

First Nation of Na-Cho Nyak Dun Education Policy



Education Funding Program Policy

Adopted by Chief and Council Motion #019-2008
June 17, 2008

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Vision:

Vision of Na-Cho Nyak Dun Education Program is to maximize the potential of citizens through financial assistance, enhancing life long educational opportunities in all fields of endeavor that will lead to employment.

Eligibility:

Students -

- i. Students are encouraged to make an effort to seek other sources of funding for their education (scholarships, bursaries, awards, etc.) before applying for assistance from NNDFN, if no further assistance is received this will not impact your eligibility for Education Funding. If students receives funding from another source, they may be eligible for a top-up from NNDFN, if the funding criteria they are receiving allows for it, and it currently doesn't exceed what NNDFN currently offers it's students.
- ii. This policy applies to all NND Citizens seeking funding from Na-Cho Nyak Dun for Upgrading, College Preparation, Trades Training, Community Training, Distance Learning, Tutoring, High School Graduation and for Post Secondary Studies. Keep in mind that depending on the student's situation may be referred to other programs that the first nation administers for example: AHRDA for Community Training or Trades.
- iii. Requests for funding outlined in this policy will be considered only when received in writing by filling out proper education forms and supporting documents provided.

iv. Students must be a *Citizen of NND*, with valid proof that they are a Citizen of NND. The Na-Cho Nyak Dun Citizenship Code states that:

A person is a citizen of Na-Cho Nyak Dun if:

- i. They were registered on the Department of Indian Affairs Band list prior to this code being enacted; or**
- ii. They were eligible beneficiary for the Council of Yukon Indians land claims through the Na-Cho Nyak Dun; or**
- iii. They were entitled to be registered with the Na-Cho Nyak Dun/Department of Indian Affairs Band list or the Council for Yukon Indians/Na-Cho Nyak Dun beneficiary list prior to the enactment of this code; or**
- iv. They were at least one quarter blood descended from the Na-Cho Nyak Dun; or**
- v. They are of aboriginal ancestry and have a special relationship with the Na-Cho Nyak Dun. This special case will be determined by our Elder's Council according to the terms laid out in this code; or**
- vi. They are sponsored by a citizen of the Na-Cho Nyak Dun and they are deemed to be a citizen by the Elder's Council.**

Application Procedures:

How to apply:

Applicants for the NNDFN Education Funding may apply in the following ways by either facsimile (fax), email, mail, or in person.

Required Documentation:

For Distance Learning, Post Secondary, Upgrading, College Preparation, and Trades Programs you will require the following documentation to be submitted for NNDFN Education Funding review of application:

- **Application Form**
- **Student Data Form**
- **Student Goals and Objectives**
- **Copy of Status card**
- **Most Recent Academic Transcript**
- **Letter of Acceptance**
- **Copy of Tuition**
- **Books & Supplies List**
- **Consent to release information Form**
- **Documentation to verify other funding sources were investigated**

How You Will be Notified:

- **You will be sent a reply either by email, fax or mail that your application has been received and is being reviewed.**
- **You will receive notification of application approval or rejection within five business days. It is up to the student to ensure that their application is completed and all documentation is included with their application for the application to be reviewed in a timely manner.**

Return Application To:

**First Nation of Na-Cho Nyak Dun
Attention: Education Coordinator
Box 220
Mayo, YT Y0B 1M0**

**Tel: 867-996-2122
Fax: 867-996-2196
Email: educate@nndfn.com**

Part Time Studies:

Students wishing to apply for part-time studies should apply to the program, but should be aware of the following:

Taking less than 3, Distance Learning, Post Secondary, Upgrading or College Preparation Courses per semester is considered to be part-time. Students may only be eligible for books and tuition expenses.

Students taking less than a full-time program will not be eligible for a living allowance. Students who wish to study less than full-time should contact the Education Coordinator to determine if they are eligible for some level of support.

Full Time Studies:

Students wishing to apply for full-time studies should apply to the Education Funding Program and they may be eligible for:

- Books
- Tuition
- Living allowance
- Travel support
- Transportation allowance
- Childcare allowance

To be considered a full-time, Distance Learning, Post Secondary, Upgrading or College Preparation Student, a student must take 3 or more courses per semester and maintain taking 3 or more courses throughout the sponsored semester(s).

