



**Qalipu**  
FIRST NATION

# Local Guidelines:

## Indigenous Skills Employment Training Program

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## 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. **Qalipu's ultimate goal is to fund the maximum students possible with the funds available.**

The following guidelines have been created for the Indigenous Skills Employment Training Program (ISETP).

The ISETP Program links an individual's training needs to labour market demands and provides individuals with training, skills upgrading and assistance in finding employment. ISETP 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 Education & Training Policy Manual sets out the QFN guidelines for ISETP.

### 1.1 Education & Training 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 Indigenous people regardless of status or location. All cases will be evaluated on individual merit, free of political interference and in accordance with established rules.

**Staff** 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

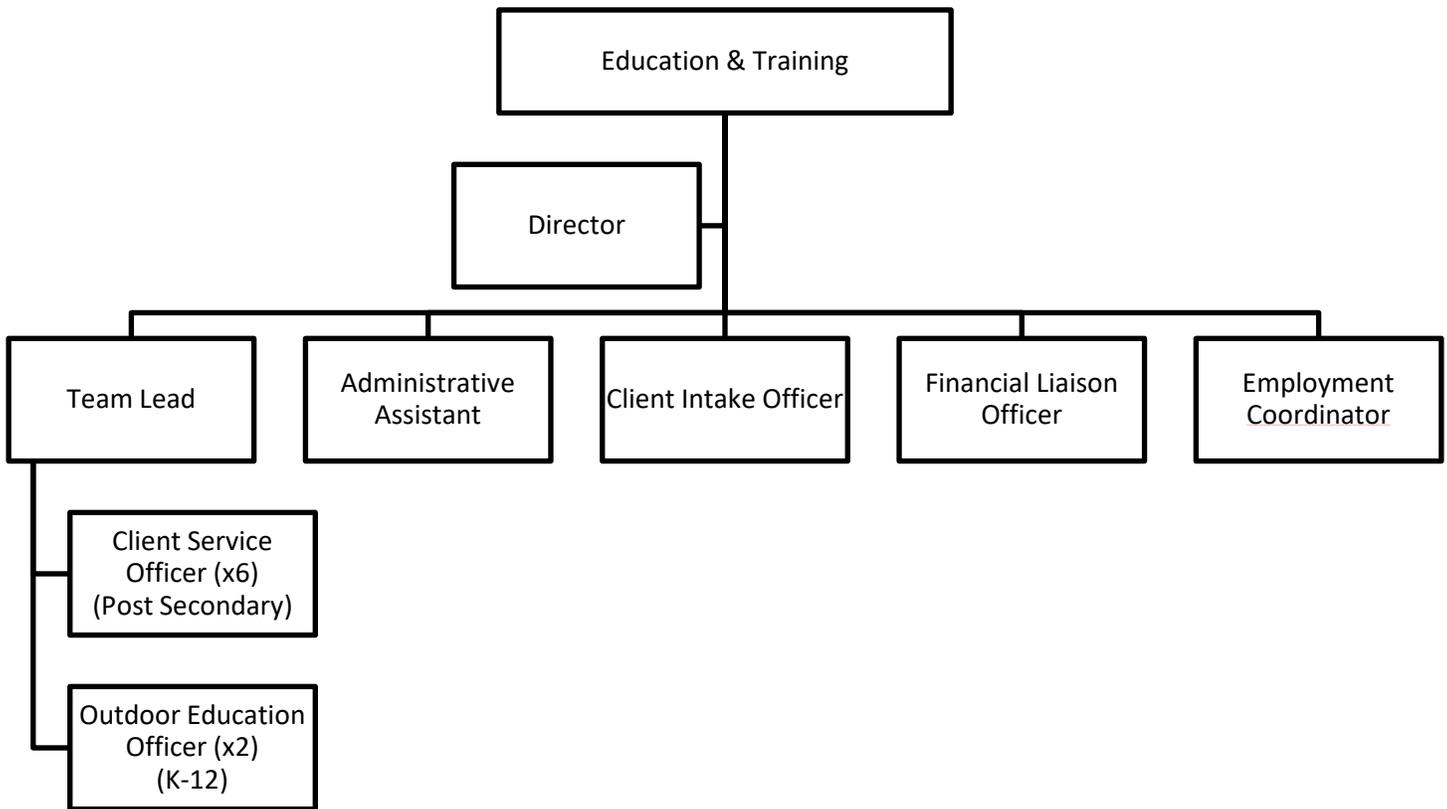
**Respect** must be reflected in what is said, what is done and how relationships are conducted and built with clients and partners.

