



Qalipu  
FIRST NATION

# Local Guidelines:

## Post-Secondary Student Support Program

## Contents

<b>1.0 Education &amp; Training .....</b>	<b>5</b>
1.1 Education & Training Vision Statement .....	6
1.2 Mandate .....	6
1.3 Program Delivery Principles .....	6
1.3 Organization .....	7
1.4 Approval Authority .....	8
1.5 Eligible Training .....	8
 2.0 Post-Secondary Education Support Program .....	 9
2.1 Definitions .....	9
2.2 Eligible Programs.....	10
2.2 Eligible Students .....	11
2.3 Residency .....	11
2.4 Priority Categories .....	12
 3.0 Applications .....	 13
3.1 Post-Secondary Support Applications .....	14
3.2 Returning Post-Secondary Students .....	15
3.3 University and College Entrance Preparation Program Applications .....	15
3.4 Registration with Labour Force Database (ginu) .....	16
3.5 Date of Application Deadlines .....	16
3.6 Deferred Applications .....	16
3.7 Processing Applications .....	17
3.8 Schedules of Education & Training Policy Manual .....	18
 4.0 Support .....	 18
4.1 Eligible Expenditures .....	18
4.2 Eligible Tuition .....	19
4.2.2 Private and Foreign Institutions .....	19
4.2.3 Tuition Procedure .....	19
4.3 Books .....	20
4.3.2 Books Procedure .....	20
4.4 Living Expenses .....	20

4.5	Masters and PhD Candidates .....	21
4.6	Part-Time Students .....	21
4.7	Ineligible Expenditures .....	21
5.0	Limits of Support .....	21
5.1	Program Limitation .....	21
5.2	Budget Allocation Limitation .....	22
5.3	Duration of Studies Limitation .....	22
5.3.1	Changing of Program of Study .....	23
5.3.2	Part-Time and Distance Students .....	23
5.4	Maximum Allowable Support .....	23
5.5	Satisfactory Academic Standing .....	23
5.6	Probation .....	24
5.6.1	Failing to achieve Satisfactory Academic Standing in an Academic Year .....	23
5.6.2	Reinstatement .....	24
5.6.3	Multiple Probations .....	24
5.7	Reclaiming of Funds .....	24
5.8	Emergency Contingency Funding .....	25
5.9	Right to Terminate or Adjust Support at Any Time .....	25
6.0	Responsibility of Students .....	25
7.0	Responsibility of Personnel .....	26
8.0	Appeal Process .....	26
8.1	Internal Review .....	26
8.2	Appeal .....	27
8.2.1	Written Arguments .....	27
8.2.2	Determining if a Hearing is Warranted .....	27
8.2.3	Hearing Procedure .....	27
8.2.4	Final Decision .....	28
9.0	Conflict of Interest Guidelines for Staff .....	28
9.1	Privacy of Records .....	28

Appendix “A” .....	30
Post-Secondary Student Support Program Application .....	30
Appendix “B” .....	36
Post-Secondary Student Support Program Agreement .....	<b>36</b>
Appendix “C” .....	<b>45</b>
Post-Secondary Student Support Program Application Annual Renewal Form .....	45

## 1.0

### Education & Training

#### Overview

The Qalipu First Nation (QFN), through Education & Training (ET) administers a number of education, training and employment initiatives from different funding sources. While education applications are the same, each funding source has eligibility and reporting requirements which may vary slightly. When an application is received, Qalipu assesses eligibility under each funding initiative to determine best fit. **QFN's ultimate goal is to fund the maximum students possible with the funds available.**

The following guidelines have been created for the Post-Secondary Student Support Program (PSSSP) in adherence to Aboriginal Affairs and Northern Development Canada's eligibility and reporting requirements, as found in the AANDC PSSSP and UCEP National Program Guidelines. These guidelines are consistently under review, and amended as necessary to ensure compliance with national policies.

#### Post-Secondary Education Support Program

The purpose of the PSSSP Support Program is to assist QFN 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 Education & Training Policy Manual sets out local guidelines established by the QFN in this regard.

## Education & Training Vision Statement

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

### 1.1 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.

### 1.2 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:** Education & Training 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 Education & Training 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 Education & Training.

### 1.3 Organization

Education & Training Organization  
Chart



## **1.4 Approval Authority**

### **Education & Training Standing Committee**

The Education & Training Standing Committee (ETSC) is comprised of the Director of Education & Training, the Team Lead and the Education & Training Client Service Officers.

