committed in a given funding period.
 - The PSSP is a support program and as such is not meant cover all educational costs. Once a client has been added to the deferred list, the client must demonstrate their commitment to completing this program using other financial means if necessary. If the client delays their start date or wishes to change their program, their file will be deemed to be closed and a new application required.
 - The CIO will follow up each semester via email with those on the deferred list to ensure they are attending post-secondary and update their information. If a request for information is not replied to within 15 business days, the CIO shall deem the application as closed and instruct the client in writing or e-mail that the file is closed and a new application required.
- A letter will be provided to the applicant with the following:
 - Confirmation of receipt of the application
 - Date the application was deferred
 - Explanation for deferment and date of next review
- Work Force Qalipu shall put the application on file and must review the deferment file on the dates of application deadlines.

11.0 Funding

11.1 Approval Authority - Employment and Training Advisory Committee

The Employment and Training Advisory Committee (ETAC) will be comprised of three elected Councilors from the QMFNB, the Chief Executive Officer of the QMFNB, and the Director of Work Force Qalipu.

Roles and Responsibilities

- To address issues that may arise that are not covered by policies and procedures
- To provide direction to QMFNB on Education, Training and Employment Programs
- To establish labour market parameters for each funding period
- To receive Quarterly Reports on Work Force Qalipu activities and results
- To participate in Annual Review and Planning Session with Work Force Qalipu staff

Director – Work Force Qalipu

The Director oversees all programs and services within the Work Force Qalipu division. The Director approves all Client files in Education, Training and Employment as well as all spending within Work Force Qalipu

Manager, Education and Training

The Manager works in cooperation with the Director to approve Client files in Education and Training programs and provide oversight and direction to staff of Work Force Qalipu

Client Service Officers

Individual Client Service Officers may recommend for approval funding for students for education and tuition support up to the ceiling of \$30,000.00.

11.2 Determining the Amount of Assistance

The amount of support for each applicant will be calculated and recorded on that part of the application form designated for that use. Calculations will be made for tuition support.

11.3 Schedule of Payments

Tuition and book payments are paid on receipt of invoices, credit memos and/or receipts.

11.4 Tuition Support

Books and Supplies

Tuition at Private and Foreign Institutions

11.5 Reclaiming of Funds

Clients who fall below the minimum standard of clear academic standing will be placed on probation for one semester and encouraged to succeed (Sections 7.4). No repayment is required. The student must repeat the course at his/her own expense if a higher mark is required.

11.6 Limits of Support

- Limitations
- Duration

Full-Time students must complete the program within the timeframe set by the Post-Secondary Institution they are attending. Individual success and personal issues vary from person to person and in recognition of this, a grace period of one semester will also be permitted to allow students to complete their training in the event they were unsuccessful in graduating in the normal timeframe.

- Budget Allocations
- Funding Ceilings

For applicants that wish to apply for funding to attend an approved public college outside the province or an approved private training institute in the province, if a program is offered at a public institution in the province, the QMFNB will fund up to the provincial rates if these rates are deemed the lesser rates.

If a program is not offered in NL at a public institution but is offered at a Private Institution in the province, QMFNB will fund the lesser amount between the private rate in NL and the tuition amount being requested at the institution outside the province.

The maximum allowable tuition and books to be paid toward any clients \$18,000 under ASETS.

Books cannot exceed \$500 per semester or \$2,000 per fiscal year

12.0 Approved Student Responsibilities

12.1 Course Registrations

Students will be responsible for ensuring that they register for the correct courses in their specified programs and registering on time. Work Force Qalipu will not be responsible for any late fees associated with a student's late filing.

12.2 Transcripts

Each student must provide Work Force Qalipu with official academic records at the end of each semester. If the record is not satisfactory to Work Force Qalipu the student's funding agreement could be terminated. Work Force Qalipu will accept fax copies of transcripts to allow tuition payment to be released.

12.3 Re-imburements

Each student must provide Work Force Qalipu with official receipts for books and tuition. Any unsupported expenses will have to be repaid by the student.