**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.

## 1.4 Organization

Education & Training Organization Chart



## 1.5 Approval Authority

### Education & Training Standing Committee

The Education & Training Standing Committee (ETSC) is comprised of the Director of Education & Training, two Ward Councilors and a member at large.

#### 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.
- 2<sup>nd</sup> Level 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 Intake Officer

The Client Service Officer is the front-line staff who receives, reviews and recommends funding approval for Applicants to the PSSSP Support Program. The Client Intake Officer is available for applicants and students throughout the application process and the time in which the students receive financial assistance.

### Client Service Officers

The Client Service Officers are assigned student files after the application process. The Client Service Officers case manage student files during the duration of their funding agreements.

## 1.6 Eligible Training

**The Indigenous Skills Employment and Training Program (ISETP)** 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 offered at a private institution which is more than 80 km one-way from the client's permanent address, private rates may be considered.

**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.

## **2.0 Indigenous Skills Employment and Training Program (ISETP)**

Education & Training (ET) will contract with individual students for training. Education & Training 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.

- Education & Training may reimburse 100% up to a maximum of \$18,000.00 per client for course cost, with the exception of ABE.

## **2.1 Definitions**

- “Academic Year”** means an interval of time, 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.
- “Agreement”** means the Agreement found at Appendix “B” of the Education & Training Policy Manual.
- “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.
- “Applicant”** means an individual who has applied to the PSSSP Support Program.
- “Blended Student”** means a student who is taking a mixture of distance and classroom courses.
- “Client”** means an approved Applicant.
- “Dependent”** means any child under the age of sixteen (16).
- “Distance Education Courses”** means courses taken where the Student is not physically in a classroom setting.
- “Distance Education Student”** means a Student who is enrolled at an Eligible Institution taking distance courses.
- “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.
- (k) **“Full-Time Student”** is defined by the educational institution where the student is registered.
- (l) **“Full-Time employment”** means employment that exceeds 20 hours a week
- (m) **“Part-Time Student”** means a student completing less than three (3) courses in any given semester.
- (n) **“Probation”** means the process engaged where a student fails to achieve Satisfactory Academic Standing.
- (o) **“Registered Indian”** means a person who registered and recognized as an Indian pursuant to the *Indian Act* RSC, 1985, c I-5.
- (p) **“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 ISETP Support Program.
- (q) **“Satisfactory Academic Standing”** means the level of academic standing required and defined by the Eligible Institution in which the Student is enrolled.

**“Semester”** means an interval of time in which an academic program is offered, typically 15 weeks but can be as low as 12 weeks.

### 3.0 Eligibility

#### 3.1 Eligible students

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

##### **Priority 1**

Clients which are members of the Qalipu First Nation

##### **Priority 2**

Clients which are self-identified but are applicants of the Qalipu First Nation. These clients may be asked to provide supporting documentation including but not limited to;

- Letter of Eligibility for membership in the Qalipu First Nation
- Confirmation of Application to QFN

### **Priority 3**

Clients which are self-identified but are not members or applicants of the Qalipu First Nation.

EDUCATION & TRAINING 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).

If an Active EI client applies for training they may be approved as a fee payer.

Clients must meet the entrance requirements of the post-secondary institution.

## **3.2 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.

## **4.0 Student Applications**

### **4.1 Application Guidelines**

- Applicants must notify EDUCATION & TRAINING 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 ISETP 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 ISETP may be covered using another funding opportunity (i.e., living allowances and travel costs may be covered through another program or agency, even when EDUCATION & TRAINING is funding a student's books, tuition, and fees).

New applications must have been received by the deadline date set out in this Policy Manual; **late applications may 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 Education & Training. *Flexibility may be given to the deadline dates for programs that do not follow the traditional timelines of Fall (September), Winter (January), and Intercession (May).*

- When late requests are made for assistance for training for specific courses EDUCATION & TRAINING 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.