#### **Roles and Responsibilities**

- To address issues that may arise that are not covered by policies and procedures;
- To provide direction to QFN on Education, Training and Employment Programs;
- To receive Quarterly Reports on Education & Training activities and results; and
- To participate in Annual Review and Planning Session with Education & Training staff.
- Appeals committee

### **Director**

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

### **Team Lead, Education and Training**

The Team Lead works in cooperation with the Director to approve Client files in Education and Training programs and provide oversight and direction to staff of Education & Training

### **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.

### **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.

## **2.0 Post-Secondary Education Support Program**

The Local PSSSP 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://galipu.ca/wf/programs-and-services/education-and-training/>

## 2.1 Definitions

- (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 Education & Training 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 Education & Training 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) **“Blended Student”** means a student who is taking a mixture of distance and classroom courses.
- (g) **“Client”** means an approved Applicant.
- (h) **“Dependent”** means any child under the age of sixteen (16).
- (i) **“Distance Education Courses”** means courses taken where the Student is not physically in a classroom setting.
- (j) **“Distance Education Student”** means a Student who is enrolled at an Eligible Institution taking distance courses.
- (k) **“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.

- (l) **“Part-Time Student”** means a student completing less than three (3) courses in the classroom in any given semester.
- (m) **“Probation”** means the process engaged where a student fails to achieve Satisfactory Academic Standing.
- (n) **“Registered Indian”** means a person who registered and recognized as an Indian pursuant to the *Indian Act* RSC, 1985, c I-5.
- (o) **“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 Education & Training under the PSSSP Support Program.
- (p) **“Full-Time Students”** is defined by the educational institution where the student is registered. Note: For contracts signed before September 2014, the definition of full-time student is different. Please contact your CSO for further details.
- (q) **“Satisfactory Academic Standing”** means the level of academic standing required and defined by the Eligible Institution in which the Student is enrolled.

## 2.2 Eligible Programs

An eligible program is a degree, UCEP, diploma or certificate program of studies that:

- (i) Require the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution;
- (ii) is offered by a post-secondary institution that is at least one Academic Year of duration (as defined by the institution); and
- (iii) is delivered at an Eligible Institution.

Note: UCEP programs must provide the student with the courses to attain the academic level necessary for entrance into a university or college program, and must be no longer than one academic year in duration.

Eligible post-secondary institutions are degree, diploma or certificate granting institutions that are recognized by a province or territory (in Canada or Internationally) or educational institutes recognized to deliver post-secondary programs arranged with a recognized post-secondary institute.

A list of eligible Canadian post-secondary institutes in each province can be found by using ANNEX 2 on AANDC’s website at

[www.aadnc-aandc.gc.ca/eng/1422288926040/1422289003986#chp12](http://www.aadnc-aandc.gc.ca/eng/1422288926040/1422289003986#chp12)

When enrolling in a foreign program of studies, evidence must be provided that it is recognized as an acceptable program within Canada.

### **2.3 Eligible Students**

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 First Nation; 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.

### **2.4 Residency**

To be eligible for funding an Applicant must have been a Canadian resident for the twelve months prior to the date of Application, e.g. an Application dated May 5<sup>th</sup> 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.

### **2.5 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 Education & Training to fund Applicants whose name appears on the deferred list, and are enrolled in classes. This support may include tuition and/or books, allowances, and mandatory fees 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 need to complete an application renewal form at the beginning of the next academic year. Deferred applicants will remain on the deferred list for up to one calendar year. When an applicant is removed from the deferred list, they must submit a new application and are then considered new applicants.

**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, ET may rank particular programs of study based on regional demand.

**Priority 6: Previously Funded Graduates**

This category includes those students who have previously completed an undergraduate degree or college diploma and have been funded by Work Force Qalipu in the last five (5) years but do not satisfy the requirements set aside for special consideration under Priority 3.

At its discretion, Education & Training will prioritize students within each group according to the described criteria set out in these Local Guidelines.

***Special One-Time Funding Option***

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

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

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

If funds become available to pay additional living allowances for currently funded FULL-TIME students, allocation will be determined by ET and may be made based on such factors as a student's residence during the school year (living away from home or at home) and the combination of classroom or distance courses that are being taken by the student. Students will not be provided living allowances during paid work terms.

### **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 must notify ET if they receive post-secondary funding from another First Nation or through any government source. 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. Any component of an applicant's education that is not funded through the PSSSP may be covered using another funding opportunity (i.e., living allowances and travel costs may be covered through another program or agency, even when ET is funding a student's books, tuition and fees).