12.4 Attendance and Academic Achievement

- Students are responsible for being in class at all times. If absent due to illness, a doctor's requisition must be given to Work Force Qalipu. If a case of un-excused absenteeism exists the student's allowances will be deducted per day or possibility of termination. If a student is absent from school because of illness more than 7 days in a semester, Work Force Qalipu may review the academic status of the student and may terminate the student until medical condition improves. Work Force Qalipu has the right to introduce individual policies around individuals who are delinquent in attending class for one reason or another.
- Students must maintain **clear academic standing** as determined by their post-secondary institution. If a student falls below this minimum standard they are immediately placed on probation for the period of one semester after which continuation of funding will be reviewed by the CSO and Director, Work Force Qalipu.
- If a student fails a subject and can retake the subject during the semester, they will be given the opportunity. However, the student will have to pay for the tuition and required books for that subject.
- If student quits a program without just cause or is terminated by the school or Work Force Qalipu because they are not fulfilling their contract then the student will repay Work Force Qalipu the total amount paid out to the student.

PART III

13.0 Appeal Process

An Appellant shall have the right to Appeal any Work Force Qalipu decision with the notable exception of those declined funding due to budgetary restraints.

13.1 Internal Review

An Applicant or Client who is not satisfied with a decision of Work Force Qalipu shall request an Internal Review within thirty (30) days of a Work Force Qalipu decision. Notice shall be in writing and addressed to the ETAC.

The ETAC shall review the Work Force Qalipu decision with input from the CSO and provide a written decision to the Appellant within fifteen (15) working days of the next scheduled ETAC meeting.

The Internal Review decision shall provide reasons and shall state whether or not ETAC has agreed to reverse, change or modify its decision. The internal review findings and decision shall be clearly communicated to the appellant via correspondence.

13.2 Appeal

An Appellant may appeal the Internal Review Decision to the Appeal Board. The Appellant must provide the Appeal Board with notice and reasons for the appeal within fifteen (15) days of receiving the Internal Review decision.

13.2.1 The Appeal Board

An Appeal Board shall be appointed by the QMFNB Council. The Appeal Board shall be composed of Mi'kmaq or non-Mi'kmaq individuals that are independent, impartial and free of bias in relation to any stage of the process and to the Parties involved. The Appeal Board will consist of three people:

- An experienced aboriginal person.
- A member of the QMFNB not directly involved with the day-to-day administration of Work Force Qalipu.
- An individual, either Native or non-Native, that brings a strong measure of expertise and skills to the board as it relates to its review and appeal duties.
-

13.2.2 Written Arguments

The Appeal Board will provide Work Force Qalipu and the Appellant thirty (30) days to submit written arguments. The Parties will provide the Appeal Board with all documents and materials that are relevant to the Appeal. The Appeal Board will then distribute the written arguments and relevant materials and documents to all Parties.

13.2.3 Determining if a Hearing is Warranted

An Appellant or Work Force Qalipu may request an oral hearing at the same time Written Submissions are provided.

If an Appellant or Work Force Qalipu submits a written request for an oral hearing, then the Board must consider the merits and value of the oral hearing in determining if one is to be held. Where the Appeal Board decides against an oral hearing, reasons shall be given to the Parties.

Alternatively, the Appeal Board may convene an oral hearing even if neither Party requests one.

13.2.4 Hearing Procedure

The Appeal Board shall abide by and apply the principles of procedural fairness in exercising its authority throughout the Hearing.

A Hearing shall be held within thirty (30) days of the close of written arguments. The Appeal Board will notify the Parties of the date, time, location and process to be followed at the Hearing. There will be no right of cross-examination. Each Party is entitled to be represented by legal counsel.

13.2.5 Final Decision

The Appeal Board shall render a final written decision within thirty (30) days of the Hearing. A decision of the Appeal Board is not appealable.

The Appeal Board shall have the authority to confirm, reverse or amend any previous decision.

14.0 Conflict of Interest Guidelines for Staff

As per section 18.4 of the QMFNB HR Policy: Conflict of Interest Guidelines. These members may include; the father, mother, step-father, step-mother, foster parent, brother, sister, spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law.

14.1 Privacy of Records

On January 1, 2004 the federal government enacted the *Personal Information Protection and Electronic Documents Act* (PIPEDA). The PIPEDA establishes new rules to recognize the privacy rights of individuals with respect to the collection, use, disclosure and retention of their personal information. The rules also recognize the organization's obligations to protect personal information in a manner that a reasonable person would consider appropriate under the circumstances.