#### Required Documents

##### 4.1.1 New Applicants

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

- For Qalipu members: 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). The Graduate Equivalency Diploma (GED) is not considered high school equivalency and is therefore not recognized.
- 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 a detailed outline of career goals after completion of the Course of Study.
- Part-time and distance education students need to provide a detailed action plan indicating the designation being sought, the length of training and a planned timeline for completion.
- Applicants attending a private institute must provide documentation identifying the most comparable program (see section 5.2.2 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. If the region

only has one public institution which is more than 80 km one way from the applicant's permanent residence, then the eligible private rates can be considered.

#### 4.1.2 Returning 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 ISETP 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.

## 4.2 Application Deadlines

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

<u>Semester</u>	<u>Date</u>
Fall	June 30 <sup>th</sup>
Winter	October 31 <sup>st</sup>
Intersession / 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.** *Flexibility may be given to the deadline dates for programs that do not follow the traditional timelines of Fall (September), Winter (January), and Intersession (May).*

## 4.3 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 is to happen via e-mail as soon as possible after a decision has been made.

- The Client Intake Officer must verify the ISETP applicant's status number against client information entered into the GINU database.
- 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 a Client Services Officers (CSO) based on sequence and isolating applications that represent a Conflict of Interest for the associated CSO.
- After applications have been processed, all applicants will be notified in writing (this includes via e-mail) about the status of their funding. Unapproved and 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 EDUCATION & TRAINING is highly subscribed to and very limited. Therefore, all funding will be limited by the resources we have in any given fiscal year.***

#### **4.4 Registration with Labour Force Database (ginu)**

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

#### **4.5 Deferred Applications**

- A deferred application is one where an eligible applicant is denied support as funds are fully committed in a given funding period.
  - ISETP is a support program and as such is not meant to 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.

- An email will be provided to the applicant with the following:
  - Confirmation of receipt of the application
  - Date the application was deferred
  - Explanation for deferment
- Education & Training shall put the application on file and must review the deferment file on the dates of application deadlines. Students on the deferment list in excess of one year will be asked to reapply.

## **5.0 Funding**

### **5.1 Eligible Expenditures**

Eligible expenditures for ISETP Post-Secondary funding are:

- Tuition;
- Books required by the student for their program of study, if applicable.
- Allowances if eligible
- Mandatory compulsory fees; (includes registration, application and transcript fees)

### **5.2 Eligible Tuition**

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

#### 5.2.1 Public Canadian Institutions:

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

#### 5.2.2 Private Institutions:

- Students attending private post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, charged by a 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. If the region only has one public institution which is more than 80 km one way from the applicant's permanent residence, then the eligible private rates may be considered.

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 institute must provide documentation identifying the most comparable program, and its related tuition fees, in the Canadian public institution nearest to his/her place of residence at the time of application if the public institution is within 80 km of their permanent residence.

### 5.2.3 Tuition Procedure

Education & Training will reimburse the student for the eligible amount of tuition if they provide an official receipt issued by the Eligible institution. ET will also accept Credit Memos or Account Statements if those supports are available at the client's institution. (Students will be required to submit the official receipt if paid by credit memo or account statement within 2 weeks)

## 5.3 Books

Applicants who 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.

### 5.3.1 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.

## 5.4 Allowance

### Living Allowance

Applicants who are eligible for allowances will receive a maximum of \$1,000.00 per semester 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.

- o **Active Employment Insurance (EI) students** may 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.
- o **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.

## 5.5 Part-Time Students

Regardless of funding availability, part-time students are not eligible for Living Allowances.

## 5.6 Ineligible Expenditures

The following expenditures are not eligible for support:

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

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

## 5.7 Other Conditions

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

## 5.8 Taxable Income

Please note that any financial support provided to clients through the ISETP program (i.e., funds for books, living allowance, tuition, or fees) are taxable to the student. Therefore, Qalipu will issue a T2202A to clients for any funds received under the ISETP program, and this income must be included on the client's tax return.

## **6.0 Limit of Support**

### **6.1 Fields of Training Supported**

#### **College 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 Indigenous communities. Exception may apply if the student has a written commitment from an employer; stating future employment after the training is completed.

