



**Qalipu**  
FIRST NATION

**Local Guidelines:**

# **Indigenous Skills Employment Training Program**

**Qalipu First Nation**

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# TABLE OF CONTENTS

<b>1.0</b>	<b>EDUCATION &amp; TRAINING</b>	<b>5</b>
1.1	MANDATE	6
1.2	PROGRAM DELIVERY PRINCIPLES	6
1.3	ORGANIZATION	7
1.4	APPROVAL AUTHORITY	7
1.4.1	EDUCATION & TRAINING STANDING COMMITTEE	7
1.4.2	EDUCATION AND TRAINING ROLES	8
<b>2.0</b>	<b>INDIGENOUS SKILLS EMPLOYMENT TRAINING PROGRAM (ISETP)</b>	<b>8</b>
2.1	TAXABLE INCOME	9
2.2	DEFINITIONS	9
2.3	ELIGIBLE STUDENTS	10
2.4	ISETP PRIORITY CATEGORIES	11
2.5	NON-STATUS APPLICANTS	11
<b>3.0</b>	<b>Indigenous Skills Employment Training Program – Post Secondary Training (ISETP - PST)</b>	<b>11</b>
3.1	INELIGIBLE PST APPLICANTS	11
3.2	ELIGIBLE PROGRAMS/TRAINING	12
3.3	ELIGIBLE INSTITUTIONS	12
3.4	RESIDENCY REQUIREMENTS	13
<b>4.0</b>	<b>ISETP – POST SECONDARY TRAINING (PST) APPLICATIONS</b>	<b>13</b>
4.1	RETURNING POST-SECONDARY STUDENTS	14
4.2	DATE OF APPLICATION DEADLINES	15
4.3	LATE REQUESTS	15
4.4	DEFERRED APPLICATIONS	15
4.5	PROCESSING APPLICATIONS	16
<b>5.0</b>	<b>SUPPORT</b>	<b>17</b>
5.1	EXTERNAL FUNDING/SUPPORT	17
5.2	ELIGIBLE EXPENDITURES	17
5.3	ELIGIBLE TUITION	17
5.3.1	PUBLIC AND PRIVATE CANADIAN INSTITUTIONS	18
5.4	TUITION PROCEDURE	18
5.5	BOOKS	18
5.6	LIVING ALLOWANCE	18
5.6.1	LIVING ALLOWANCE ELIIGIBILITY	19
5.6.2	PART-TIME STUDENTS	19
5.7	TUOTRING	19
5.8	INELIGIBLE EXPENDITURES	19

5.9	SPECIAL ONE-TIME FUNDING .....	20
5.10	TAXABLE INCOME.....	20
5.11	SECURING EMPLOYMENT.....	20
<b>6.0</b>	<b>LIMITS OF SUPPORT .....</b>	<b>20</b>
6.1	PROGRAM LIMITATION .....	21
6.2	DURATION OF STUDIES LIMITATION .....	21
6.3	WORK TERM/CO-OP PROGRAMS .....	21
6.3.1	COLLEGE CO-OP PROGRAM.....	21
6.3.2	UNIVERSITY CO-OP PROGRAM .....	21
6.4	DISTANCE EDUCATION .....	21
6.5	MAXIMUM ALLOWABLE SUPPORT .....	22
6.6	SATISFACTORY ACADEMIC STANDING .....	22
6.7	PROBATION .....	22
6.8	RECLAIMING OF FUNDS.....	22
6.9	EMERGENCY CONTINGENCY FUNDING.....	23
6.10	RIGHT TO TERMINATE OR ADJUST SUPPORT AT ANY TIME .....	23
<b>7.0</b>	<b>RESPONSIBILITY OF STUDENTS .....</b>	<b>23</b>
<b>8.0</b>	<b>RESPONSIBILITY OF PERSONNEL.....</b>	<b>24</b>
<b>9.0</b>	<b>APPEAL PROCESS.....</b>	<b>25</b>
9.1	INTERNAL INTERVIEW .....	25
9.2	APPEAL .....	25
9.2.1	WRITTEN ARGUMENTS.....	26
9.2.2	DETERMINING IF A HEARING IS WARRANTED .....	26
9.2.3	HEARING PROCEDURE .....	26
9.2.4	FINAL DECISION .....	26
<b>10.0</b>	<b>EMPLOYMENT PROGRAMS AND SERVICES .....</b>	<b>26</b>
<b>10.1</b>	<b>WAGE SUBSIDY PROGRAM .....</b>	<b>26</b>
10.1.1	PROGRAM OBJECTIVES .....	26
10.1.2	ELIGIBLE EMPLOYERS (APPLICANTS).....	27
10.1.3	ELIGIBLE EMPLOYEES (CLIENTS).....	27
10.1.4	WAGE SUBSIDY GUIDELINES.....	27
10.1.5	EMPLOYER RESPONSIBILITIES .....	27
10.1.6	APPLICATION PROCESS.....	28
<b>10.2</b>	<b>SEASONAL WAGE SUBSIDY PROGRAM .....</b>	<b>28</b>
10.2.1	PROGRAM OBJECTIVE .....	28
10.2.2	ELIGIBLE EMPLOYERS (APPLICANTS) .....	28
10.2.3	ELIGIBLE EMPLOYEES (CLIENTS) .....	28

10.2.4	SEASONAL WAGE SUBSIDY GUIDELINES .....	28
10.2.5	EMPLOYER RESPONSIBILITIES .....	29
10.2.6	APPLICATION PROCESS.....	29
<b>10.3</b>	<b>SELF-EMPLOYMENT ASSISTANCE PROGRAM .....</b>	<b>30</b>
10.3.1	PROGRAM OBJECTIVES .....	30
10.3.2	ELIGIBLE APPLICANTS .....	30
10.3.3	MAXIMUM ASSISTANCE AMOUNT .....	30
10.3.4	PART-TIME EMPLOYMENT .....	30
10.3.5	APPLICATION .....	30
<b>10.4</b>	<b>GRADUATE INCENTIVE PROGRAM - WAGE SUBSIDY.....</b>	<b>31</b>
10.4.1	PROGRAM OVERVIEW.....	31
10.4.2	PROGRAM OBJECTIVES.....	31
10.4.3	WAGE SUBSIDY .....	31
10.4.4	ELIGIBLE APPLICANTS.....	32
10.4.5	ELIGIBLE EMPLOYERS.....	32
10.4.6	APPLICATION PROCESS .....	32
<b>10.5</b>	<b>GRAD INCENTIVE PROGRAM – LUMP SUM PROGRAM .....</b>	<b>32</b>
10.5.1	PROGRAM OBJECTIVES.....	32
10.5.2	LUMP SUM BONUS .....	33
10.5.3	ELIGIBLE APPLICANTS.....	33
10.5.4	DEADLINE FOR SUBMISSION .....	33
10.5.5	APPLICATION PROCESS .....	33
<b>10.6</b>	<b>SKILLS PARACHUTE PROGRAM .....</b>	<b>34</b>
10.6.1	PROGRAM OBJECTIVES.....	34
10.6.2	ELIGIBLE COURSES.....	34
10.6.3	INELIGIBLE COURSES.....	34
10.6.4	MAXIMUM COURSE COST .....	34
10.6.5	ELIGIBLE APPLICANTS.....	34
10.6.6	APPLICATION PROCESS .....	34
<b>10.7</b>	<b>SHORT-TERM COURSES FUNDING PROGRAM .....</b>	<b>35</b>
10.7.1	PROGRAM OBJECTIVES.....	35
10.7.2	ELIGIBLE COURSES .....	35
10.7.3	MAXIMUM COURSE COST.....	35
10.7.4	ELIGIBLE APPLICANTS.....	35
10.7.5	APPLICATION PROCESS .....	35
<b>10.8</b>	<b>RCMP/QALIPU FIRST NATION SUMMER STUDENT PROGRAM.....</b>	<b>36</b>
10.8.1	PROGRAM OBJECTIVE.....	36