Trade Students are treated separately please refer to page 6 for more details.

Support for students in post secondary program is provided at three levels:

Level 1-

This category includes one or two year community college, diploma or certificate programs. Support may be provided for up to a maximum of three years.

Level 2 -

This category includes undergraduate university programs. Support may be granted for a five year period. If the program will take longer to complete than the given time, the student should seek approval from the Education Coordinator to ensure continued funding. For Example: Bachelor Programs. If students have been funded through Level 1, they will be deducted the time given from Level 1 from the five years given to complete Level 2 .

Level 3 -

This category includes professional degree courses at the Masters or Doctoral Level. Support may be provided to complete the requirements of writing a thesis and completing course work. The length of time support will be granted will reflect the requirements of the individual program.

Other Eligible Courses of Study

Career Preparation:

The first nation offers a career preparation program to citizens in Mayo and Whitehorse. The program may include: budgeting skills, life skills and career counselling. The career preparation program will be facilitated workshops by the Education Coordinator and the AHRDA Coordinator. The career

preparation program may be funded through the AHRDA Program and a training allowance may be provided through the AHRDA Program or the Community Training Fund.

College Preparation:

Eligible students may be funded up to eighteen months of college preparation courses approved by the Education Funding Program. Students should be aware that not all college preparation courses are eligible for funding.

Upgrading Courses/Developmental Studies:

The Education Funding Program will fund upgrading courses that are offered at Post Secondary institutions and courses offered locally. Students requiring funding for upgrading programs should first seek funding from the AHRDA program. Upon written documentation of denial of AHRDA funding the Education Department will consider the application.

Funding is for Levels 1, 2, and 3 for a maximum of 12 months to complete each level.

Levels 1, 2, and 3 correspond to Grades 10, 11 and 12.

Funding is provided for upgrading and college preparation will not be deducted from the support for subsequent programs.

Trades Training:

The Education Funding Program will fund courses that lead to a recognized Red Seal Trade program for example: Plumbing Program offered at SAIT or NAIT. The Education Coordinator may refer your application to the First Nation's AHRDA Program, and if denied, can apply through the Education Funding Program.

Trades students will only be funded for the actual time spent in school, if they are there for 8 weeks, then will receive funding for 8 weeks. Student will not receive a living allowance while they are working to get their training hours. They may be eligible for some wage support and boot allowance through the AHRDA Program.

Students wishing to apply for Trades Funding should apply to the program and they may be eligible for:

- Books**
- Tuition**
- Living allowance**
- Travel support**
- Transportation allowance**
- Childcare allowance**

Community Training:

Community training refers to short term courses that are required by a prospective employer for example: First Aid, Dana Naye Ventures Courses, etc. Tuition and course materials are provided for this training, travel assistance may also be available if the course is held in another community. The Education Coordinator may refer your application to the AHRDA Program, and if refused will consider funding your application through the Education Funding Program.

Distance Learning:

Support is provided to students involved in distance learning (i.e. video conferencing) provided that the course is an approved credit course in the program in which the student is enrolled. Support will be provided as outlined in this policy, for a maximum of 18 months, with the provision of status reports.

Students wishing to apply for full-time distance learning studies should apply to the program and they may be eligible for:

- **Books**
- **Tuition**
- **Living allowance**
- **Travel support**
- **Transportation allowance**
- **Childcare allowance**

To be considered a full-time, Distance Learning, Post Secondary, Upgrading or College Preparation Student, a student must take 3 or more courses per semester and maintain taking 3 or more courses throughout the sponsored semester. If students are taking less than 3 courses per semester, they will be considered a part-time student and will receive only books & tuition.

Tutoring:

With prior approval, support of up to \$100 per month is provided for tutoring. Receipts are required. Contact the Education Coordinator if tutoring is required. Tutoring is available to both High School Students and all other Students outlined in the policy.

Practicum Placements:

Support for practicum placements that are considered part of the program of studies will be provided at the same rates as for other eligible programs. A letter from the student is required, specifying the location, start and end dates of the practicum, and the supervisor's contact number. If uniforms or other special equipment is required, the student is responsible to submit receipts.