- EDUCATION & TRAINING will pay private institutions the equivalent cost of tuition as the public institution if the public institution nearest to 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. If the region only has one public institution which is more than 80 km one way from the applicant's permanent residence, then the eligible private rates may be considered.

#### **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.

Only university undergraduate degrees are eligible for support through ISETP. Graduate programs (i.e., Masters, PHD programs, etc.) will not be considered for funding through this program.

University students will only be eligible for support if they have successfully completed 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.

### **Please Note**

The client must be able to **complete** the program at the end of the EDUCATION & TRAINING intervention (as per client contract).

## **6.2 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.

## **6.3 Duration of Studies Limitation**

College programs may be considered for support for up to three academic years. Only the last two years of an undergraduate degree may be funded (4 academic semesters + one work term)

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 year will also be permitted to allow students to complete their training in the event they were unsuccessful in graduating in the normal timeframe.

EDUCATION & TRAINING will only provide one extension to any program. This extension cannot be an entire program with a different certificate.

### **6.3.1 Work Terms**

Many fields of training include work terms in the curriculum of the program. Students who are completing an unpaid workterm are entitled to allowances. 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 outside the province.

- College Co-Op Program:

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

- University Co-Op Program:

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

#### 6.3.2 Distance Education

- College:

Applicants applying to EDUCATION & TRAINING to compete a certificate or diploma through a publicly funded community college must obtain the necessary credits. The EDUCATION & TRAINING 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 Indigenous 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; EDUCATION & TRAINING insist the client has to complete the 20 courses in a maximum of 7 semesters. EDUCATION & TRAINING 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 case managed by the Client Service Officer until completion of program (Client may be responsible for completion of program without assistance, however clients may be eligible for a one- year extension to complete any courses necessary for graduation). If the client quits their program of study during a semester, then the client will repay Education & Training the cost of that current semester.

### 6.4 Maximum Allowable Support

The maximum allowable tuition and books to be paid toward any client is \$18,000 under ISETP, with the exception of ABE.

Books cannot exceed \$2,000 per academic year

### 6.5 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.

## **6.6 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.

### **6.6.1 Failing to achieve Satisfactory Academic Standing**

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.

### **6.6.2 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 ISETP Support Program and have their support reinstated.

### **6.6.3 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.

## **6.7 Reclaiming of Funds**

When a Client must repeat a course that is mandatory, having failed to achieve the required passing mark, the Client may be eligible to have that course paid a second time pending review of the failed course.

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.**

If, after dropping out of a program and terminating their contract with EDUCATION & TRAINING, a client returns to finish a program at their own expense, they will not be required to pay back the portion of the program that has previously been funded.

## **6.8 Emergency Contingency Funding**

Education & Training does not provide emergency contingency funding or maintain an emergency contingency fund. All ISETP 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.

## **6.9 Right to Terminate or Adjust Support**

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.

## **7.0 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 EDUCATION & TRAINING 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 EDUCATION & TRAINING administration, they are to contact the EDUCATION & TRAINING office. Students are to contact their respective CSO for any and all inquiries pertaining to their file.
- Students will be responsible for ensuring that they register for the correct courses in their specified programs and that they register on time. Education & Training will not be responsible for any late fees associated with a student's late filing.
- 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, Education & Training.

- If a student fails a subject and can retake the subject during the semester, they will be given the opportunity. The student may be eligible to have that course paid a second time pending review of the failed course.
- If a student quits a program without just cause or is terminated by the school or Education & Training during the semester, then the student will repay Education & Training the total amount paid out to the student for that semester that was not completed.

## **8.0 Responsibility of Personnel**

### **Client Intake Officer:**

- Will verify that applications are complete prior to committee meeting;
- Take minutes during ISETP Education and Training committee meetings

### **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 EDUCATION & TRAINING program are strictly enforced and communicated at all times.