Collecting Personal Information

The organization needs to identify the reasons for obtaining personal information before it is collected and to document the purposes for which it will be used; this must be on all applications, client consent form, etc.

Obtaining consent

Staff must obtain the consent of its clients prior to collecting, using or disclosing their information.

Limiting the Use, Disclosure and Retention of Personal Information

Personal information on file must only be used or disclosed for the purpose for which it was collected, unless the individual consents, or the use or disclosure is authorized by the Act.

Protected Personal Information

Sensitive personal information must be protected against loss, theft or unauthorized access. All client files must be held in a locked filing cabinet at all times, under no circumstances will client files be disclosed while other unauthorized people are in your office. All documents that contain personal information that are to be destroyed must be shredded immediately. When mailing applications or documents with personal information it must be in a registered or courier envelope.

Appendix "A"

Post-Secondary Student Support Program Application



Work Force
Qalipu

Post-Secondary Education Support Funding Application

All Fields Are Mandatory

PLEASE PRINT CLEARLY

PERSONAL INFORMATION

Name:	_____	SIN#:	_____
Address:	_____	Tel #:	_____
	_____	E-mail:	_____
	_____	DOB:	_____/_____/_____
	_____	Month	Day Year

Please declare your living arrangements during your period of study:

Single Student Living at Home with Parent/Legal Guardian(s)

Student Living Away from Home

Single Parent (without dependent)

Married Student and Spouse (no dependent)

Gender: Male Female

Marital Status: Single Married Other

No. of Children under Age 16: _____

Age(s) of Dependents: _____

Grade Level completed: _____ Year: _____

Post-Secondary completed: _____ Year: _____

Preferred Language: English French Other _____

Qalipu Mi'kmaq First Nation Band Registration #: _____

Do you have a disability? Yes No

If "yes", please specify: _____

COURSE INFORMATION FUNDING REQUEST

Name of Training Institution: _____

Location of Training Institution: _____

Degree Granting Institution: _____

Course Name: _____

Program Length: _____

*As per the Post-Secondary Education Institution Course Calendar

Program Start Date: _____ / _____ / _____

Month Day Year

End Date: _____ / _____ / _____

Month Day Year

Attendance: Full time Part time

Level of Education Sought: University/College Entrance Preparation Program

- Certificate
- Diploma
- Bachelors
- Masters
- Doctorate

- Delivery Method for your program:
- Classroom
 - Distance Education
 - Virtual (Internet)
 - Blended (Classroom and Distance)
 - Blended (Classroom and Virtual)

If you are completing this program through distance education or blended, please specify how many courses per semester are through distance/virtual: _____ and how many courses are in the classroom: _____.

Is a work term necessary to complete your program? Yes No

If "yes", how many work terms are required: _____

If "yes", please indicate whether the work terms are: Paid Unpaid

Tuition Cost per Semester: _____ Book Cost per Semester: _____

FINANCIAL STATUS

Are You Employed? Yes No

If "yes", please indicate if you are working Full Time Part time

If "yes", please indicate your gross weekly income: \$ _____

If "yes", please indicate the number of hours you work per week: _____

If "yes", please indicate whether or not this is summer employment: Yes No

If "no", are you in receipt of EI benefits? Yes No

If "no", have you been in receipt of EI benefits in the past three years? Yes No

If "yes", please indicate your gross weekly EI rate: \$ _____

Will you be employed while attending school? Yes No

If "yes", please indicate if you'll be working: Full Time Part time
If "yes", please indicate your gross weekly income: \$ _____
If "yes", please indicate the number of hours you work per week: _____

Are you receiving any of the following?

HRLE Income Support Yes No

If you are in receipt of any of the above, please indicate your monthly rate: _____

PREVIOUS EDUCATION/TRAINING

Have you previously attended a Post- Secondary or Training Institution? Yes No

If "yes", please provide the following information:

Degree/Course Title: _____

University/Training Institute: _____

Start & End Date of Program: _____

Did you complete this program? Yes No

Did you pay for this program on your own? Yes No

If "no", were you sponsored by an agency? Yes No

If "yes", please state the name of the agency: _____

Declaration

Signing this application allows Work Force Qalipu Offices to obtain information from all ARMS or Employment Services Offices (EAS).