### **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 QFN status. Expired SCIS cards will not be accepted. If a card has been sent for renewal, a receipt of the new card application, or a temporary confirmation of registration document can be submitted. To request a temporary document, you can call 1-800-567-9604;
- A copy of the applicant's grade 12 transcript or equivalency through Adult Basic Education (ABE).
- A copy of an acceptance letter or conditional acceptance letter from an Eligible Institution that confirms the Applicant is accepted for studies. For students in the 2<sup>nd</sup> year or higher of their program, verification of enrolment will be accepted;
- Semester breakdown of tuitions including start and end dates through to the end of the program.
- A completed and signed Student Support Application (Appendix "A");
- Transcripts for **all** previous post-secondary education (programs both completed and not completed)
- A written summary of why the field of study has been chosen and an outline of career goals after completion of the Course of Study.
- Part-time and distance education students need to provide a detailed action plan indication the designation being sought, the length of training and a planned timeline for completion.
- Applicants attending a private or foreign institute must provide documentation identifying the most comparable program (see section 4.2.2 for criteria for comparable programs), and its related tuition fees, in the nearest Canadian public institution to his/her place of residence at the time of application. In addition, students enrolling in a foreign institute must provide reasoning for studying internationally and prove that the

institute is recognized within Canada as an acceptable post-secondary program of studies

### **3.2 Returning Post-Secondary Students**

Returning Students must provide, at a minimum:

- An Application Renewal Form, to be submitted no later than April 30<sup>th</sup> 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 Education & Training that Education & Training decides, in its absolute discretion, to be necessary to monitor, assess or otherwise evaluate any Client.

Education & Training 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 Education & Training 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, as deemed by the institution.

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 QFN status;
- A copy of an acceptance letter or conditional acceptance letter 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 Education & Training the following:

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

Education & Training 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 Registration with Labour Force Database (ginu)

All existing students and new applicants are required to register with ginu as a condition of receiving assistance from Education & Training.

### 3.5 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 Education & Training.

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

<u>Semester</u>	<u>Date</u>
Fall	June 30 <sup>th</sup>
Winter	October 31 <sup>st</sup>
Interession / Summer	February 28 <sup>th</sup>

New applications must be received by the deadline date set out in this Policy Manual. **Late applications may 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 30<sup>th</sup> is on a Sunday, the applications are due in the office no later than the end of business on Friday, June 28<sup>th</sup>.*

### 3.6 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

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.

Education & Training shall put the Application on file and review the deferred Application at the next possible application deadline. This list will be reviewed on a continuous basis, when funds become available. 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.

Students who are on this list in excess of one year will be asked to reapply.

### **3.7 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 will 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.
- The CIO will scan all Applications in the Education & Training File Management System.
- Case Files using Applicant's last name, first name and 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. **The Applicant must return a completed and signed Agreement to Education & Training within ten (10) business days.**

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

### **3.8 Schedules of Education & Training 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 Education & Training.

### **4.1 Eligible Expenditures**

Eligible expenditures for PSSSP funding are:

- Tuition;
- Books required by the student for their program of study if applicable;
- Mandatory compulsory fees;
- Allowances if applicable

### **4.2 Eligible Tuition**

Tuition support **may** be provided under the following conditions:

#### 4.2.1 Public Canadian Institutions

Students attending Canadian public institutions at the normal tuition rate charged by the institute for a Canadian student.

#### 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, or the tuition rate that is the least amount, charged by the public or private Canadian institution nearest to the student's place of residence at the time of application 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 Education & Training and the regional AANDC office must be acquired prior to funding students in such a situation.
  - Students that meet the entrance requirement of a Canadian public institution and apply within the deadline to at least two public institutions of their choice, but are not accepted for reason of limited access, may receive the actual tuition fee rate in a private or foreign institute for a comparable program. If students are in a region (Province) where there is only one public institution, they are required to show documentation that they applied to that institution and did not receive acceptance for reason of limited access.
- A program of studies is considered comparable to another when:
    - 1. The minimum academic prerequisites are equivalent;
    - 2. The number of credit hours are equivalent to within 10%;
    - 3. The course content generally covers the same subject matter
  - Applicants attending a private or foreign institute must provide documentation identifying the most comparable program, and its related tuition fees, in the nearest Canadian public institution to his/her place of residence at the time of application. In addition, students enrolling in a foreign institute must provide reasoning for studying internationally and prove that the institute is recognized within Canada as an acceptable post-secondary program of studies.
  - UCEP students are eligible for assistance for Canadian programs only.

#### 4.2.3 Tuition Procedure

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

### **4.3 Books**

Applicants who have a funding contract that was established prior to April 1, 2014, or are not eligible for living allowances (i.e., part time students) 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 (an official book list or syllabus).

Used books are an eligible expenditure, with a maximum allowable reimbursement of 50% of the new/original cost. Receipts for used books must be submitted.

Eligible books are only those deemed required by an institute, on an official syllabus or book list. 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 Education & Training Local Guidelines maximum allowable limit for Books is \$2000 per year.