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

- The committee will consist of the Director of Education & Training, Team Lead of Education and Training a Client Service Officer, and the Client Intake Officer or Administrative Assistant.
- The committee 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 attend the meetings prepared to discuss each application. Will not participate in any decision making of individuals that are related to them personally.
- First stage of the appeal process

### **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;
- To participate in Annual Review and Planning Session with Education & Training staff; and
- 2<sup>nd</sup> stage of Appeals committee

## **9.0 Appeal Process**

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

### **9.1 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 ET committee.

The Team Lead and Director of EDUCATION & TRAINING 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 ET committee meeting.

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

### **9.2 Appeal**

An Appellant may appeal the Internal Review Decision to the ET Standing Committee. The Appellant must provide the Appeal Board with notice and reasons for the appeal within thirty (30) days of receiving the Internal Review decision.

#### **9.2.1 Written Arguments**

The ET standing committee will provide the Appellant thirty (30) days to submit written arguments. The Parties will provide the ET Standing committee with all documents and materials that are relevant to the

Appeal. The ET standing committee will then distribute the written arguments and relevant materials and documents to all Parties.

#### 9.2.2 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 committee must consider the merits and value of the oral hearing in determining if one is to be held. Where the ET standing committee decides against an oral hearing, reasons shall be given to the Parties.

Alternatively, the ET standing committee may convene an oral hearing even if neither Party requests one.

#### 9.2.3 Hearing Procedure

The ET standing committee 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 ET standing committee 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.

#### 9.2.4 Final Decision

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

The ET standing committee shall have the authority to confirm, reverse or amend any previous decision.

## **10.0 Employment Programs & Services**

### **10.1 Wage Subsidy Program**

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

- Employment application must be submitted to EDUCATION & TRAINING along with a résumé and consent to release information form from the employee.

- EDUCATION & TRAINING 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, EDUCATION & TRAINING will pay a maximum of \$13.00 per hr.
- Generally, EDUCATION & TRAINING will only subsidize 75% of the negotiated employment duration. Twenty- six (26) weeks is the maximum employment duration and EDUCATION & TRAINING will not pay the 26 weeks consecutively. Employer and EDUCATION & TRAINING will agree upon a payment schedule.
- Indigenous and Non-Indigenous businesses or organizations are eligible applicants of the wage subsidy program. The employee however, must be an Indigenous 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.

## **10.2 Seasonal Wage Subsidy Program**

The Seasonal Wage Subsidy Program can assist Indigenous people to prepare for, obtain and maintain full-time new employment. The purpose is to provide employers with an incentive to hire Indigenous 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 EDUCATION & TRAINING, 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.
- EDUCATION & TRAINING 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; EDUCATION & TRAINING will pay a maximum of \$13.00 per hr.
- Generally, EDUCATION & TRAINING will only subsidize 75% of the negotiated employment duration. Twelve (12) weeks is the maximum employment duration allowed and EDUCATION & TRAINING will not pay the 12 weeks consecutively. Employer and EDUCATION & TRAINING will agree upon a payment schedule.
- Indigenous and Non-Indigenous businesses or organizations are eligible applicants of the Seasonal Wage Subsidy Program. The employee however, must be an Indigenous 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.

### **10.3 Self-Employment Assistance Program**

This program will be provided by EDUCATION & TRAINING to help provide financial assistance to a client to help them to start their own business. EDUCATION & TRAINING 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. EDUCATION & TRAINING 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. Recipients of seasonal SEA may receive a maximum of \$5,000.

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

- SEA must complete the employment program application plus provide a business plan
- The Director of Education and Training and the Employment Coordinator 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.

## 10.4 Graduate Incentive Program

The Graduate Incentive Program may financially support status and non-status Indigenous 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 Indigenous person for activities related to seeking employment)
- Wage Subsidy Program
- Training

### 10.4.1 Objectives of Graduate Incentive Program

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

- Successfully integrate post-secondary graduates into the labour market.
- To help gain full time employment for EDUCATION & TRAINING graduates during the program.
- To improve post-secondary graduates' employability and skills and improve their chances of full-time employment in the future.
- Foster partnerships between employers and Indigenous graduates.

**Please note: this funding is open to any Qalipu members regardless of whether they have been funded for Post-Secondary Education programs, in or out of the province.**

### 10.4.2 Eligibility criteria for Graduate Incentive Program

#### Eligible Employers

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

#### 10.4.3 Application for Graduate Program Lump Sum Bonus

For services other than the wage subsidy program the graduate will submit an employment application to EDUCATION & TRAINING. Maximum payable is \$500.00 for a client to relocate to obtain full time employment. To be eligible a client must include:

- Employee information section and declaration of the Employment Assistance Program Application form.
- Recent pay stub
- Resume
- Photocopy of Certificate/Diploma/Degree
- A brief summary, not more than 250 words, of how this bonus would be of benefit to you
- A photocopy of your SCIS card or Confirmation of Membership into an Indigenous Organization or Band

Application to the wage subsidy part of the Graduate Incentive Program, the employer will submit an employment application to EDUCATION & TRAINING. To be eligible an employer must include:

- Employment Assistance Program Application form
- Certificate of Clearance from Workplace NL
- Detailed job description
- Proposed Employee's resume
- A photocopy of your SCIS card or Confirmation of Membership into an Indigenous Organization or Band

### **10.5 Skills Parachute Program**

The Skills Parachute Program is offered through Education & Training to increase the skills of a client and improve their chances of maintaining or gaining employment. The Skills Parachute Program will cover the cost of short-term courses, up to a maximum of five days in length. The maximum cost covered by this program is \$1500.

For short-term courses longer than 5 days but less than 12 weeks in duration, applicants must apply through the Short-Term Courses Funding Program to be eligible for support.

Recertification of expired courses may be eligible for support under these programs in circumstances where a client is not currently attached to the labor force and requires recertification to increase employability. The Skills Parachute Program will not cover the cost of driver education or hunter education courses.

Please note that a student being funded under any of Education & Training educational programs are not simultaneously eligible for Short-Term Course consideration.

Applicants who are interested in applying for the Skills Parachute Program must fill out an application form. Applications are available on our website. All applications must include, at minimum, the following documentation:

- Proof of membership in the Qalipu First Nation. Include a photocopy of your Secure Certificate of Indian Status (status card). If you are non-status and you have self-identified as an Indigenous person, please indicate on the application.
- A written summary (not more than 250 words) of why you have chosen this short-term course of study and what your career goals are after completion of the Course of Study.
- A document demonstrating that this new course would be beneficial in helping you find and maintain employment. This documentation could be a letter from an employer, job ad, trade union application or some other document demonstrating labour market demand.
- A detailed course cost from the institution, acceptance into course, and start and end dates from the school.
- Once completed, Qalipu requires a copy of the certificate or letter of completion of the course supported.

**Please Note: Funding under this program is not guaranteed and as this is a reimbursement program, you cannot begin this course without our prior approval. If you have taken this course on your own, before applying to us, we cannot reimburse you.**

## **10.6 Short Term Courses Funding Program**

The Short- Term Courses Funding Program is offered through EDUCATION & TRAINING to increase the skills of a client or group of clients, helping to maintain their employment, or to gain an attachment to the labour force. This program covers courses that are shorter than 12 weeks in duration.

The Short Term Courses Funding Program may be used by employers as a form of group based training support, when it is required that a group of employees, or potential employees, receive the training to be eligible to keep or gain employment with that employer.

## **10.7 Youth Programs**

### **RCMP/Qalipu First Nation Summer Student Program**

The RCMP/Qalipu First Nation Summer Student Program provides Indigenous Youth with an opportunity to work with the RCMP. It is a nine-week paid program from June to August, which includes a one-week training session

at the RCMP headquarters in St. John's. Because Cultural Awareness is a priority with both the RCMP and QFN, students are exposed to Cultural Awareness in their training, and spend part of their summer employment working with Elders in their community.

To be eligible for the program, applicants must:

- Have completed high school;
- Be a Status or Non-Status Indigenous (students are asked to indicate on their cover letter which Band or organization they are a member of. QFN members are asked to submit a photocopy of a non-expired SCIS card, or temporary proof of registration documentation);
- Be between the ages of 19-29 in the year in which you are applying;
- Have no criminal record;
- Be currently registered as a full-time student;
- Be planning to attend full-time studies in September
- Submit a completed application form and cover letter.
- Hold a valid Drivers License

### **Youth Summer Employment Program (YSEP)**

The Youth Summer Employment Program is a partnership between the Government of Canada and QFN that provides Indigenous Youth with an opportunity to gain employment with local employers during the summer months. QFN accepts proposals from community organizations who are interested in providing meaningful summer employment to Indigenous Youth. The aim of this program is to improve employability skills and provide tools that will help youth advance their education.

Interested employers must submit a completed YSEP application and attach any requested supporting documentation by the March 31<sup>st</sup> deadline. Notification will be sent from Education & Training during the second week of April.

Employers who successfully obtain a summer student through the YSEP program are responsible for recruiting and hiring an eligible Indigenous Youth to fill the position. The successful candidate must be approved by Education & Training prior to being offered the position.

Eligible students must be:

- Registered as a current full-time student;
- Planning on returning to full time studies in the Fall;

- Between the ages of 15 and 29 (inclusive); and
- An Indigenous person. Both status and non-status Indigenous may apply; however, priority will be given to registered members of QFN.

## **11.0 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.

## **10.8 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.



## 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  \_\_\_\_\_

Are you a member of Qalipu Mi'kmaq First Nation Band? Yes  No

If not, are you of Aboriginal Ancestry? Yes  No

Do you have a disability? Yes  No

If "yes", please specify: \_\_\_\_\_

## COURSE INFORMATION

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)

Will you be living at home with parents/guardians while attending School? Yes  No

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.

QM-POL-005

Revision # 9

Revision Date: October 11, 2019

**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? Yes  No   
HRLE Income Support

**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 Education and Training Qalipu. Please attach all transcripts from all previous programs (completed or not completed)**

## DECLARATION

Signing this application allows Education and Training Offices to obtain information from all ARMS or Employment Services Offices (EAS).

Applications may also be used for public documents such as Minutes, Education and Training Reports, Board Kits, etc. The Qalipu Mi'kmaq First Nation Band agrees to share this information with Service Canada or Indigenous Services Canada.

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

I will notify Education and Training 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 Education and Training will contact me through e-mail and it is my responsibility to notify Education and Training 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 the Client Intake Officer if you have any questions concerning residency requirements.

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

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

**Submit Applications for Post-Secondary Education Support to:**  
**Education and Training**  
**Attention: Client Intake Officer**  
**P.O. Box 460**  
**St. George's, NL,**  
**A0N 1Z0**  
**Phone: 709-647-3171**  
**Email:**  
**educationandtraining@qalipu.ca**

**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	Tuition Costs	Fee Costs	Book Costs	Work Term Paid or Unpaid
<b>Sample</b>	Fall	September 1, 2011	December 15, 2011	\$2,000	\$ 150	\$500	NO
	Winter	January 3, 2012	April 15, 2012	\$2,000	\$ 150		Paid Work Term
	Intersession	April 25, 2012	June 24, 2012	\$2,000	\$ 150	\$500	NO
<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, fees 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:**

- If you indicated that you are a Qalipu member please provide 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 ISETP 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)

## Skills Development Employment Benefit Agreement

THIS AGREEMENT made the **[DATE]**, day **[MONTH]** of, **[YEAR]**.

BETWEEN:

ISETP Holder (QALIPU FIRST NATION) (hereinafter called "QFN")

- 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 ISETP Holder (QFN) has agreed to provide you, **[NAME OF SUCCESSFUL APPLICANT]**, under the Indigenous Skills and Employment Training Program (ISETP) – Skills Development Employment Benefit under the Employment Insurance Act (EI) or ISETP Program Terms and Conditions from the Consolidated Revenue Fund (CRF).

The purpose of the financial assistance is to provide you with the opportunity to take part in training that has been identified by the ISETP Holder as demand-driven, which will enable you to participate in the labour market.

**Financial Assistance Source for You:** \_\_\_\_\_

THEREFORE, QFN and the Student agree to the following:

### 1.0 AGREEMENT

- 1.1 The QFN ISETP Program Local Guidelines set out in the Education and Training 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 QFN 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.

**2.0 STUDENT INFORMATION <sup>2</sup>**

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 (Training Information):**

Eligible Institution:
Eligible Program:

<b>3.2 Duration of the Agreement</b>	
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.