Applications may also be used for public documents such as Minutes, Work Force Qalipu Reports, Board Kits, etc. The Qalipu Mi'kmaq First Nation Band agrees to share this information with Service Canada or Aboriginal Affairs and Northern Development Canada.

I will notify Work Force Qalipu if any of the information in this application changes. Please note that failure to do so may result in rejection of Post-Secondary Education Support.

I have reviewed Work Force Qalipu Policy and Procedures Manual and understand my responsibilities should I be accepted for Post-Secondary Education Support.

Signature of Applicant

Date of Application



Detailed Program Cost Breakdown

Year	Semester	Semester Start Date	Semester End Date	No of Weeks	Tuition Costs	Book Costs	Work Term Paid or Unpaid
Sample	Fall	September 1, 2011	December 15, 2011	15	\$2,000	\$500	
	Winter	January 3, 2012	April 15, 2012	14	\$2,000	\$500	Paid Work Term
	Intersession	April 25, 2012	June 24, 2012	14	\$2,000	\$500	
1	Fall						
	Winter						
	Intersession						
2	Fall						
	Winter						
	Intersession						
3	Fall						
	Winter						
	Intersession						
4	Fall						
	Winter						
	Intersession						
5	Fall						
	Winter						
	Intersession						

This document is required to be considered for Post-Secondary Education Support

Submit applications for Post-Secondary Education Support to:

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

Faxed or e-mailed applications will NOT be accepted

YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE IF THE FOLLOWING ARE NOT ATTACHED:

- 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 from the Educational Institution is mandatory.
- 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 in order to receive funding. Please visit: www.qalipu.ca/login-options

Appendix "B"

Post-Secondary Student Support Program Agreement

THIS AGREEMENT made the [ENTER], day of [ENTER], 2013
BETWEEN:

QALIPU MI'KMAQ FIRST NATION BAND (hereinafter called
"QMFNB")

- and -

[NAME OF SUCCESSFUL APPLICANT], of the City of [ENTER], in the
Province of [ENTER] (hereinafter called the "STUDENT")

WHEREAS, this Agreement sets out the terms and conditions of the financial assistance that QMFNB has agreed to provide you, [NAME OF SUCCESSFUL APPLICANT], under the Funding Agreement between the Government of Canada (hereinafter called "Canada") and the QMFNB for the administration of the Post-Secondary Support Program and the University and College Entrance Preparation Program. Work Force Qalipu administers the Post-Secondary Student Support Program (hereinafter the "PSSSP Support Program") on behalf of QMFNB.

THEREFORE, QMFNB and the Student agree to the following:

1.0 AGREEMENT

- 1.1 The QMFNB PSSSP Support Program Local Guidelines set out in the Work Force Qalipu Policy Manual (hereinafter the "Local Guidelines") are part of this Agreement.
- 1.2 All policies, procedures and requirements set out in the Local Guidelines shall apply to this Agreement. Where not set out in this Agreement, defined terms are set out in the Local Guidelines.
- 1.3 If any provision of this Agreement is invalid or unenforceable, such determination shall not affect the validity or enforceability of the remaining provisions of this Agreement.
- 1.4 QMFNB reserves the right to change or amend this Agreement at its sole discretion and agrees to notify the Student within 10 business days of having done so.

Application Initials:

QMFNB Initials:

2.0 STUDENT INFORMATION

Name:	Contract Number:
SIN:	Date of Birth:
Disability:	*****
Permanent Address:	
Street Address:	
Mailing Address:	
City/Town:	
Province:	
Postal Code:	
Phone Number:	
Email Address:	

3.0 ACTIVITY AND DURATION

3.1 Activity Being Supported (Post-Secondary / UCEP Information):

Eligible Institution:
Eligible Program:

3.2 Duration of the Agreement:

Start Date:	End Date:
-------------	-----------

4.0 MAXIMUM ALLOWABLE ASSISTANCE

4.1 The Student is not entitled to the maximum allowable financial assistance.

Application Initials:
QMFNB Initials:

Financial Assistance – Maximum Allowable Costs:			
<i>Type of Assistance</i>	<i>Cost Per Period</i>	<i>Estimated Periods per Agreement</i>	<i>Total Estimated Maximum Cost for Agreement Period</i>
Living Allowance (LA)			
Dependent Care			
Tuition			
Books			
Maximum Amount Payable			

Note: Financial assistance under the Qalipu Mi’kmaq First Nation Band is subject to income tax deduction.