#### **4.3.2 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**

Applicants who have a funding contract that was established prior to April 1, 2014, or are not eligible for living allowances (i.e., part time students) 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 (an official book list or syllabus).

Effective April 1, 2017 applicants who are eligible for allowances will receive a maximum of \$2,000.00 per year in allowances. Those applicants who are not eligible for allowances will receive book allowances upon proof of receipts. At year end if a surplus is available, eligible applicants could receive additional allowances based on maximum rates as per Canada Student Loan guidelines.

## 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 2.5. 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

Regardless of funding availability, part-time students are not eligible for Living Allowances through the policies outlined in Section 4.4.

## 4.7 Ineligible Expenditures

The following expenditures are not eligible for support:

- Medical Insurance;
- Miscellaneous Fees, which includes but is not limited to athletic fees, residence fees, parking, bus passes, etcetera.

Education & Training reserves the right to exercise discretion with respect to what constitutes an ineligible expenditure.

## 5.0 Limits of Support

Where the Education & Training 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: Community college and CEGEP diploma or certificate programs;
- Level 2: Undergraduate university programs (certificate, diploma, degree);
- Level 3: Advanced or professional degree programs, or masters programs;
- Level 4: Doctoral programs

Applicants who have completed a program at any level, with or without assistance from

Education & Training, 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.

Assistance may be provided to students to complete only one program at each level. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses. Funding will not be provided for a second undergraduate degree outside of this exception, even if the first degree was not funded through PSSSP.

Students who become eligible for funding and who have previously completed a portion of their program without funding through PSSSP, may receive assistance for the **balance** of their program of studies but will not be reimbursed for previous expenses.

## **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 as deemed by the institutions program length and credit hours. 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 may be supported for up to one additional year for level 1 and level 2 programs, if such an extension is approved in writing by the institution's dean or head of department. For students completing Level 3 or level 4 programs, they must provide any necessary documentation required by ET for the justification of an additional year of study (i.e., a medical note). Additional support for personal reasons must be substantiated according to circumstances.

### **5.3.1 Changing of Program of Study**

When students move from a lower level to a higher level without completing the lower level

program of studies, **the academic years funded for the lower level will be counted for funding purposes toward the current program.** For example, a student who is being funded to complete a college diploma chooses to pursue a university degree instead. The years completed towards the college diploma will be counted when determining maximum support available toward the degree program. When changing programs within one of the levels, or when completing a program that may have been partially completed at an earlier date (i.e., two years of a four-year university degree was completed ten years earlier), the academic years or semesters used for each program within each level, with or without assistance, will also be counted for support purposes.

The student must inform the CSO, in writing, of the program change and provide all associate documentation. 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. A request for such a program change will then be passed to the Lead-CSO of Education and Training for review and approval pending budgetary considerations, and within the Local Guidelines.

### 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 too Part-Time and Distance Education Students. In making their Application, Part-Time and Distance Education Applicants are expected to provide an estimated length of time their education will take. Support for both part-time studies and distance education is subject to a review by ET.

## 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 Education & Training PSSSP Support Program Local Guidelines is a total of \$30,000 **per client** for tuition, books, and fees.

## 5.5 Satisfactory Academic Standing

All Clients must maintain Satisfactory Academic Standing, as per the institute's definition. 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, Education & Training 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, that 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

When a Client must repeat a course, having failed to achieve the required passing mark, the Client must repeat the course at his/her own expense.

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

**Applicants who drop out of a program without completing the current semester may be required to return all funds previously allocated for that semester.**

### 5.8 Emergency Contingency Funding

Education & Training 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.

Education & Training reserves the right to establish an Emergency Contingency Fund at a later date.

## **5.9 Right to Terminate or Adjust Support at Any Time**

Education & Training 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 Education & Training determines is reasonably necessary.

## **6.0 Responsibility of Students**

- Each student must provide Education & Training with academic records at the end of each semester. The records submitted must clearly outline the student's name, the name of the institution and the dates of the semester completed. If the record is not satisfactory to Education & Training the student's funding agreement could be terminated. Education & Training will accept scanned copies of transcripts to allow tuition payment to be released.
- Each student must provide ET with receipts, credit memos or account summaries for books and tuition. Any document submitted must clearly outline tuition amount paid, the student's name, institution and the semester. Any unsupported expenses will have to be repaid by the student.
- Students will be responsible for ensuring that they register for the correct courses in their specified programs and registering on time. Education & Training will not be responsible for any late fees associated with a student's late filing.
- If the student is having any problems regarding training or ET administration they should contact ET. Students should contact their respective CSO for any and all inquiries pertaining to their file.
- Each student must obtain a Clear Academic Standing after each semester and must successfully complete all courses in each semester. If a student fails a subject and can retake the subject in any given 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 ET.
- If a student fails to maintain a clear academic standing at the post-secondary institution, they will be immediately placed on probation for the period of one semester, after which continuation of funding will be reviewed by the CSO and Director of Education & Training.
- If a student quits a program without just cause or is terminated by the school or ET during a semester because they are not fulfilling their contract, then the student will repay ET the total amount paid out to the student. As an exception, if a student later completes the program at their own expense, or begins a different program, within

one year of failing to complete the initial program, repayment of previous funding will not be required. In these instances, proof of enrollment must be sent to the client's respective CSO.