10.8.2	PAY RATE AND WORKING HOURS.....	36
10.8.3	ELIGIBLE APPLICANTS.....	36
10.8.4	APPLICATION PROCESS.....	37
<b>10.9</b>	<b>YOUTH SUMMER EMPLOYMENT PROGRAM (YSEP).....</b>	<b>37</b>
10.9.1	PROGRAM OBJECTIVE.....	37
10.9.2	ELIGIBLE EMPLOYERS (APPLICANTS).....	38
10.9.3	ELIGIBLE STUDENTS (EMPLOYEES).....	38
10.9.4	EMPLOYER RESPONSIBILITIES .....	38
10.9.5	WAGE.....	39
10.9.6	STUDENT SELECTION PROCESS.....	39
10.9.7	EMPLOYER APPLICATION PROCESS.....	40
<b>11.0</b>	<b>CONFLICT OF INTEREST GUIDELINES FOR STAFF .....</b>	<b>40</b>
11.1	PRIVACY OF RECORDS.....	40
11.1.1	COLLECTING PERSONAL INFORMATION .....	40
11.1.2	OBTAINING CONSENT .....	40
11.1.3	LIMITING THE USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION .....	40
11.1.4	PROTECTED PERSONAL INFORMATION.....	41
<b>APPENDIX "A"</b>	<b>POST SECONDARY STUDENT SUPPORT PROGRAM APPLICATION .....</b>	<b>42</b>
<b>APPENDIX "B"</b>	<b>POST SECONDARY STUDENT SUPPORT PROGRAM AGREEMENT .....</b>	<b>48</b>
<b>APPENDIX "C"</b>	<b>POST SECONDARY STUDENT SUPPORT PROGRAM ANNUAL RENEWAL FORM .....</b>	<b>57</b>

## 1.0 EDUCATION & TRAINING

### Overview

The Qalipu First Nation (QFN), through the Education & Training Department (ET) administers several education, training, and employment initiatives from different funding sources. Each type of funding has different program eligibility and reporting requirements which vary slightly. When an application is received, QFN assesses eligibility under each funding initiative to determine the best fit. **QFN's 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 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. ISETP is funded through Service Canada. This Education & Training Policy Manual sets out the QFN guidelines for ISETP.

## 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:** Clients are the focus. All 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:** 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.

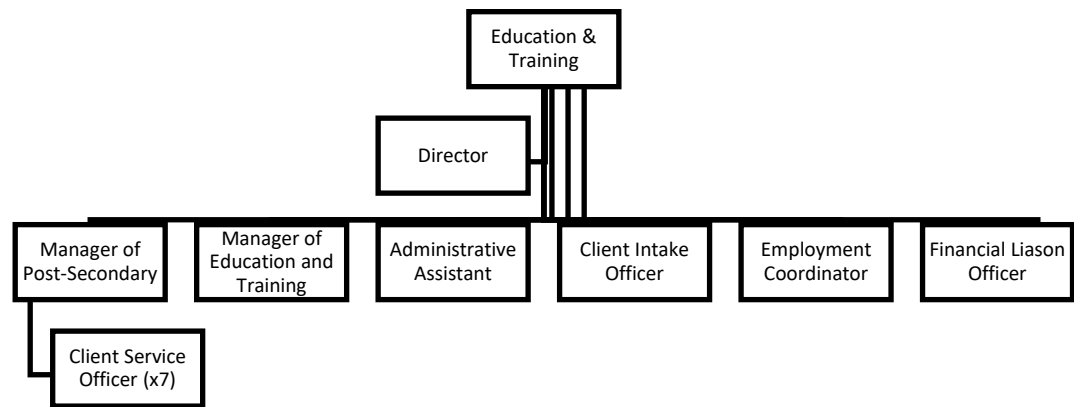
**Respect:** Respect must be reflected in what is said, what is done and how relationships are conducted and built with Clients and partners.

**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

1.4.1 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 of ETSC:**

- 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
- Second Level Appeals committee.

## **1.4.2 EDUCATION AND TRAINING ROLES**

### **Director**

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

### **Manager of Education and Training**

The Manager of Education and Training works with the Director of Education and Training to complete annual reporting, operational planning, variance, and budget monitoring. The Manager of Education and Training works in cooperation with the Director and the Manager of Post-Secondary Education to oversee Post-Secondary funding programs.

### **Manager of Post-Secondary**

The Manager of Post-Secondary works in cooperation with Director of Education and Training and Manager of Education and Training to approve Client files in Education and Training programs and provide oversight and direction to Client Service Officers of Education & Training.

### **Client Intake Officer (CIO)**

The Client Service Officer is the front-line staff who receives, reviews, and recommends funding approval for Applicants to the ISETP. 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 (CSO)**

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.

## **2.0 INDIGENOUS SKILLS EMPLOYMENT TRAINING PROGRAM (ISETP)**

The ISETP has eleven (11) different sub-programs which are offered under its umbrella of funding:

- 1) Indigenous Skills Employment Training Program – Post Secondary Training (PST)
- 2) Skills Parachute Funding Program
- 3) Short-Term Courses Funding Program
- 4) Grad Incentive Wage Subsidy Program (GIP)

- 5) Grad Incentive Lump Sum Program
- 6) Self-Employment Assistance Program (SEAP)
- 7) Wage Subsidy Program (WSP)
- 8) Seasonal Wage Subsidy Program
- 9) RCMP/Qalipu First Nation Summer Student Program
- 10) Youth Summer Employment Program (YSEP)
- 11) Targeted Training Initiative Programs

The Local ISETP Guidelines are publicly available at: <https://qalipu.ca/education-and-training/post-secondary-student-support-training/>

## 2.1 TAXABLE INCOME

All financial support provided to clients through ISETP programs (exception being Wage Subsidy Program (WSP) and both Graduate Incentive Programs (GIP)) are taxable to the client. Therefore, QFN will annually issue a T4A – Statement of Other Income or T4 – Statement of Remuneration Paid (depending on the ISETP program) to all ISETP Clients. WSP and GIP clients will receive a T4 through their employer. Funding received under any ISETP is considered income and MUST be included on the client’s tax return.

## 2.2 DEFINITIONS

- (a) **“Academic Year”** means an interval of 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 a document outlining QFN’s responsibilities, financial schedule and Student responsibilities and commitment.
- (c) **“Appeal Board”** means a board constituted for the purposes of an appeal of an internal review decision as set out in section 8 of this 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 section 8 of this Policy Manual.
- (e) **“Applicant”** means an individual who has applied to an ISETP 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) **“Full-Time Student”** is defined by the educational institution where the student is registered.
- (m) **“Part-Time Student”** means a student completing less than three (3) courses in the classroom in any given semester.
- (n) **“Probation”** means the process engaged when 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.
- (r) **“Semester”** means an interval of time in which an academic program is offered, typically 15 weeks but can be as low as 12 weeks.

## 2.3 ELIGIBLE STUDENTS

Status and Non-Status Indians are eligible to apply for funding under ISETP.

## 2.4 ISETP PRIORITY CATEGORIES

The following priority categories are identified in determining priority categories of applicants for all ISETP Programs:

### Priority 1

Clients who are members of the Qalipu First Nation;

### Priority 2

Clients who 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 QFN
- Confirmation of Application to QFN

### Priority 3

Clients who are self-identified but are not members or applicants of QFN.

## 2.5 NON-STATUS APPLICANTS

Non-Status Indians are eligible to apply for all funding programs offered under the ISETP. In lieu of providing proof of membership in their application, non-status applicants are encouraged to include any or all of the documentation listed below:

- Membership letter of a local band;
- Rejection or deregistration letter issued by Indigenous Services Canada on behalf of Qalipu First Nation Mi'kmaq Band; or
- Any other relevant documentation demonstrating that the client self-identifies as Indigenous.

## 3.0 Indigenous Skills Employment Training Program – Post Secondary Training (ISETP - PST)

### 3.1 INELIGIBLE PST APPLICANTS

The following applicants are considered ineligible:

- Applicants who are working full-time. The applicant must be unemployed or underemployed (meaning the applicant is not working regular or full-time hours)
- Applicants who do not meet the entrance requirements of the post-secondary institution.