5.0 FINANCIAL SUPPORT

5.1 QMFNB Agrees to provide the Student with the following financial assistance, subject to any limitations, restrictions or discretion provided for in this Agreement:

<i>Fiscal Year</i>	<i>Amounts Committed for Fiscal Year</i>
	\$
	\$
	\$
	\$
TOTAL	\$

6.0 PAYMENT AND RECEIPTS

6.1 Before any payments outlined above can be made to the Student, a signed, written Agreement must be in place, and a transcript of the Students previous semester’s marks (if applicable) must be received by the Client Service Officer. Students who do not submit transcripts at the end of the semester will have any potential living allowances held until receipt of transcript.

Application Initials: QMFNB Initials:
--

- 6.2 **All receipts are due to the Client Service Officer no later than fifteen (15) business days after the start of the academic semester.** Receipts submitted beyond that point may be deemed ineligible for reimbursement.
- 6.3 Original receipts with detailed account statements from the educational institution are required. Invoices and Credit Memos are also acceptable however once payments are made, original receipts of payments are required to be submitted to the Client Service Officer. Account statements need to have client names clearly displayed.
- 6.4 Credit Memos will be paid via cheque made payable to the Student but may be mailed to the educational institution to apply to their account.
- 6.5 Please remember that Work Force Qalipu funding is a reimbursement program. It is the responsibility of the Client to have sufficient resources to pay your tuition and books up front and you will be reimbursed upon submission of receipts, credit memos or account summaries.
- 6.6 The Student must provide QMFNB with an account summary which displays the Students name and it must be a detailed account summary which shows all fees incurred by the student for each semester.
- 6.7 The Student must send in original book receipts from the book store that has the name of the book listed on it. Along with receipts the student must enclose their book list or course outline that states the name of the books needed for each course, if the book list is not included the receipt cannot be paid.
- 6.8 A direct deposit form is sent with this Agreement to the Student. The Student must sign the direct deposit form and fill it in correctly in order to receive any financial support.
- 6.9 The bank account must be in the name of the Student.

7.0 REPAYMENT OF FUNDS

- 7.1 The Student must repay the amount of any financial assistance to which they receive but are not entitled to, which includes but is not limited to the following:
- (i) payments made to in error;
 - (ii) payments made for costs in excess of the amount actually incurred by the Student for those costs;
 - (iii) payments that were used for costs that were not eligible for reimbursement; or
 - (iv) payments made in excess of the maximum allowable limits.

Application Initials:

QMFNB Initials:

8.0 PRIVACY AND ACCESS TO INFORMATION

- 8.1 The information collected in this Agreement or during the preparation of this Agreement is to be used for the administration of the Work Force Qalipu Post-Secondary Student Support Program. This information may be shared with Canada. The Student’s information will be protected as per the *Privacy Act* and other applicable Federal and Provincial legislation. The Student has access to their personal information if required.
- 8.2 By signing page 3 of this Agreement, the Student agrees to provide written consent to QMFNB to share personal information with Canada as required for the administration of the PSSSP Support Program.

9.0 MONITORING AND AUDITS

- 9.1 The Student acknowledges and accepts that their progress will be case managed, monitored and/or audited by QMFNB, Canada or any other authorized designate including qualified auditor.
- 9.2 Should the Student be placed on Probation, the Student will comply with any monitoring or reporting requirements set forth by QMFNB as part of such Probation.

10.0 LIMITS AND TERMINATION

- 10.1 Payment of any financial assistance paid to the Student under this Agreement is subject to the availability of funds provided by Canada to QMFNB and may be cancelled or reduced in the event that Canada cancels or reduces its funding to the QMFNB.
- 10.2 QMFNB reserves its right to withhold or reduce all funding, or take any other action it deems appropriate including terminating the Agreement, if transcripts or any other such information or documentation as required under the Local Guidelines is not provided.
- 10.3 QMFNB reserves its right and absolute discretion to terminate, reduce or increase support, including but not limited to the support set out in this Agreement, at any time for any reason, as QMFNB determines is reasonably necessary.

Application Initials: QMFNB Initials:
--

11.0 CORRESPONDENCE AND NOTICE

- 11.1 All documents must be mailed - faxed or scanned documents will be accepted in order to process your claim however the originals must be included before final payments can be made for each semester. This includes contracts, direct deposit forms, and receipts. Send ALL documents required in the Agreement and the Local Guidelines to your CSO.
- 11.2 This Agreement should be signed and returned within 10 business days of receipt. Those that are not returned in that time will be considered not attending and the Agreement may be voided so that the funding may be reallocated.

12.0 STUDENT RESPONSIBILITIES AND COMMITMENT

As a Student supported by the QMFNB, under the Post-Secondary Student Support Program, I agree and accept the following conditions and responsibilities:

1. *I have informed myself of and will follow the requirements set out in this Agreement and the Local Guidelines.*
2. *Within fifteen (15) business days of the end of every semester I will submit a copy of my Academic transcripts and marks, or UCEP statements, for that semester to QMFNB before any payments are made to the client for the next semester. I will submit my marks and any other information requested as soon as possible after the end of a semester. My marks must have my name displayed on them or they will not be accepted.*
- 3.
4. *Each year that I receive funding support from the QMFNB PSSSP Support Program, I will submit an Application Renewal Form before June 30th of the year in which I am enrolled. I know that failure to do so could cause Work Force Qalipu to withhold any funding to me.*
5. *In order to receive Tuition funding I know that I MUST provide QMFNB an account summary that displays my name and that the account summary will show all Tuition and compulsory fees incurred by me for that semester.*
6. *I know that I must provide original receipts for books and documentation such as a syllabus that indicates the books are required for the course in which I am enrolled.*
7. *I understand that living allowances will only be paid to me if I am a Full-Time student, as defined in the Local Guidelines.*

Application Initials:

QMFNB Initials:

8. *I understand that I am not eligible for the maximum allowances and that QMFNB may determine what amounts of funding I am entitled to.*
9. *I recognize that QMFNB provides tuition assistance based on the local rates and rates set in Newfoundland and Labrador. I have read the "Eligible Tuition" sections of the Local Guidelines and understand them*
10. *I will satisfy the academic requirements specified by my institution, including attending all classes and ensuring that at all times I am enrolled in sufficient courses to be considered a full-time student, or part-time, or distance student, as the case may be.*
11. *I will inform QMFNB of any program changes or personal changes, including course withdrawals or withdrawal from the institution, or change of residence. Also, that if I withdraw, I understand that I may be required to pay back any funding which I received while not in school.*
12. *I will maintain Satisfactory Academic Standing at all times, and if I fail to do so, I will inform QMFNB immediately and agree to the terms and conditions set as my Probation.*
13. *I will repay any funding that I receive which I am not entitled to.*
14. *I will submit all receipts within fifteen (15) business days from the start date of the Academic semester. Any receipts submitted later than this may be ineligible.*
15. *I will mail or e-mail all documents to QMFNB – I recognize that QMFNB will not accept any documents sent by fax or any other means.*
16. *I have included banking information with this Agreement that is signed and correctly completed. The bank account is in my name and I will update QMFNB immediately if any of my banking information changes.*
17. *I have read the Local Guidelines, the Agreement and make this Student statement being fully aware of my responsibilities in the PSSSP Support Program.*
18. *I will check my e-mail regularly to ensure I am in regular communication with QMFNB.*
19. *I agree to maintain respectful, open and meaningful dialogue with QMFNB at all times.*

I agree that if one or more of the Student responsibilities set out above are not met, or if I fail to adhere to the policies and procedures set out in the Local Guidelines, QMFNB may withdraw, reduce or terminate my PSSSP support.

The Student and QMFNB have duly placed their respective initials on each page of this Agreement.

Application Initials:

QMFNB Initials:

The Student and QMFNB have duly executed this Agreement as of the date on the first page of this Agreement.

Signatories to this Agreement:

Signed for QMFNB:

_____ Date _____

Signed for Participant:

Signature for Participant

_____ Date _____

This Agreement should be signed and returned within 10 business days of receipt. Those that are not returned in that time will be considered not attending and the Agreement may be voided so that the funding may be reallocated. Your timely and prompt attention is appreciated.

Appendix "C"

Post-Secondary Student Support Program Application Annual Renewal Form

POST-SECONDARY SUPPORT PROGRAM ANNUAL APPLICATION RENEWAL FORM

*SUBMIT THIS FORM NO LATER THAN JUNE 30TH IF YOU ARE RETURNING TO POST-SECONDARY
IN THE NEXT ACADEMIC YEAR*

Please read carefully and understand that the amounts indicated in Schedule C are the maximum amounts available to you for the fiscal year 2013-2014 (April 1st to March 31st) as previously indicated in your signed contract. The amount reimbursed each semester will be based on the receipts provided within the specified timeframe. If the receipt amount is lower than the amount indicated below, the lower rate will be paid. Conversely, if the receipt is higher than the amount indicated below, only the maximum amount will be paid. The remainder will be paid at your own expense. You must sign and date the section as indicated. *If there are changes to either your program or costs please indicate this on a separate sheet. Any changes requested are **NOT** approved at this time but will be taken into consideration IF/WHEN funds become available, which may not be until after the end of the fiscal year.*

STUDENT INFORMATION

If incorrect, please contact your Client Services Officer

NAME:	
PROGRAM:	
INSTITUTION:	

CLIENT SERVICES OFFICER INFORMATION

NAME:	
TELEPHONE:	
E-MAIL:	
MAILING ADDRESS:	

SCHEDULE C

Maximum allowable costs as per contract amounts

FALL 2013	DATE	TUITION	BOOKS	FEES (if applicable)	LIVING ALLOWANCE (if applicable)
WINTER 2014	DATE	TUITION	BOOKS	FEES (if applicable)	LIVING ALLOWANCE (if applicable)

Please declare your living arrangements during the 2013-2014 period of study:

Please provide proof of your living arrangement. Proof can include a photocopy of two (2) utility bills, a photocopy of a rental receipt or your lease agreement if you are not living with your parent(s)/legal guardian(s).

- Single Student Living at Home with Parent/Legal Guardian(s)
- Student Living Away from Home
- Single Parent (without dependent)
- Married Student and Spouse (no dependent)

REQUIREMENTS – PLEASE READ CAREFULLY

- I will submit my verification of enrolment within fifteen (15) days of registering for my courses for next semester.
- I will submit my marks within fifteen (15) business days following the completion of each semester.
- I must submit all receipts for tuition and books within fifteen (15) business days from the beginning of my semester to be reimbursed. I understand that if I do not submit these receipts, I will forfeit my tuition and books for that semester.
- I understand that if I purchase used books, I need to provide a receipt with name of buyer, name of seller, name of each textbook and purchase price. I will also provide evidence of the purchase price from the Post-Secondary Institution book store. I understand the maximum reimbursement for used textbooks is 50% of the Post-Secondary Institution book store price.
- I will submit a course syllabus for each course.
- I have attached proof of living arrangements while in school.
- I understand that in order to receive living allowances, I must take at least three (3) courses in a classroom setting.
- I understand that if I open an EI claim or collect EI while in school, I will inform my Client Services Officer immediately. I realize that I am not entitled to receive both EI and living allowances under this agreement
- I understand that if I am completing a paid work term, I am not entitled to a living allowance from Work Force Qalipu.
- I understand that living allowances will not be paid if I am working in excess of 20 hours per week or if I exceed a maximum gross salary of \$250.00 weekly.
- I understand that effective September 2013, living allowances will be paid monthly, at the end of each month.
- I understand that if I am eligible for living allowances, the amount I will receive will be based on my living arrangements, effective September 2013, as determined by Work Force Qalipu in the local guidelines.
- I will inform my Client Services Officer of any program changes or personal changes, including course withdrawals or withdrawal from the institution, or change of residence. Also, that if I withdraw, I understand that I may be required to pay back any funding which I received while not in school.
- I have read the local guidelines which was made available to me by my Client Services Officer and available on the Work Force Qalipu website.
- I understand that this form is for the upcoming 2013-2014 fiscal year and is based on my existing contract. I will be sent a renewal form for each year of my existing contract.

Signature:

Date:

By signing this document, you are stating you understood and agree to the information above