## **7.0 Responsibility of Personnel**

### **Client Intake Officer:**

- Will verify that applications are complete and notify applicants.

### **Client Service Officer:**

- Will review client files in ARMS at least once a month to ensure that client caseloads 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.
- Ensure policies of the ET program are strictly enforced and communicated at all times.

### **Education & Training Standing Committee:**

- To address issues that may arise that are not covered by policies and procedures;
- To provide direction to QFN on Education, Training and Employment Programs;
- To receive Quarterly Reports on Education & Training activities and results; and
- To participate in Annual Review and Planning Session with Education & Training staff.
- Appeals committee

## **8.0 Appeal Process**

An Appellant has the right to Appeal any Education & Training decision with the notable exception of those declined funding due to budgetary restraints.

### **8.1 Internal Review**

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

The Team Lead and Director of ET shall review the initial decision with input from the CSO and

provide a written decision to the Appellant within fifteen (15) working days of the next scheduled Education and Training Committee meeting.

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

## **8.2 Appeal**

An Appellant may appeal the Internal Review Decision to the ETSC. The Appellant must provide the ETSC with written notice and reasons for the appeal within thirty (30) days of receiving the Internal Review decision.

### **8.2.1 Written Arguments**

ETSC will provide Education & Training and the Appellant thirty (30) days to submit written arguments. The Parties will provide the ETSC with all documents and materials that are relevant to the Appeal. The ETSC will then distribute the written arguments and relevant materials and documents to all Parties.

### **8.2.2 Determining if a Hearing is Warranted**

An Appellant or Education & Training may request an oral hearing at the same time Written Submissions are provided.

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

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

### **8.2.3 Hearing Procedure**

The ETSC 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 ETSC 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.

#### 8.2.4 Final Decision

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

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

## 9.0 Conflict of Interest Guidelines for Staff

As per section 18.4 of the QFN 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.

### 9.1 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.



**ALL FIELDS ARE MANDATORY**

**PLEASE PRINT CLEARLY**

**PERSONAL INFORMATION**

*Please note that select information on this application is collected for statistical purposes only*

Name: \_\_\_\_\_ SIN#: \_\_\_\_\_

(As it appears on SCIS card. If name has been changed, please provide official supporting documentation (i.e., marriage certificate))

Address: \_\_\_\_\_ Tel #: \_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_  
\_\_\_\_\_  
DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Gender: Male ☐ Female ☐ Other ☐ \_\_\_\_\_

No. of Children under Age 16: \_\_\_\_\_ Age(s) of Dependents: \_\_\_\_\_

Marital Status: Single ☐ Married ☐ Other ☐ \_\_\_\_\_

- Please provide marriage certificate if married.

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

Graduation 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 this the closest public institution to your place of permanent residence? Yes ☐ No ☐

If no, have you applied to other public institutions closer to your place of permanent residence? Yes ☐ No ☐

☐ Please provide documentation.

Please attach the program cost breakdown for other public institutions closest to your place of permanent residence.

## 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 weekly EI rate:

\$ \_\_\_\_\_

Will you be employed while attending school?

Yes ☐

No ☐

If “no”, please indicate why. \_\_\_\_\_

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 ☐

## 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: \_\_\_\_\_

**\*Please note that “agency” includes the Federation of Newfoundland Indians (FNI) and Work Force Qalipu.**

**Please attach all transcripts from all previous programs (completed or not completed)**

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

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 understand that Work Force Qalipu will contact me through e-mail and it is my responsibility to notify Work Force Qalipu if any of my contact information changes.

I understand that all necessary documentation as referred to on page six (6) must be included with my application in order for my application to be considered complete. I understand that incomplete applications will not be considered.

I declare that I was a resident in Canada for (12) consecutive months prior to the date of this application for Post-Secondary Education support with Qalipu Mi'kmaq First Nation Band.

**Note:** Certain categories of individuals may also be considered a resident in Canada for the purposes of this application. Contact your Client Intake Officer, Judy Falle if you have any questions concerning residency requirements.

Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Submit Applications for Post-Secondary Education Support to:**

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

**Faxed or e-mailed applications will NOT be accepted**

<b>Application Deadlines:</b>	Fall Semester	June 30 <sup>th</sup>
	Winter Semester	October 31 <sup>st</sup>
	Spring/Intersession/Summer	February 28 <sup>th</sup>

New applications must be received by the deadline date indicated above. 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 30<sup>th</sup> is on a Sunday, the applications are due in the office no later than the end of business on Friday, June 28<sup>th</sup>.*



## Detailed Program Cost Breakdown

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

**This document is required to be considered for Post-Secondary Education Support.**  
**Please fill in this page, based on the cost breakdown provided by your school, giving the costs of books and tuition for each semester for every year you plan to attend.**

**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 Valid Temporary Confirmation of Registration Document or your Valid Secure Certificate of Indian Status Card. **Please remember** to check the expiration date on either document as we cannot accept documents that are expired. **To obtain a new valid temporary confirmation letter, please call: 1-800-567-9604.**

Non-Status applicants may be considered for post-secondary education funding under our ASETS program.

\*Please refer to our Local Guidelines for eligibility criteria.

- An Acceptance or Provisional Acceptance Letter from the Educational Institution. If you provide a Provisional Acceptance Letter from the Educational Institution, you must provide a copy of your **final acceptance letter** as soon as it is received. A letter of Verification of Enrolment for the present or next available semester can be submitted by students who are currently enrolled in a program beyond their first year. If an institution has identified that acceptance letters will not be issued until after our application deadline date, please provide correspondence from the school indicating that you have successfully applied for a program and will be notified of acceptance at a later date.
- Level 3 students applying to Post-Secondary studies must include your Level 2 Transcript **and** your Level 3 Mid-Term marks before the June 30<sup>th</sup> deadline date. You would then submit your Final High School Transcript as soon as it is received. This is necessary to fulfil the Canadian Residency component of the application process.

A breakdown of expenses from your Educational Institution is **mandatory**. You may obtain this from your Educational Institution or from your Educational Institution's website.

- You **must** also include a breakdown of semesters by date to the end of your Course of Study. You must indicate if any of these semesters are classified as paid or unpaid Work Terms. This is page five (5) of our funding application.
- 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 clearly display the student name, name of institution, and semester.
- An Action Plan (not more than 250 words) of why you have chosen this field of study and what your employment 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.
- If you have completed any previous education (completed or not completed), please provide **all transcripts for each program**.
- You must also register with the Qalipu membership database "Ginu" in order to receive funding. Please visit: [www.qalipu.ca/login-options](http://www.qalipu.ca/login-options)



Work Force  
Qalipu

## Post-Secondary Education Student Support Funding Application

**ALL FIELDS ARE MANDATORY**

**PLEASE PRINT CLEARLY**

### PERSONAL INFORMATION

*Please note that select information on this application is collected for statistical purposes only*

Name: \_\_\_\_\_ SIN#: \_\_\_\_\_

(As it appears on SCIS card. If name has been changed, please provide official supporting documentation (i.e., marriage certificate))

Address: \_\_\_\_\_ Tel #: \_\_\_\_\_

E-mail: \_\_\_\_\_

DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Gender: Male ☐ Female ☐ Other ☐ \_\_\_\_\_

No. of Children under Age 16: \_\_\_\_\_ Age(s) of Dependents: \_\_\_\_\_

Marital Status: Single ☐ Married ☐ Other ☐ \_\_\_\_\_

- Please provide marriage certificate if married.

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

Graduation 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 this the closest public institution to your place of permanent residence? Yes ☐ No ☐

If no, have you applied to other public institutions closer to your place of permanent residence? Yes ☐ No ☐

- Please provide documentation.

Please attach the program cost breakdown for other public institutions closest to your place of permanent residence.

Revised November 23, 2015

Revision #3

## 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 weekly EI rate: \$ \_\_\_\_\_

Will you be employed while attending school? Yes ☐ No ☐

If "no", please indicate why. \_\_\_\_\_

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 ☐

## 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: \_\_\_\_\_

\*Please note that "agency" includes the Federation of Newfoundland Indians (FNI) and Work Force Qalipu.