<b>Financial Assistance – Maximum Allowable Costs:</b>			
<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>
Tuition			
Books			
Fees			
Allowances			
Maximum Amount Payable			

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

**5.0 FINANCIAL SUPPORT**

5.1 ISETP (QFN) 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 Education and Training 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 QFN 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. All clients are encouraged to submit book receipts and book list in case funds become available)**
- 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.

**Note to Active EI Claimants Regarding Referral under Section 25 of the EI Act:**

A claimant is unemployed, capable of and available for work and therefore eligible to receive EI Benefits when attending a training course under the Skills Development Employment Benefit as Authorized by the Commission or Designate. Failure to meet the conditions of your Section 25 Referral may result in the loss of your entitlement of EI benefits.

For the purposes of Section 25 of the EI Act, the participant is hereby referred to the course.

YES \_\_\_\_\_

NO \_\_\_\_\_

N/A \_\_\_\_\_

**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 QFN 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 Qalipu Education and Training Skill Development Employment Benefit by the ISETP Holder. 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 9 of this Agreement, the Student agrees to provide written consent to ISETP Holder (QMFN) to share personal information with Canada as required for the administration of the ISETP Program.

8.3 I agree to allow QFN 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 ISETP holder (QFN), 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 QFN 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 ISETP Holder (QFN) and may be cancelled or reduced in the event that Canada cancels or reduces its funding to the ISETP Holder (QFN).

10.2 QFN 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 QFN.

10.3 QFN 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 QFN 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.

11.2.1 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 ISETP Holder (QFN), under the Indigenous Skills and Employment Training Program (ISETP), 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 QFN before any payments are made to the client for the next semester.*
- 3. Each year that I receive funding support from the QFN ISETP 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 Education and Training Qalipu to withhold any funding to me.*
- 4. In order to receive Tuition funding I know that I MUST provide QFN an account summary that displays **my name, the name of the school** 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 QFN 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*
- 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 QFN 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.*
- 9. I will maintain Satisfactory Academic Standing at all times, and if I fail to do so, I will inform QFN immediately and agree to the terms and conditions set as my Probation.*
- 10. 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.*
- 11. I will repay any funding that I receive which I am not entitled to.*

12. *I will mail or e-mail all documents to QFN – I recognize that QFN 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 QFN 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 ISETP program.*
15. *I will check my e-mail regularly to ensure I am in regular communication with QFN.*
16. *I agree to maintain respectful, open and meaningful dialogue with QFN 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, QFN may withdraw, reduce or terminate my ISETP 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 QFN.**

**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 Nation dated \_\_\_\_\_**

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

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

**Signatories to this Agreement:**

**Signed for QFN:**

\_\_\_\_\_  
**[Signature of Client Service Officer]**

\_\_\_\_\_  
 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.***

**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: \_\_\_\_\_ QFN Band Registration #: \_\_\_\_\_

Will you be living at home with parents/guardians while attending school? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**COURSE INFORMATION**

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

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

What year of the program are you in during 2019-2020? \_\_\_\_\_

Will you complete your program after 2019-2020 school year? \_\_\_\_\_

Attendance: Full time   
 Part time

Has there been any change in programs from your original application Yes   
 No

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

Please indicate the semesters you will be attending and number of courses per semester for the 2019-2020 school year:

Semester	Number of courses	Are courses in class or distance?	Is this a work term?
Spring 2019			
Summer 2019			
Fall 2019			
Winter 2020			

**PROGRAM REQUIREMENTS - PLEASE READ CAREFULLY**

- I will submit my verification of enrolment within fifteen (15) business 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. ***It is strongly recommended that you submit book receipts along with course syllabus or book list each semester in case extra funds become available.***
- I will submit a course syllabus for each course, or official booklist from my school.
- I will inform my Client Service 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 Service Officer and available on Qalipu's Education and Training website.
- I understand that this form is for budgetary purposes for the 2019-2020 fiscal year and understand that this form is not a contract.

**For Eligible clients only:**

- I understand that in order to receive living allowances, I must meet the eligibility requirements which will be 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 Service Officer immediately. I realize that I am not entitled to receive both EI and living allowances under this agreement.

**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**

\_\_\_\_\_.

I agree to allow QFN 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.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_