## 3.2 ELIGIBLE PROGRAMS/TRAINING

An eligible program under the ISETP - PST is one of the following:

### a) College Programs

Post-secondary programs delivered by a publicly funded institution, or a provincially licensed private training institution will be supported. 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.

### b) Adult Basic Education (ABE)

ABE programs will be provided to level 2 and level 3 (Grade 11/12) 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.

### c) University Degree (50% of courses already complete & labor market ready)

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. Additionally, the applicant 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 labor force.

Only university undergraduate degrees are eligible for support through ISETP - PST. Graduate programs (i.e., Masters, PHD programs, etc.) will not be considered for funding through this program. Support for University degrees should also be considered in light of budgets, demands and general labor market conditions.

## 3.3 ELIGIBLE INSTITUTIONS

Eligible Institutions under the ISETP - PST are degree, diploma or certificate granting institutions that are:

- Recognized by a provincial or territorial Minister of Education, or;
- An educational institution recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.

### 3.4 RESIDENCY REQUIREMENTS

To be eligible for PST an Applicant must have been residing in Canada for the twelve (12) months prior to the date of Application, e.g., an application dated May 5<sup>th</sup>, 2021 requires the Applicant to have been a resident in Canada since May 5<sup>th</sup>, 2020 at minimum.

The following Applicants are deemed to be exempt from the residency requirement:

- Applicants who normally reside 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 Forces;
- 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 ISETP – Post Secondary Training (PST) Applications

Applications for financial support must be complete and signed by the Applicant. Applications will not be processed until all documentation is received.

When a new applicant is applying for PST, the Applicant must provide at a minimum:

- **COMPLETED APPLICATION:** Copy of the completed and signed application.
- **PROOF OF MEMBERSHIP:** QFN members must provide **proof of membership** by including copy of Indian Status (SCIS) Card, Valid Temporary Confirmation of Registration, or letter from QFN SCIS Clerk confirming membership. QFN cannot accept EXPIRED documents. (To obtain new temporary confirmation letter call 1-800-567-9604)
  - Non-status applicants may be considered under ISETP funding, refer to section 2.4 of the local guidelines for details on the required documents for non-status applicants.
- **ACCEPTANCE LETTER/VERIFICATION OF ENROLEMENT:** Acceptance Letter/Provisional Acceptance Letter from institution is required. Final acceptance letter must be submitted to QFN once received. Verification of Enrollment shall be submitted for students currently enrolled in their program. If acceptance letters will be sent out after QFN deadlines, applicant must provide letter from institution regarding acceptance dates and that you have applied for the program.

- **ACTION PLAN:** Applicants must provide an action plan (in not more than 250 words) indicating why they have chosen this field of study and what their employment goals are upon completion of the Course of Study.
  - For Distance Education/Part-Time Students:
    - **COUSE OF COMPLETION PLAN:** Distance or part-time students must ALSO include a plan indicating the designation being sought, the length of the training, the number courses being taken, and their planned timeline for completion.
  - For ABE Applicants:
    - **FUTURE EMPLOYMENT PLAN:** ABE applicants must ALSO include an education plan indicating how they plan to pursue future education or employment.
- **TRANSCRIPTS:**
  - Level 3 (Grade 12) students applying to post-secondary must submit **Level 2 Transcript** (Grade 11) **AND Level 3 Midterm Marks** before June 30<sup>th</sup>.
  - If applicant is currently enrolled in the post-secondary program they are requesting funding for, a **Transcript from Institution** is required indicating present academic status (unofficial transcripts are accepted if they display student name, institution name and semester)
  - If applicant has attended any previous post-secondary education (completed or not), they must provide **ALL TRANSCRIPTS** for each program.
- **BREAKDOWN OF INSTITUTION EXPENSES:** Provide an expense breakdown directly from Post-Secondary Institution or from the institution's website (tuition, fees, etc.)
- **ESTIMATED PROGRAM COST FORM:** Copy of completed program cost form located in application.

#### 4.1 RETURNING POST-SECONDARY STUDENTS

Returning Students must provide, at a minimum:

- An Application Renewal Form, to be submitted no later than February 28<sup>th</sup> for each year in which the Client receives ISETP - PST 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 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. The application will not be considered complete until all required documentation has been received.

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

SEMESTER	DEADLINE DATE
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.**

*NOTE: 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 LATE REQUESTS

When late requests are made for assistance for training for specific courses ET 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.

## 4.4 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 ISETP - PST 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 deferred Applicant delays their start date or wishes to change their program, their file will be deemed to be closed and a new application will be required if their start date is in a new fiscal year. All deferred applications will be put on file. On each of the application deadlines ET must review deferred files.

Each semester the CIO will follow up via email with those on the deferred list to ensure they are attending post-secondary and update their information. If a request for information from a deferred applicant is not replied to within 15 business days, the CIO shall deem the application as closed and instruct the deferred applicant in writing or e-mail that the file is closed, and a new application required.

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

## **4.5 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 is to happen as soon as possible after a decision has been made, copy of this letter will be put into the Applicants file. Below are the stages in which an application is processed:

- 1) The Client Intake Officer (CIO) must verify proof of Indigenous Ancestry is included with Application.
- 2) The CIO will review all Applications and supporting documentation to ensure all acceptance criteria established above have been satisfied.
- 3) Applications lacking supporting documentation will not be processed until all documentation is received, applicants will be contacted if documentation is missing from their Application.
- 4) Completed Applications must be date stamped upon receipt of all required documents into the office.
- 5) The CIO will scan all Applications into the Education & Training File Management System.
- 6) 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.
- 7) 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.

- 8) After Applications have been processed, Applicants will be notified in writing (this includes via e-mail) about the status of their funding. Unapproved Applications and Applicants placed on hold will be informed as to the reasons why. Approved Applications will be sent an email stating their approval, as well as an Indigenous Skills Employment Training Program Agreement - Post-Secondary Training outlining QFN's responsibilities, financial schedule and student responsibilities and commitment.
- 9) The Client then must then return a completed and signed Agreement to Education & Training within **ten (10) business days**.

## **5.0 SUPPORT**

Funding through ET is highly subscribed to and very limited. Therefore, all funding will be limited by the resources QFN possess within a given fiscal year. Actual funding levels for each recipient will depend on the overall amount of funding available in the ISETP – PST as determined by Education & Training.

### **5.1 EXTERNAL FUNDING/SUPPORT**

Applicants must notify ET if they receive post-secondary funding from another First Nation or through any government source (e.g. EI, CERB). Failure to disclose any such funding may result in a termination of the ISETP - PST 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 – PST 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). If an active EI client applies for training, they may be approved as a fee payer.

### **5.2 ELIGIBLE EXPENDITURES**

Eligible expenditures for ISETP funding are:

- Tuition;
- Books identified by the institution for their program of study if applicable;
- Mandatory compulsory fees; (includes registration, application and transcript fees);
- Living allowances if applicable; and
- Tutoring (Depending on eligibility as per section 4.7 Tutoring).

### **5.3 ELIGIBLE TUITION**

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

### 5.3.1 PUBLIC AND PRIVATE CANADIAN INSTITUTIONS

Students attending a Canadian public or private institution at the normal tuition rate charged by the institute for a Canadian Student.

## 5.4 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 after payment.

## 5.5 BOOKS

Applicants who are not eligible for living allowances may receive funding towards the cost of purchasing books necessary for the Eligible Programs in which they are enrolled. Eligible books are those identified by an institution on an official syllabus or booklist. The Education & Training Local Guidelines maximum allowable limit for Books is \$2000.00 per year however, if surplus funds are available this limit may become flexible and/or a book allowance may become available for Students also receiving a living allowance.

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

## 5.6 LIVING ALLOWANCE

Applicants who are eligible for allowances will receive a maximum of \$1,000.00 per semester in allowances. If a surplus is available, eligible applicants could receive additional allowances based on maximum rates as per Canada Student Loan guidelines.