**Please attach all transcripts from all previous programs (completed or not completed)**

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Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Submit Applications for Post-Secondary Education Support to:**

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Attention: Client Intake Officer  
P.O. Box 460  
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A0N 1Z0**

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<b>1</b>	Fall						
	Winter						
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<b>2</b>	Fall						
	Winter						
	Intersession						
<b>3</b>	Fall						
	Winter						
	Intersession						
<b>4</b>	Fall						
	Winter						
	Intersession						
<b>5</b>	Fall						
	Winter						
	Intersession						

**This document is required to be considered for Post-Secondary Education Support. Please fill in this page, based on the cost breakdown provided by your school, giving the costs of books and tuition for each semester for every year you plan to attend.**

**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 Valid Temporary Confirmation of Registration Document or your Valid Secure Certificate of Indian Status Card. **Please remember** to check the expiration date on either document as we cannot accept documents that are expired. **To obtain a new valid temporary confirmation letter, please call: 1-800-567-9604.**
- ☐ An Acceptance or Provisional Acceptance Letter from the Educational Institution. If you provide a Provisional Acceptance Letter from the Educational Institution, you must provide a copy of your **final acceptance letter** as soon as it is received.
- ☐ 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. Level 3 students must provide their Grade 12 Transcript as soon as it is received.
- ☐ A breakdown of expenses from your Educational Institution is **mandatory**. You may obtain this from your Educational Institution or from your Educational Institution's website.
- ☐ You **must** also include a breakdown of semesters by date to the end of your Course of Study. You must indicate if any of these semesters are classified as paid or unpaid Work Terms. See page five (5) of the application form.
- ☐ If you are currently enrolled in the Course of Study and are requesting funds to complete that program, you must provide a Transcript from the Educational Institution regarding your present Academic Status. On-line printouts are acceptable if they clearly display the student name, name of institution, and semester.
- ☐ 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.
- ☐ If you have completed any previous education (completed or not completed), please provide **all transcripts for each program.**
- ☐ Refer to local guidelines for additional documentation required when attending foreign and private institutions
- ☐ You must also register with the Qalipu membership database "ginu" in order to receive funding. Please visit: [www.qalipu.ca/login-options](http://www.qalipu.ca/login-options)

## Post-Secondary Student Support Program Agreement

THIS AGREEMENT made the                      day of                      .  
BETWEEN:

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

- and -

[NAME OF STUDENT] of the City of [City] in the Province of  
[Province] (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 STUDENT], 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 "PSE Support Program") on behalf of QMFNB.

THEREFORE, QMFNB and the Student agree to the following:

### 1.0 AGREEMENT

- 1.1 The QMFNB PSE 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.

Page 1 of 9

Revised November 16, 2017

Revision # 8

WFQ-TMP-008

Applicant Initials: QMFNB Initials:
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## 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:
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#### 4.0 MAXIMUM ALLOWABLE ASSISTANCE

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

##### Financial Assistance – Maximum Allowable Costs:

<i>Type of Assistance</i>	<i>Cost Per Period</i>	<i>Estimated Periods per Agreement and semester dates</i>	<i>Total Estimated Maximum Cost for Agreement Period</i>
Tuition			
Books			
Fees			
Allowances			
Maximum Amount Payable			

#### 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>
	\$
<b>TOTAL</b>	\$

5.2

##### Financial Assistance – Schedule and Basis of Payment:

<i>Type of Assistance</i>	<i>Semesters paid</i>	<i>Estimated Periods per semester / Agreement</i>

## 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.
- 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 Faxed or scanned copies of receipts are acceptable for payment as long as they have the **client's name, the school, and the semester clearly identified**. Invoices and Credit Memos are also acceptable however once payments are made, receipts of payments are required to be submitted to the Client Service Officer within 15 business days of the date of payment. Account statements **need to have the client, the school, and the semester clearly identified**.
- 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 clearly identify the **Students name, the school name, and the semester** and it must be a detailed account summary which shows all fees incurred by the student for each semester.
- 6.7 All book receipts must be from the book store and have 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. **(Please refer to page 3 regarding eligibility for books)**
- 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.

7.2 A student must repay all financial assistance paid out to them by QMFNB during the duration of their agreement if they quit, fail, or are terminated from their program of studies.

## **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 PSE Support Program.

8.3 I agree to allow QMFNB to obtain information from my educational institution regarding obtaining marks, receipts, invoices or to make inquiries regarding my attendance and student achievement at any time during or after my contract in order to meet the funding requirements.

## 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 applicant continuing to meet all eligibility requirements and the availability of funds provided by Canada to QMFNB. Financial assistance 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. If a student is terminated for any reason, all funds paid to the student during the duration of the contract will be required to be repaid to QMFNB.
- 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.