Repeated Courses:

Continuing students that fail a course in the preceding year and must repeat that course in order to proceed with their program will be given one additional opportunity to complete the course, if they can prove they had medical reason, to large of a course load, family emergency or learning disability that prevented them from completing the course. Another special consideration is if the student can prove that they really did try, and had done well with all other courses, will be provided another opportunity to complete the course, upon written request to the Education Coordinator.

Limitations on Years of Support:

A Na-Cho Nyak Dun Citizen will receive no more than 8 school years, maximum of 80 months of Educational funding throughout their entire lifetime. After the maximum allowable time, a student should be self-sufficient and should be able to fund any further education.

Students with documented diagnosed disabilities who require additional time to complete their program should contact the Education Coordinator as soon as they know they will require additional time for completion of their program of studies.

The NNDNFN Education Funding Program is designed for building a citizens education level. It is to be used to as building blocks for higher educational levels. Citizens are not to used the program to receive 8 certificates or 2 Bachelor Degrees over their lifetime, rather it is designed to build upon their starting level for example:

Upgrading - College Preparation - Certificate - Diploma - Bachelors Degree - Masters Degree. (Level 1, 2 and 3)

Benefits:

Please note: All requests for funding under any section of this policy must be submitted in writing, with the required documentation attached.

The First Nation of Na-Cho Nyak Dun offers a wide range of benefits to its students through the Education Funding Program. Students should keep in mind that funding is limited. Depending on the number of applicants and the support required. NNDFN Education Funding Program may not be able to meet the needs of all applicants and the support required. A listing of the various benefits of the program and their limitations is as follows:

Tuition:

The NNDFN Education Funding Program will pay tuition for eligible students entering an approved program of study. Payment is made directly to the educational institution upon receipt of an invoice from that body and notification that the student has been accepted to attend. The First Nation Education Department will pay a maximum of \$2,500.00 per semester. When the schedule tuition for an approved program exceeds \$2,500.00 per semester, students should contact the Education Coordinator to seek funding for the program.

Books and Supplies:

A book and supplies allowance for eligible students is provided. Students in full-time studies will receive a book and supplies allowance of \$1000.00, to be used over two semesters.

Fees:

Support is provided to cover fees that are required by the program in which the student is enrolled. (Example: Lab fees, athletic fees, student fees).

Living Allowance:

The NNDFN Education Funding Program has a provision for living allowances for those eligible students taking full-time studies. Living allowances are not available for those students that are not considered full-time students, by the Na-Cho Nyak Dun First Nation.

There will be no advances on living allowances, under any circumstances. Living allowance will be advanced to all students on the last Wednesday of each month, for example: A students living allowance for February will be issued to you on the last Wednesday of January.

If a program starts in September and ends in mid-May, students will receive funding for the entire months. The Education Department recognizes that students will utilize this time to find employment and begin their education application for the next school year. When approvals go to the student for example: it will state that the student will be funded for 9 months (September – May) in this period. And should also include if the student is a continuing student will have to reapply for the following year.

There will be no holdbacks at the end of the year until transcripts are received, the Education Department recognized that students are studying for exams and will still require their living allowance to complete their studies. The Education Department will not add undue stress to students by holding back funding, unless there is a proven reason that the student isn't attending classes or has withdrawn.

Living Allowance Rates:

SINGLE STUDENT:	\$1200.00
Students with Families: Includes Married/Common-Law and Unmarried:	
With 1 dependent	\$1400.00
With 2 dependents	\$1500.00
With 3 dependents	\$1600.00
\$50.00 per month for any additional dependents	
Transportation Allowance	\$75.00 per month
Childcare Allowance (Per Child)	\$100.00 per month

Definitions:

**** Students with a spouse, but no children will be considered single.

**** Dependent means, child that you still support under the age of 18.

Overpayments:

Overpayments caused by the student withdrawing from an educational program and not notifying the Education Department may result in the student being billed directly. The Education Coordinator will work with the student to recoup these costs, either through the student returning to the program, and the cost being deducted monthly, or if the student has decided not to return to school, the amount owing will be sent to the student as an outstanding bill.

Overpayments caused by administrative error will be paid back to the department by the student or deducted from subsequent living allowance payments. Students must immediately report any irregularities in payment to the Education Coordinator.

Students who withdraw from courses without notifying the department will be asked to repay the department for the funds expended on that tuition. This will be treated as an overpayment and no subsequent assistance will be granted until this has been repaid.

Withdrawal from courses because of illness or family emergency will be considered special circumstances and medical certificates will be required.

Travel Assistance:

A maximum of \$1000.00 per school year will be provided, based on receipts.

Trade students will be provided with a return airline ticket to the city their training program is offered, or a maximum amount of \$1000.00 for gas and accommodations per training period.

Bereavement:

Students should contact NNDFN Social and Health Department for assistance with travel due to the death of an immediate family member.

Childcare:

Students will receive an allowance of \$100.00 per child per month to offset the cost of childcare. This will be included because there may be evening classes and child care may be required that are outside of daycare times.

Graduation:

Support to the High School Students and Students outlined in this policy and parents, for graduation within and outside the Yukon is as follows:

- **\$300.00 graduation gift from NNDFN Education Department.**
- **\$300.00 for graduation outfit for student.**
- **Maximum of \$500.00 travel and accommodation support for parents to attend the graduation ceremony.**

Students and/or parents must submit appropriate forms.

Responsibilities:

Student:

Citizens applying to and receiving funding from the NNDFN for educational purposes have the following obligations:

- **To provide a completed application form, along with all required documentation.**
- **To provide a written request for any additional requests for funding. To work with the Education Coordinator to better meet the students needs.**
- **To provide proper required documentation to be accepted into the program.**
- **To notify the department of changes in academic programs.**
- **To notify the department immediately if withdrawing from academic studies. To attend classes on a regular basis.**
- **To maintain adequate standards of performance in their programs.**

Director of Education:

The main responsibility of the Director of Education is to ensure that the Department is fulfilling its Vision for Education for the Na-Cho Nyak Dun Citizens:

Vision of Na-Cho Nyak Dun Education Funding Program is to maximize the potential of citizens through financial assistance, enhancing life long educational opportunities in all fields of endeavor that will lead to employment.

All applications received will be considered by the Director of Education. A letter will go out to the applicant within one business day, stating that the Department has received the application and is reviewing it.

Those applicants that meet all of the requirements will receive a letter of acceptance to be mailed, faxed or emailed to the student within 5 business days of receiving the original request. Those applicants who do not meet all of the requirements will receive a letter, by mail, fax or email explaining the reasons for denial of funding within 5 business days of the Department receiving the application.

Education Coordinator:

The Education Coordinator will be responsible for monitoring the students' monthly attendance record. The Education Coordinator is responsible for receiving Educational Funding Program requests and will date stamp each request as it comes in, and work with the student to ensure that all required documents are submitted for review by the Department.

The Education Coordinator is responsible for communicating with students and working with students to ensure that they are meeting their educational goals.

The Education Coordinator is responsible to ensure that students are receiving their letter of acceptance/denial and funding in a timely manner as stated in this Policy

Attendance:

The First Nation of Na-Cho Nyak Dun realizes that for most University Courses, attendance at class is on the honor system.

It is expected that students will make every effort to attend all classes.

For students who are reported to be missing classes for inadequate reasons, the Education Coordinator will contact the student to determine why this is occurring and will assist the students in returning to school if possible.

Student Leave:

Students are not employees, and therefore are not eligible for holidays (outside school holidays) or sick leave. No leaves will be approved for payment, unless prior approval is received from the Education Coordinator.

Misrepresentation and Fraudulent Activity:

The First Nation of Na-Cho Nyak Dun takes fraudulent activity very serious. The Education Department has a limited amount of funding and those who misuse the program in a fraudulent manner prevent services from being delivered to deserving eligible students. Inaccurate statements constitute fraud and will be dealt with according to the law. It is also a fraudulent activity to continue to receive living allowance after withdrawing from courses.

Appeals:

Students may appeal a decision about funding. The student must initiate the appeal in order for it to move forward. This appeal must be made in writing and addressed to the Chief and Council, until such time as the Tribunal Justice Committee is established.

The appeal must explain in what way the policy was not followed or why the decision was in error. Decisions of the Chief and Council will be final and binding on the applicant and the Education Department.



APPLICATION FOR FIRST NATION OF NA-CHO NYAK DUN EDUCATION FUNDING PROGRAM ASSISTANCE

INDIVIDUAL STUDENT RECORD

Status Number/Beneficiary	Beneficiary Yes or No
Given Names:	Surname:
Permanent address/street	City
Province	Postal Code
Phone Number Fax Number	Date of birth Gender M / F
Cell phone Number	Email Address

Please list your dependants (if more than 4 dependants list separately)

1. Name _____ Age _____ Relationship _____

2. Name _____ Age _____ Relationship _____

3. Name _____ Age _____ Relationship _____

4. Name _____ Age _____ Relationship _____

Have you been funding from the First Nation of Na-Cho Nyak Dun before? Yes or No

If yes, Please give the following information

PAST EDUCATION HISTORY

Year	Program or Course	Institute /school	Year of study	Completed Yes or No

INSTUTION AND PROGRAM YOU ARE APPLYING FOR ASSISTANCE:

Name of Trade School/College/University: _____

Address: _____

Phone # _____ Fax # _____

Email Address: _____ Website: _____

Program or Course: _____

List courses taking: _____

Full-Time	Part-Time	Year Start Date	Year End Date	Graduation Date

Please Check Semester				
<input type="checkbox"/> Fall (September to December)		<input type="checkbox"/> Spring (May to June)		
<input type="checkbox"/> Winter (January to April)		<input type="checkbox"/> Summer (July to Aug)		
Other Types of Programs:			Type of degree sought	
<input type="checkbox"/> Upgrading	<input type="checkbox"/> Trades	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma	
<input type="checkbox"/> College Preparation	<input type="checkbox"/> Distance Education	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master	
<input type="checkbox"/> Tutoring	<input type="checkbox"/> Community Training	<input type="checkbox"/> Doctorate		

I AM REQUESTING THE FOLLOWING:

Expenses	Cost	Description:
<input type="checkbox"/> Tuition	\$	
<input type="checkbox"/> Books	\$	
<input type="checkbox"/> Supplies	\$	
<input type="checkbox"/> Living Allowance	\$	
<input type="checkbox"/> Childcare:	\$	
<input type="checkbox"/> Transportation:		
<input type="checkbox"/> Other:	\$	
Total Expense	\$	

SCHOLARSHIP/GRANTS/FOUNDATION INFORMATION

Student must show facts that they have applied for any grants, scholarships or foundations – by providing copy of denial or approval letters.

Are you receiving funding from any other source? Yes or No

Please include copy of Scholarship or Grants, foundation applications.

Name Source: _____ Contact Number: _____

STUDENT DECLARATION

I declare that the information submitted in this application to be true, correct and complete to the best of my knowledge and that the financial assistance sought will be used for the educational purpose set out and I understand that if I haven given any false or misleading information. I will be liable for proceeding if I obtain funding under false pretenses or will be liable for full repayment of my grant. I hereby give permission to the First Nation Education Program to verify the information in this application and approve access of my school record; I will notify the program if I withdraw from my course of studies.

Signature: _____

Date: _____

Please note: ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.



AGREEMENT TO REPAY

I, _____
Name

of, _____
City Province or Territory

Acknowledge the funding received from the Education Department of the Na Cho Nyak Dun First Nation.

I hereby agree to repay the funding allocated for tuition, bookfees, living allowance, travel and other associated cost if I do not complete the courses.

Signed this _____ day of _____, 20 _____

Signature: _____ Witness: _____



STUDENT RECORD AUTHORIZATION

I _____ give permission to the First Nation of Na Cho Nyak Dun Education

Department to have access to my student records, attendance, transcripts, marks, etc.

Signature of student: _____ Date: _____

Witness Signature: _____ Date: _____



POST – SECONDARY STUDENT DATA

Name: _____ Date: _____

Contact while at school:

Address: _____ Phone: _____

_____ S.I.N: _____

_____ Birth Date: _____

Email: _____

Name of University/College/Institute: _____

Name of Program of Study: _____

Degree/Diploma/Certificate/Other: _____

Expected date of Graduation: _____

Contact while at home:

Address: _____ Phone: _____

_____ Email: _____

If approved: I would like my living allowance By Cheque Direct Deposit

If Direct Deposit – Please provide the Banking Institution Number and Account Number