- **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.
- **Consolidated Revenue Fund (CRF)** students without dependents (Single Bodied person) or students without dependents that have a residence to maintain that are registered in ABE are entitled to allowances through CRF.

### **5.6.1 LIVING ALLOWANCE ELIGIBILITY**

The eligibility criteria to receive allowances are as follows:

- Not in receipt of Income Support, EI, or any other federal benefit during the semester in which allowances would be received.
- Not enrolled in a paid work term
- Working less than 20 hours per week
- Gross weekly income of less than \$274.00
- Considered full-time by the student's post-Secondary institution
- Enrolled in at least 3 courses in a classroom setting OR enrolled in an unpaid work term

### **5.6.2 PART-TIME STUDENTS**

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

## **5.7 TUTORING**

In recognition of students with learning disabilities that may struggle with academic studies, clients with a diagnosed learning disability may request financial support for tutoring services by contacting their respective CSO. QFN will review each need on a case-by-case basis and determine if tutoring services can be paid. Tutoring services are approved on a semester basis and not necessarily approved for the duration of the student's program. Additional documentation will be requested by the client's CSO and the client will be subject to terms and conditions as determined by Education and Training.

## **5.8 INELIGIBLE EXPENDITURES**

The following expenditures are not eligible for support:

5.4.1 Medical Insurance;

5.4.2 Miscellaneous Fees, which includes but is not limited to athletic fees, residence fees, meal plans, locker fees, parking, bus passes etc.

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

## 5.9 SPECIAL ONE-TIME FUNDING OPTION

Any surplus funds may be used at the discretion of the Director, Education & Training, to fund Students currently enrolled in classes. This support may include:

- Tuition and/or books paid for by the Students themselves.
- Mandatory fees paid for by the Students themselves.
- Living allowance allocations for currently funded Students.
- Any other cost determined as eligible by the Director of Education and Training

Allocation of Special One Time Funding 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.

Special one-time funding may be given to current PST Clients or Deferred Applicants. Deferred Applicants who receive Special One-Time Funding for tuition, fees, and/ or books are not considered funded through the remainder of their program will remain on the Deferred Applicants List.

If Students have reached the \$30,000.00 maximum allowable assistance, Students may receive funding for eligible tuition and mandatory fee amounts under the allocation of surplus funding as determined by the Director of Education and Training.

## 5.10 TAXABLE INCOME

All financial support provided to clients through the ISETP - PST (ie. Funds for books, living allowance, tuition, or fees) are taxable to the student. Therefore, QFN will issue a T4A – Statement of Other Income to clients for any funds received under the ISETP -PST as this income **MUST** be included on the client's tax return.

## 5.11 SECURING EMPLOYMENT

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

## 6.0 LIMITS OF SUPPORT

The client must be able to **complete** the program at the end of the ET intervention (as per the client contract). Where the ISETP - PST 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 or all Eligible

Expenditures may be provided.

## **6.1 PROGRAM LIMITATION**

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

**Level 1:** Community college and CEGEP diploma or certificate programs;

**Level 2:** Undergraduate university programs (certificate, diploma, degree) where 50% of courses are already complete & the program of studies is labor market ready

## **6.2 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. ET will only provide one extension to any program. This extension cannot be an entire program with a different certificate.

## **6.3 WORK TERM/CO-OP PROGRAMS**

Many fields of training include work terms in the curriculum of the program. Students who are completing an unpaid work term 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 complete their Work Term outside the province. Eligible tuition and fees may be paid by ET if the tuition and fees are not paid by the employer.

### **6.3.1 COLLEGE CO-OP PROGRAM**

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

### **6.3.2 UNIVERSITY CO-OP PROGRAM**

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

## **6.4 DISTANCE EDUCATION**

**College:** Applicants applying ET to compete a certificate or diploma through a publicly funded community college must obtain the necessary credits. ET 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; ET insist the client must complete the 20 courses in a maximum of 7 semesters. ET 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 ET the cost of that current semester.

## **6.5 MAXIMUM ALLOWABLE SUPPORT**

The maximum allowable tuition, fees and books to be paid toward any client is \$30,000.00 under ISETP - PST, with the exception of ABE. Books cannot exceed \$2,000.00 per academic year.

## **6.6 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.

## **6.7 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.

## **6.8 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 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.**

## **6.9 EMERGENCY CONTINGENCY FUNDING**

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

## **6.10 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.

## **7.0 RESPONSIBILITY OF STUDENTS**

- Each Student must provide Education & Training with academic records within fifteen (15) business days of the completion of the semester. The records submitted must clearly outline the Student's name, the name of the institution, the semester, the courses in which the student was enrolled and the grades for each course. If the record is not satisfactory to Education & Training the Student's funding agreement could be terminated.
- Each Student must provide ET with receipts, credit memos or account summaries for tuition. Any document submitted must clearly outline tuition amount paid, the Student's name, institution name, and the semester. Tuition and fees must be separated on the submitted document. Any unsupported expenses will have to be repaid by the Student.
- Students are required to provide all required documents within the deadline that their assigned CSO provides. If documents are not received, there will be a delay in the student receiving their funding or the Student's funding agreement could be terminated.
- Students are required to notify their CSO if they are in receipt of EI benefits, or open an EI claim. Students who are in receipt of EI are not eligible for living allowances.
- Students will be responsible for ensuring that they register for the correct courses in their specified programs and for registering on time. Education & Training will not be responsible for any late fees incurred by the Student.

- If the Student is having any problems regarding training or ET administration, they should contact ET. Students should contact their respective CSO for 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 may only be eligible for reimbursement of that subject one additional time.
- 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 may be required to repay ET the total amount paid out to the Student during that semester.

## **8.0 RESPONSIBILITY OF PERSONNEL**

### **Client Intake Officer:**

- Will verify that applications are complete prior to committee meeting.
- Take minutes during ISETP ET 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 ET program are strictly enforced and communicated at all times.

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

- The committee will consist of the Director of Education & Training, Manager of Education and Training, Manager of Post-Secondary, 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.

Members will not participate in any decision making of individuals that are related to them personally.

- Conduct the first stage of the appeal process

#### **Education & Training Standing Committee (ETSC):**

- 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
- Conduct the second stage of Appeals committee

## **9.0 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.

### **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 Education and Training Committee.

The Manager of Education and Training, The Manager of Post-Secondary 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 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 Education and Training Standing Committee (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.

### **9.2.1 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.

### **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 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.

### **9.2.3 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.

### **9.2.4 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.

## **10.0 EMPLOYMENT PROGRAMS AND SERVICES**

### **10.1 WAGE SUBSIDY PROGRAM**

#### **10.1.1 PROGRAM OBJECTIVES**

The Wage Subsidy Program can assist Indigenous people to prepare for, obtain and maintain new full-time 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.

### **10.1.2 ELIGIBLE EMPLOYERS (APPLICANTS)**

Indigenous and Non-Indigenous businesses and organizations are eligible applicants. 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.

### **10.1.3 ELIGIBLE EMPLOYEES (CLIENTS)**

Be a member of QFN with a valid SCIS card, self-identify as a member of QFN, or self-identify as Indigenous (QFN status members will receive priority as per 2.3)

### **10.1.4 WAGE SUBSIDY GUIDELINES**

Education and 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 for the employee shall be an agreed upon negotiated amount with the employer prior to the approval process, Education and Training will pay a maximum of \$16.00/hr. Generally, Education and training will only subsidize 75% of the negotiated employment duration. 26 weeks is the maximum employment duration and however the 26 weeks will not be paid consecutively. The employer and Education and Training will agree upon a training schedule.

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% of the entire agreement.

### **10.1.5 EMPLOYER RESPONSIBILITIES**

The employer is responsible for the following:

- The Wage Subsidy Application and associated documents must be completed and submitted to QFN;
- The employer is responsible for supervising participants for the duration of the activity;
- The employer is responsible for the overall financial management of the placement;
- The 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.

### **10.1.6 APPLICATION PROCESS**

An application form for the Wage Subsidy Program must be filled out by the employer prior to hiring an employee and shall include the following:

- Completed Wage Subsidy Application;
- Certificate of clearance from WorkplaceNL;
- Detailed job description;
- Proposed Employee's Resume;
- A photocopy of Proposed Employee's SCIS or Confirmation of Membership into Indigenous band or Organization.
- Consent to release information form from the employee

## **10.2 SEASONAL WAGE SUBSIDY**

### **10.2.1 PROGRAM OBJECTIVE**

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.

### **10.2.2 ELIGIBLE EMPLOYERS (APPLICANTS)**

Indigenous and Non-Indigenous businesses and organizations are eligible applicants. 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.

### **10.2.3 ELIGIBLE EMPLOYEES (CLIENTS)**

Be a member of QFN with a valid SCIS card, self-identify as a member of QFN, or self-identify as Indigenous (QFN status members will receive priority as per 2.3)

### **10.2.4 SEASONAL WAGE SUBSIDY GUIDELINES**

Education and 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 for the employee shall be an agreed upon negotiated amount with the employer prior to the approval process, Education and Training will pay a maximum of \$16.00/hr. Generally, Education and training will only subsidize 75% of the negotiated employment duration. 12 weeks is the maximum employment duration and however the 12 weeks will not be paid consecutively. The employer and Education and Training will agree upon a training schedule.

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.

### **10.2.5 EMPLOYER RESPONSIBILITIES**

The employer is responsible for the following:

- The Seasonal Wage Subsidy Application and associated documents must be completed and submitted to QFN;
- The employer is responsible for supervising participants for the duration of the activity;
- The employer is responsible for the overall financial management of the placement;
- The 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 seasonal wage subsidy cannot hire immediate family.

### **10.2.6 APPLICATION PROCESS**

An application form for the Seasonal Wage Subsidy Program must be filled out by the employer prior to hiring an employee and shall include the following:

- Completed Wage Subsidy Application;
- Certificate of clearance from WorkplaceNL;
- Detailed job description;
- Proposed Employee's Resume;
- A photocopy of Proposed Employee's SCIS or Confirmation of Membership into Indigenous band or Organization.
- Consent to release information form from the employee

## **10.3 SELF-EMPLOYMENT ASSISTANCE PROGRAM**

### **10.3.1 PROGRAM OBJECTIVES**

The Self-Employment Assistance Program provides financial assistance to clients who want to start or expand their own business. Under this program, the client can access financial assistance to cover personal living expenses and other expenses during the initial stages of their business. This money is not to be used for direct investment into the business.

Education and Training through the SEAP may decide to make a financial contribution to a client by hiring a consultant or technical expert to assess their business opportunities and/or prepare a business plan.

### **10.3.2 ELIGIBLE APPLICANTS**

General eligibility for SEAP:

- Be a member of QFN with a valid SCIS card, self-identify as a member of QFN, or self-identify as Indigenous (QFN status members will receive first priority as per 2.3).

### **10.3.3 MAXIMUM ASSISTANCE AMOUNT**

Clients may receive up to a maximum of \$10,000 that will be paid in bi-weekly installments to cover personal living expenses and other expenses during the initial stages of their business. Recipients of seasonal SEA may receive a maximum of \$5,000 that will be paid in bi-weekly installments.

Under the SEAP program there is also an opportunity for QFN to provide a financial reimbursement up to 25% (less HST) to clients in the development of their business plan.

### **10.3.4 PART-TIME EMPLOYMENT**

SEAP can be offered to a person that is externally employed for less than 20 hours per week at minimum wage. If approved to continue working part-time while under SEAP, the individual must keep the part-time position and report earnings to Education and Training weekly, and it will be deducted for the regular wage paid to an individual under the SEAP.

### **10.3.5 APPLICATION**

Applicants must complete the Self-Employment Assistance Program application and provide the following documentation:

- Resume;

- Photocopy of their SCIS or confirmation into an Indigenous Organization or Band;

**If applying for Living Allowance:**

- Business Plan.

**If Applying for Lump Sum:**

- Quote from consultant with the cost of developing a business plan.

## **10.4 GRAD INCENTIVE PROGRAM – WAGE SUBSIDY**

### **10.4.1 PROGRAM OVERVIEW**

The Grad Incentive Program may financially support status and non-status Indigenous people to further their employability skills by offering the following services:

- Employment Counselling/Job Finding (Client Service Officer)
- Income support/wage subsidy
- Bonus (see Lump Sum program)

### **10.4.2 PROGRAM OBJECTIVES**

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

- Integrate post-secondary graduates into the labor market;
- To help Education and Training graduates gain full-time employment;
- To help improve graduates employability and skills for full-time employment;
- Foster partnerships between employers and Indigenous graduates.

**NOTE:** GIP funding is available to any Qalipu member regardless of whether they have been funded for Post-Secondary Education programs, in or out of the province.

### **10.4.3 WAGE SUBSIDY**

QFN's GIP wage subsidy will pay 100% of the applicant's wages for the first 12 weeks of employment up to a maximum of \$16/hr. For weeks 13-24 of employment, QFN will pay 75% of the applicant's wages up to a maximum of \$16/hr. The employer must then maintain employment of the applicant for six weeks immediately following the GIP Wage Subsidy contract (no lapse in employment weeks).

#### **10.4.4 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;
- Be a member of QFN with a valid SCIS card, self-identify as a member of QFN, or self-identify as Indigenous (QFN status members will receive first priority)

#### **10.4.5 ELIGIBLE EMPLOYERS**

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

#### **10.4.6 APPLICATION PROCESS**

The employer shall submit the completed application form for the GIP Wage Subsidy to QFN **prior** to the applicant commencing work. The Wage Subsidy cannot be paid out if the applicant has already begun their employment contract.

*Required Application Documentation:*

- A completed GIP Wage Subsidy Application
- A certificate of clearance from Workplace NL
- Detailed job description
- Proposed Employee's Resume
- Photocopy of Certificate/Diploma/Degree;
- A photocopy of Proposed Employee's SCIS or Confirmation of Membership/application into an Indigenous band or Organization.

### **10.5 GRAD INCENTIVE PROGRAM – LUMP SUM PROGRAM**

#### **10.5.1 PROGRAM OBJECTIVES**

The Graduate Incentive Lump Sum Program is a program established to assist a client to relocate to a new province for the purpose of obtaining full-time employment.

### **10.5.2 LUMP SUM BONUS**

The maximum payable amount is \$1,000.00 for a client to relocate to a new province to obtain full-time employment.

### **10.5.3 ELIGIBLE APPLICANTS**

General eligibility for GIP:

- 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; and
- Be a member of QFN with a valid SCIS card, self-identify as a member of QFN, or self-identify as Indigenous (QFN status members will receive first priority).

### **10.5.4 DEADLINE FOR SUBMISSION**

Applications for the GIP Lump Sum must be submitted within the first two pay periods of employment.

### **10.5.5 APPLICATION PROCESS**

The Graduate shall submit an application form for the GIP Lump Sum before the second pay period of employment.

*Required Application Documentation:*

- A completed GIP Lump Sum Application;
- Employee information section and declaration of the Employee 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 Proposed Employee's SCIS or Confirmation of Membership/application into an Indigenous band or Organization.

## **10.6 Skills Parachute Program**

### **10.6.1 PROGRAM OBJECTIVES**

The Skills Parachute Program is offered through Education and Training to increase the skills of a client and improve their chances of maintaining or gaining employment.

### **10.6.2 ELIGIBLE COURSES**

The Skills Parachute Program will cover the cost of short-term courses, up to a maximum of 5 days in length. 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.

### **10.6.3 INELIGIBLE COURSES**

The Skills Parachute Program will not cover the cost of driver education or hunter education courses.

### **10.6.4 MAXIMUM COURSE COST**

The maximum cost covered by this program is \$1500.

### **10.6.5 ELIGIBLE APPLICANTS**

Eligible applicants must:

- Not currently be funded under any other Education and Training Program; and
- Be a member of QFN with a valid SCIS card, self-identify as a member of QFN, or self-identify as Indigenous (QFN status members will receive first priority)

### **10.6.6 APPLICATION PROCESS**

The following are necessary documents for application to the Skills Parachute Program:

- Completed application for the Skills Parachute Program;
- Proof of Membership for QFN (photocopy of Status Card). If you are non-status and you self-identify as an Indigenous person, please indicate on the application;
- A written summary of 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;
- Document indicating that this new course would be beneficial in helping you find and maintain

employment. This document could be a letter from an employer, job ad, trade union application or another document demonstrating labor market demand;

- A detailed course cost from the institution, acceptance into the course, and the start and end dates from the school;
- Once completed, QFN requires a copy of the certificate or letter of completion of the course supported.

## **10.7 Short-Term Courses Funding Program**

### **10.7.1 PROGRAM OBJECTIVES**

The Short-Term Courses Funding Program is offered through Education and Training to increase the skills of a client or group of clients, helping to maintain their employment, or gain an attachment to the labor 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.

### **10.7.2 ELIGIBLE COURSES**

The Short-Term Courses Funding Program is for courses longer than five days but less than twelve weeks in duration.

### **10.7.3 MAXIMUM COURSE COST**

The maximum cost covered by this program is \$5000.

### **10.7.4 ELIGIBLE APPLICANTS**

Eligible applicants must:

- Not currently be funded under any other Education and Training Program; and
- Be a member of QFN with a valid SCIS card, self-identify as a member of QFN, or self-identify as Indigenous (QFN status members will receive first priority)

### **10.7.5 APPLICATION PROCESS**

The following are necessary documents for application to the Skills Parachute Program

- Completed application for the Short-Term Courses Funding Program;
- Proof of Membership for QFN (photocopy of Status Card). If applicant is non-status and they self-identify as an Indigenous person, this must be indicated on the application;
- A written summary of not more than 250 words of why applicant has chosen this short-term course of study and what their career goals are after completion of the course of study;
- Document indicating that this new course would be beneficial in helping the applicant find and maintain employment. This document could be a letter from an employer, job ad, trade union application or another document demonstrating labor market demand;
- A detailed course cost from the institution, acceptance into the course, and the start and end dates from the school;
- Once completed, QFN requires a copy of the certificate or letter of completion of the course supported.

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

### **10.8.1 PROGRAM OBJECTIVE**

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 including a one-week training session at the RCMP headquarters in St. John's (all expenses paid). Because Cultural awareness is a priority for 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.

### **10.8.2 PAY RATE AND WORKING HOURS**

Students in the program are paid \$16.00 per hour which includes 4% vacation pay @ 40 hours per week for 9 weeks.

### **10.8.3 ELIGIBLE APPLICANTS**

To be eligible for the program, applicants must;

- Have completed high school;
- Be a Status or Non-Status Indigenous (QFN members are asked to submit a photocopy of a non-expired SCIS card, or temporary proof of registration documentation. Non-status

applicants are alternatively required to submit documentation as listed under section 2.3 of the local guidelines);

- Be between the age of 19-29 in the year which they 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 and cover letter;
- Hold a valid driver's license.

#### **10.8.4 APPLICATION PROCESS**

An application form for the RCMP/Qalipu First Nation Summer Student Program must be filled out.

Required Application Documentation:

- Completed RCMP/Qalipu First Nation Summer Student Program Employment Program Application;
- Resume;
- Cover Letter;
- Copy of Valid Driver's License;
- Confirmation of Enrollment in full-time studies;
- Current Certificate of Conduct.

### **10.9 YOUTH SUMMER EMPLOYMENT PROGRAM (YSEP)**

#### **10.9.1 PROGRAM OBJECTIVE**

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. The aim of this program is to improve employability skills and provide tools that help youth advance their education.

### **10.9.2 ELIGIBLE EMPLOYERS (APPLICANTS)**

QFN accepts proposals/ applications from community organizations who are interested in providing meaningful summer employment to Indigenous Youth.

Interested employers must submit a completed YSEP application and attach any required supporting documentation by the first Friday in April. Notification will be sent from Education and Training during the second week of April for successful employers.

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 and Training prior to being offered the position.

### **10.9.3 ELIGIBLE STUDENTS (EMPLOYEES)**

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

NOTE: Qalipu First Nation will target students living in each of the nine (9) wards: Benoit's Cove, Corner Brook, Exploits, Flat Bay, Gander Bay, Glenwood, Port au Port, Stephenville and St. George's.

### **10.9.4 EMPLOYER RESPONSIBILITIES**

QFN will be responsible for financial management of the student. Any expenses over and above minimum wage will be the responsibility of the employer. If approved, the employer will be responsible for the following:

- Recruiting and selecting a student that meets the eligibility criteria and ensuring that the student application and all necessary documentation is submitted to Qalipu First Nation;
- Ensuring student completes a Qalipu Employee Information Form and Banking Information Form before employment begins;
- Providing adequate supervision to the student and ensuring a safe work environment;

- Providing any tools or materials;
- Providing any necessary training;
- Providing weekly time sheets (due each Monday at noon);
- Providing weekly reports consisting of but not limited to: the student's day-to-day activities and an overview of the student's performance; and,
- Ensuring the summer student completes a survey during the last week of their employment.

#### **10.9.5 WAGE**

Qalipu First Nation is responsible for minimum wage and MERC. Any expenses above minimum wage are the responsibility of the employer.

#### **10.9.6 STUDENT SELECTION PROCESS**

The employer is responsible for the recruitment and selection of the summer student. If an employer requires more than 1 summer student, they must indicate so under additional information if the job title, description, hourly wage, weekly hours and number of weeks are the same. If an employer is seeking more than 1 student for different positions, they will need to provide an application for each position.

Approvals should be finalized by the end of April. Successful employers will be notified the following week; however, approvals may continue into June and early July to fill declines.

Employers will be given until noon on the third Friday of May to recruit and select an eligible student. Student application forms, student resumes, student cover letters, and student's confirmation of full-time studies must be received by 4:00 P.M. on the last Friday of May. If more time is needed, QFN must be advised.

If an approved student declines a placement or terminates early, the Employer must notify QFN immediately. The employer may NOT fill the position with another student unless granted approval by QFN.

## **10.9.7 EMPLOYER APPLICATION PROCESS**

The Employer must complete and submit a Youth Summer Employment Employer Application. The following documents are required:

- Completed Employer Application form;
- A letter from the organization addressed to the YSEP Selection Committee detailing why a Summer Student would be beneficial to your organization and the community;
- Once a student-employee has been selected by the employer, the employer must provide documentation from the student to QFN to ensure they are a suitable YSEP Candidate.

## **11.0 CONFLICT OF INTEREST GUIDELINES FOR STAFF**

As per 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.

### **11.1 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.

#### **11.1.1 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.

#### **11.1.2 OBTAINING CONSENT**

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

#### **11.1.3 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.

#### **11.1.4 PROTECTED PERSONAL INFORMATION**

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

## APPENDIX "A"



### Post-Secondary 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: \_\_\_\_\_

Revised: April 3, 2019  
Revision # 10  
WFQ-TMP-007

Page 1 of 6

## 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) ☐

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.

Revised: April 3, 2019  
Revision # 10  
WFQ-TMP-007

Page 2 of 6

## 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 Education and Training Qalipu.**

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

Revised: April 3, 2019

Revision # 10

WFQ-TMP-007

Page 3 of 6

## 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 applications will NOT be accepted

### Application Deadlines:

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>.*

Revised: April 3, 2019  
Revision # 10  
WFQ-TMP-007

Page 4 of 6

## 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.**

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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.

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**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 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>.*

Revised: April 3, 2019  
Revision # 10  
WFQ-TMP-007

Page 4 of 6

**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)

## APPENDIX "B"

### Indigenous Skills and Employment Training Program Agreement

THIS AGREEMENT was made the Choose an item. day of Choose an item. , Choose an item. BETWEEN:

QALIPU FIRST NATION (hereinafter called "**QFN**")

- and -

Click or tap here to enter text. of the City of Click or tap here to enter text.

in the Province of Choose an item. (hereinafter called the "**STUDENT**")

WHEREAS, this Agreement sets out the terms and conditions of the financial assistance that QFN as the ISETP Holder has agreed to provide you, Click or tap here to enter text. , under the Indigenous Skills and Employment Training Program (hereinafter called "**ISETS**") under the Employment Insurance Act (hereinafter "**EI**") and the ISETS Program Terms and Conditions from the Consolidated Revenue Fund (hereinafter "**CRF**"). The Education Training Department at QFN administers the ISETP on behalf of QFN and Employment and Social Development Canada (hereinafter "**Canada**"). The purpose of the financial assistance provided by ISETP 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.

<b>Financial Assistance Source:</b>	Choose an item.
-------------------------------------	-----------------

THEREFORE, QFN and the Student agree to the following:

#### 1.0 AGREEMENT

- 1.1 The QFN ISETP 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.

Revised August 4, 2022  
Revision #11  
WFQ-TMP-013

Page 1 of 9

Student Initials:
CSO Initials:

- 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

Student Information		
Student Name:	Contract Number:	SIN:
Date of Birth (MM -DD -YYYY):	Disability (If Applicable):	
Phone Number:	Email Address:	
Permanant Address		
Address		
City	Province	Postal Code

## 3.0 ACTIVITY AND DURATION

### 3.1 Activity Being Supported (Training Information):

<b>Eligible Institution:</b>	
<b>Eligible Program:</b>	

### 3.2 Duration of the Agreement:

<b>Start Date:</b>	
<b>End Date:</b>	

## 4.0 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 Authourized by the commission or designate. Failure to meet the conditions of your section 25 refferal may result in the loss of entitlement to EI benefits.

<b>For the purposes of <i>section 25 of the EI Act</i>, the Student is hereby referred to the course:</b>	Choose an item.
---	-----------------

Revised August 4, 2022  
Revision #11  
WFQ-TMP-013

Student Initials:

CSO Initials:

## 5.0 MAXIMUM ALLOWABLE ASSISTANCE

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

**NOTE: Financial assistance under ISETP is subject to income tax deduction**

Semester	Type of Assistance	Cost Per Period	Number of Payments Per Semester	Total
<b>Spring</b>	Tuition	\$0.00	0	\$ 0.00
	Books	\$0.00	0	\$ 0.00
	Fees	\$0.00	0	\$ 0.00
	Allowances*	\$0.00	0	\$ 0.00
Total Estimated Maximum Cost Spring Semester				\$ 0.00
<b>Summer</b>	Tuition	\$0.00	0	\$ 0.00
	Books	\$0.00	0	\$ 0.00
	Fees	\$0.00	0	\$ 0.00
	Allowances*	\$0.00	0	\$ 0.00
Total Estimated Maximum Cost Summer Semester				\$ 0.00
<b>Fall</b>	Tuition	\$0.00	0	\$ 0.00
	Books	\$0.00	0	\$ 0.00
	Fees	\$0.00	0	\$ 0.00
	Allowances*	\$0.00	0	\$ 0.00
Total Estimated Maximum Cost Fall Semester				\$ 0.00
<b>Winter</b>	Tuition	\$0.00	0	\$ 0.00
	Books	\$0.00	0	\$ 0.00
	Fees	\$0.00	0	\$ 0.00
	Allowances*	\$0.00	0	\$ 0.00
Total Estimated Maximum Cost Winter Semester				\$ 0.00
<b>Maximum Payable Amount:</b>				<b>\$ 0.00</b>

\* Funding for allowances per semester is dependent on the Student meeting allowance eligibility criteria. Please contact your assigned Client Service Officer (CSO) or refer to local guidelines for allowance eligibility criteria.

Revised August 4, 2022  
Revision #11  
WFQ-TMP-013

Page 3 of 9

Student Initials:

CSO Initials:

QM  
Revision #10  
Revision Date: December 14, 2022

## 6.0 FINANCIAL SUPPORT

- 6.1 ISETP (QFN) Agrees to provide the Student with the following financial assistance, subject to any limitations, restrictions or discretion provided for in this Agreement:

Fiscal Year	Amounts Committed for Fiscal Year
September 6, 2022 – March 31, 2023	\$ 0.00
TOTAL:	\$ 0.00

Semester	Allowance Payment Schedule**
Spring	
Summer	
Fall	
Winter	

\*\* Subject to change if all required documentation is not received in the specified time outlined by your assigned Client Service Officer (CSO).

## 7.0 PAYMENT AND RECEIPTS

- 7.1 Before any payments outlined above can be made to the Student, a signed Agreement must be in place, and if applicable, a transcript of the Students previous semester's marks be received by the Client Service Officer (hereinafter as the **"CSO"**).
- 7.2 All documents to receive funding must be submitted to the CSO within **fifteen (15) business days** of the start of the academic semester. Documents submitted beyond that point may be deemed ineligible.
- 7.3 Account summaries must show all fees incurred by the Student for each semester and include the Student's name, institution, and semester.
- 7.4 Scanned and emailed copies of receipts, account statements, invoices and credit memos are acceptable if the Student's name, institution, and the semester clearly are identified.
- 7.5 In exceptional circumstances, credit memos directly from the institution may be paid. In these cases, credit memos will be paid via cheque made payable to the Student however, cheques may be mailed directly to the educational institution to apply to their account

- 7.6 If books are allocated (refer to page 3), textbook receipts and respective course syllabuses featuring course name and the list of required textbook(s) must be submitted to receive funding for textbooks.
- 7.7 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.
- 7.8 The bank account must be in the name of the Student.

## **8.0 REPAYMENT OF FUNDS**

- 8.1 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 in error;
  - (ii) payments made for costs in excess of the amount actually incurred by the Student;
  - (iii) payments that were used for costs that were not eligible for reimbursement; or
  - (iv) payments made in excess of the maximum allowable limits.
- 8.2 The Student may be required to 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 study.

## **9.0 PRIVACY AND ACCESS TO INFORMATION**

- 9.1 All information collected in this Agreement or during its preparation is to be used to administer the ISETP (through QFN). Student 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.
- 9.2 By signing this Agreement, the Student agrees to provide written consent to the ISETP holder (QFN) to share personal information collected with Canada as required for the administration of the PSSSP.
- 9.3 By signing this Agreement, the Student agrees to allow QFN to obtain information from their educational institution regarding grades, receipts, invoices, attendance or Student

Student Initials:
CSO Initials:

achievement at any time during or after their contract in order to meet the funding requirements.

## **10.0 MONITORING AND AUDITS**

- 10.1 The Student acknowledges and accepts that their progress will be case managed, monitored and/or audited by the ISETP holder (QFN), Canada, or any other authorized designate including a qualified auditor.
- 10.2 Should the Student be unable to maintain Satisfactory Academic Standing, the Student will comply with any monitoring or reporting requirements set forth by QFN.

## **11.0 LIMITS AND TERMINATION**

- 11.1 Payment of any financial assistance paid to the Student under this Agreement is subject to the availability of funds provided by Canada and the Student continuing to meet all eligibility requirements. Financial assistance may be cancelled or reduced in the event that Canada cancels or reduces its funding to the ISETP holder (QFN).
- 11.2 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 or if any information or documentation as required under the Local Guidelines is not provided.

## **12.0 CORRESPONDENCE AND NOTICE**

- 12.1 Scanned and emailed copies of documents to receive funding are acceptable. Documents must be clear and legible and feature all relevant information required. The preferred submission format is PDF.
- 12.2 This Agreement should be signed and returned within **10 business days**. Agreements not returned in that time will be considered not attending and the Agreement may be voided so that the funding may be reallocated.

Student Initials:
CSO Initials:

### 13.0 STUDENT RESPONSIBILITIES AND COMMITMENT

As a Student supported by the ISETP holder (QFN), I agree and accept the following conditions and responsibilities:

1. I will submit an application **renewal form** before **February 28<sup>th</sup>** for each year that I will be returning to my training program and will receive funding support from the ISETP. I understand that failure to do so could cause QFN to withhold any funding to me.
2. I understand that if I receive EI (Employment Insurance), I am not entitled to allowances. If I receive EI or open an EI claim, I will contact my CSO immediately. I understand that that if I am in receipt of allowances and EI, I will be required to repay the allowances paid to me by QFN.
3. I will submit all required documents to receive funding to my CSO within **fifteen (15) business days** of the start of the academic semester. Documents submitted beyond that point may be deemed ineligible.
4. I understand that to receive funding, I must submit an account summary for tuition funding which must display **my name, semester, institution name, tuition cost, and compulsory fees** incurred by me for that semester.
5. I understand that to receive funding, I must submit an enrollment verification for tuition funding that must display **my name, school, semester, courses** in which I am enrolled and **method of course delivery** (whether the classes are being delivered in-person or online).
6. I understand that for each course that I am enrolled and require textbooks, I will provide documentation such as a syllabus which clearly states course name and lists required textbook(s).
  - a. All textbook receipts that I submit will indicate the **date purchased and if debit/credit was used, that the transaction was approved**. If I purchase used books or books online, I will attach proof of the book price from the school bookstore.
  - b. I will generate a receipt for all used books I purchase featuring the name of book, course required for, price paid, date of purchase, and signature of the seller and

myself. I understand that the maximum reimbursement for used textbooks is 50% of the institution book store price.

- c. In the case I am not allocated for books (refer to page 3), I will keep all syllabuses and textbook receipts in the case extra funds become available.
7. Within **fifteen (15) business days** of the end of every semester I will submit a copy of my Academic transcript, marks, or UCEP statements to QFN before any payment will be made for the following semester. ABE Students are responsible for completing a least 1 credit every 2 weeks and must submit a progress report every two weeks to their CSO.
8. I will satisfy the academic requirements specified by my institution, including attending all classes and ensuring that I am enrolled in sufficient courses to be considered a full-time, part-time, or distance Student as required in my Agreement.
9. I understand that if I exceed or will exceed more than the minimum number of credit hours required to complete my program, that I am required to apply for a contract extension through my CSO.
10. I will maintain Satisfactory Academic Standing at all times, and if I fail to do so, I will inform my CSO immediately. I understand that if I fail to maintain Satisfactory Academic Standing additional terms and conditions may be applied to my contract.
11. I will inform QFN of any program or personal changes, including course withdrawals, withdrawal from the institution, or change of residence immediately.
12. I will repay funding for courses that I withdraw from or, in the case I receive funding which I am not entitled to.
13. I will mail or e-mail all documents as required to my CSO within the required timeframes.
14. I have completed a direct deposit form and ensure that it is signed, correctly completed, and attached to this Agreement. The bank account listed is in my name and I will update the ISETP Holder (QFN) immediately if any of my banking information changes.
15. I will check my e-mail regularly to ensure I am in regular communication with QFN.

16. I agree to maintain a respectful, open and meaningful dialogue with QFN at all times.

17. I have read and informed myself of the all the requirements set out in this Agreement and the Local Guidelines. I am fully aware of my responsibilities and agree to follow all policies applicable to the ISETP.

18. I declare and confirm that I was a resident in Canada for the (12) consecutive months prior to the date of my funding application with QFN.

**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 funding. If funding is withdrawn or terminated, or if I fail to provide the required information or documents then I may be required to repay funds paid under my Agreement with QFN.**

- 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:**

<b>Signed for QFN</b>	
Client Service Officer	Date (MM –DD -YYYY)
<b>Signed for Student</b>	
Signature for Student	Date (MM –DD -YYYY)

# APPENDIX "C"

## Post-Secondary Student Support Program (PSSSP) & Indigenous Skills and Employment Training Program (ISETP) Renewal Form

All Fields are Mandatory – Please Print Clearly

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

<b>Personal Information</b>		
Applicant Name (As it appears on SCIS card. If name has changed, provide official documentation)		
Date of Birth (MM –DD -YYYY)	SIN	
Phone Number:	Email Address	
Marital Status: (Please provide marriage certificate if applicable)	No. of Children Under Age 16:	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other: _____	Age(s) of Dependents:	
Are you a member of Qalipu First Nation Band? <input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>YES</b> , please provide your SCIS Card Number:	
<b>Permanent Address</b>		
Address		Use this address as mailing address <input type="checkbox"/> Yes <input type="checkbox"/> No
City	Province	Postal Code
<b>Address While Attending Post-Secondary</b>		
Address		Use this address as mailing address <input type="checkbox"/> Yes <input type="checkbox"/> No
City	Province	Postal Code
<b>POST-SECONDARY INSTITUTION INFORMATION</b>		
Post-Secondary Institution Name		
Post-Secondary Institution Location (City and Province)		
Program Name		
Will you be living with parents/guardians while attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance Type <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

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WFQ-TMP-11

Page 1 of 3



What year of the program will you be entering? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Other:____		Will you complete your program after this upcoming year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has there been any changes in your program from your original application? If <b>YES</b> , please provide details:				
<b>UPCOMING ACADEMIC YEAR INFORMATION</b>				
In the following table, please indicate the semesters you will be attending and the number of courses per semester you will be completing for the upcoming academic year:				
Semester	Total Number of Courses	Number of Courses per Delivery Method		Work Term
Spring		Number of In-person Courses:	Number of Distance Courses (Online/Remote):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Summer		Number of In-person Courses:	Number of Distance Courses (Online/Remote):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Fall		Number of In-person Courses:	Number of Distance Courses (Online/Remote):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Winter		Number of In-person Courses:	Number of Distance Courses (Online/Remote):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid

APPLICANT DECLARATION
<ul style="list-style-type: none"> <li>I will submit all receipts (books, tuition, fees) within fifteen (15) business days from the start date of the Academic semester. Any receipts submitted later than this may be ineligible.</li> <li>I understand that an account summary for tuition reimbursement must display my name, institution name, tuition cost, and compulsory fees incurred by me for that semester.</li> <li>I understand that I must provide an enrolment verification within fifteen (15) business days from the start of the semester. I understand that it must display my name, institution name, semester, the courses in which I am enrolled and the delivery method.</li> </ul>

- I understand that for each course that I am enrolled and require textbooks, I will provide documentation such as a syllabus which clearly states course name and lists required/recommended textbook(s).
  - All textbook receipts that I submit will indicate the date purchased and if debit/credit was used, that the transaction was approved
  - If I purchase used books or books online, I will attach proof of the book price from the school bookstore. I will generate a receipt for all used books I purchase featuring the name of book, course required for, price paid, date of purchase, and signature of the seller and myself. I understand that the maximum reimbursement for used textbooks is 50% of the institution bookstore price.
  - In the case I am not allocated for books, I will keep all syllabuses and textbook receipts in the case extra funds become available.
- Within fifteen (15) business days of the end of every semester I will submit a copy of my Academic transcript, marks, or UCEP statements to QFN before any payment will be made for the following semester.
- I will inform my Client Service Officer of any program changes or personal changes, including course withdrawals, withdrawal from the institution, or change of residence. I understand that if I withdraw, I may be required to pay back any funding which I received while not in school.
- I have read the local guidelines which have been made available to me by my Client Service Officer and are publicly available on the Qalipu First Nation website.
- I understand that this form is for budgetary purposes only and that this a form and not a contract guaranteeing funding for the upcoming academic year.
- I understand that 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 students are **NOT** entitled to receive both EI and living allowances concurrently.
- I agree to allow QFN to obtain information from my Educational Institution regarding marks, receipts, invoices, or to make inquiries regarding my attendance and student achievement at any time during or after my contract to meet the funding requirements.
- I understand that correspondence will be through e-mail, and I will check my e-mail, including my junk e-mail folder, regularly for important updates.
- I will return this Renewal Form to my CSO by February 28<sup>th</sup>.

#### Signature of Applicant

Signature for Applicant

Date (MM –DD -YYYY)