## 11.0 CORRESPONDENCE AND NOTICE

- 11.1 Faxed or scanned documents will be accepted for books, tuition, contracts, and direct deposit forms in order to process your claim. However the **students name, the school name, and the semester must be clearly identified on all receipts**. You are required to follow up with the original documents for contracts, and direct deposit forms. 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. Including the final semester of my program.*
- 3. Each year that I receive funding support from the QMFNB PSE Support Program, I will submit an Application Renewal Form before April 30<sup>th</sup> 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.*
- 4. In order to receive Tuition funding I know that I MUST provide QMFNB an account summary that displays **my name, school name** and that the account summary will show all Tuition and compulsory fees incurred by me for that semester.*
- 5. I know that I must provide documentation such as a syllabus for book payment along with the receipt that indicates the books are required for the course in which I am enrolled. I understand the maximum reimbursement for used textbooks is 50% of the Post-Secondary Institution book store price. (Please refer to page 3 regarding eligibility for books)*
- 6. I recognize that QMFNB provides tuition assistance based on the local rates and rates set out in your Province of permanent residence. I have read the “Eligible Tuition” sections of the Local Guidelines and understand them.*
- 7. 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.*
- 8. I will inform QMFNB of any program changes or personal changes, including course withdrawals or withdrawal from the institution, or change of residence immediately. Also,*

Applicant Initials: QMFNB Initials:
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*that if I withdraw, I understand that I will be required to pay back all funding which I received from Qalipu during the duration of my contract.*

- 9. 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.*
- 10. I will repay any funding that I receive which I am not entitled to.*
- 11. 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.*
- 12. 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.*
- 13. 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.*
- 14. I have read the Local Guidelines, the Agreement and make this Student statement being fully aware of my responsibilities in the PSE Support Program.*
- 15. I will check my e-mail regularly to ensure I am in regular communication with QMFNB.*
- 16. 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 PSE support. If funding is withdrawn or terminated, or if I am not in compliance with any documents required then I will have to repay all funds paid under my agreement with QMFNB.**

**I declare that I was a resident in Canada for the (12) consecutive months prior to the date of my funding application for Post-Secondary Education support with Qalipu Mi'kmaq First Nation Band dated \_\_\_\_\_**

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

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:**

\_\_\_\_\_  
Signature for Client Service Officer

\_\_\_\_\_  
Date

**Signed for Participant:**

\_\_\_\_\_  
Signature for Participant

\_\_\_\_\_  
Date



Post-Secondary Education Student Support Renewal

All fields are mandatory - Please print clearly

PERSONAL INFORMATION

Name: \_\_\_\_\_ SIN: \_\_\_\_\_  
(Name must be entered as it appears on the SCIS Card)

Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB \_\_\_\_\_  
(Month/ Day/ Year)

Number of dependents under the age of 16: \_\_\_\_\_ QMFN Band Registration #: \_\_\_\_\_

COURSE INFORMATION

Name of Institution: \_\_\_\_\_

Program of study: \_\_\_\_\_

Program length as per Institution course calendar: \_\_\_\_\_

What year of the program are you in during 2017-2018: \_\_\_\_\_

Attendance: Full time ☐  
Part time ☐

Has there been any change in programs from your original application ☐

If yes please provide details: \_\_\_\_\_

I agree to allow QMFNB to obtain information from my Educational Institution regarding obtaining marks, receipts, invoices, or to make inquiries regarding my attendance and student achievement at any time during or after my contract in order to meet the funding requirements.

**PROGRAM 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. (If applicable, please refer to page 3)
- 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. (If applicable, please refer to page 3)
- I will submit a course syllabus for each course. (If applicable, please refer to page 3)
- 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 2017-2018 fiscal year and is based on my upcoming contract. I will be sent a renewal form for each year of my existing contract.

**For Eligible clients only:**

- I understand that in order to receive living allowances, I must take at least three (3) courses in a classroom setting. (Eligibility for living allowances are determined based on the Local Guidelines.)
- 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.

**\*\*\* Please be advised that the policy regarding book reimbursement has changed effective April 1, 2017. The new policy states that clients who meet the eligibility for living allowances will receive \$1,000.00 per semester to a maximum of \$2,000.00 per year in place of book allowances. However, clients who do not meet the eligibility for living allowances will be eligible for books at \$1,000.00 per semester to a maximum of \$2,000.00 per year.**

I declare that I was a resident in Canada for the twelve (12) consecutive months prior to the date of my funding application for Post-Secondary Education support with Qalipu Mi'kmaq First Nation Band dated \_\_\_\_\_.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Detailed Program Cost Breakdown

Year	Semester	Semester Start Date	Semester End Date	Tuition Cost	Book Cost	Living allowances
2017-2018	Intercession 2017					
	Fall 2017					
	Winter 2018					

These amounts indicated above will be verified by your official account summary before a contract is completed or payments are made, as these are estimated amounts until official receipts are received. These amounts are for tuition and books **only** no fees can be paid even if they are mandatory fees. Please note that a maximum allowable of **\$2000.00** can be requested for books per fiscal year, if applicable. Also, be aware that students are eligible for a maximum of **\$ 30,000.00** for tuition and books for all programs funded no matter what level.

## Client Service Officer Information

Please **Mail** to:

NAME:

PHONE:

EMAIL:

MAILING ADDRESS: