

# First Nation of Na-Cho Nyak Dun



## Post-Secondary Funding Policy

Adopted by Chief and Council: Motion #155-2015

Date: October 5<sup>th</sup>, 2015

# NND Education Department

## **Vision**

Educated, self-reliant citizens engaged in lifelong learning

## **Our mandate:**

- Subsidize education and training for NND citizens so they can build their educational level
- Provide educational opportunities for NND citizens so they can reach their potential in all fields of endeavour
- Provide support to NND citizens to expand their employment opportunities

## **Scope**

This policy applies to all NND Citizens seeking funding from The First Nation of Na-Cho Nyak Dun for training, upgrading, college preparation and academic programs.

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# POST-SECONDARY POLICY

## 1. Approval Process of Applications

- 1.1. There are three levels of approvals for application for funding for tuition
  - 1.1.1. The Education Department approves applications of under \$5000
  - 1.1.2. The Executive Director approves applications from \$5000 - \$10,000; and
  - 1.1.3. NND Council approves applications over \$10,000.
- 1.2. If the amount of tuition is over \$10,000 requiring NND Council approval, students are reminded to apply early to provide sufficient time for Council to review.

## 2. Eligibility

- 2.1. To be eligible for funding under the First Nation of Na-Cho Nyak Dun Post-Secondary Funding Policy, a student must meet all of the following criteria:
  - 2.1.1. Be a registered citizen of the First Nation of Na-Cho Nyak Dun and not registered as a citizen of another Yukon First Nation or a member of an Indian Band in Canada. (Ref: FNNND Final Agreement, Chapter 3, sect 3.2.5); and
  - 2.1.2. Be accepted into an approved course of study; and
  - 2.1.3. Be a student in good standing as defined by this policy; and
  - 2.1.4. Have submitted all required forms and supporting documents.

## 3. Eligible Programs

- 3.1. Support may be provided for an individual enrolled in an accredited institution, including distance education, in one of the following categories: This policy only applies in Canada; Alaska will be an exception
  - Level 1 – Upgrading
  - Level 2 - College Preparation
  - Level 3 – Apprenticeship, college, diploma or certificate programs
  - Level 4 - University undergraduate (Bachelor) programs; or
  - Level 5 - Masters or Doctoral programs.

- 3.2. A student is eligible for support to complete one program in each category. Exceptions may be allowed on a case-by-case basis by approval of the Education Department.
- 3.3. Support for Master Level projects or the writing of a thesis will be determined on a case-by-case basis by the Education Department. The student needs to attach a plan for completion of the Master's program to the application form.
- 3.4. Where a student has completed a Master's program and is pursuing a Doctoral program, the student may apply for additional support.
- 3.5. Students may apply for an additional year of support for medical reasons or upon the written recommendation of the Dean of the institution in which they are enrolled.

#### **4. Practicum Placements**

- 4.1. Support for practicum placements that are considered a part of the program of study will be provided at the same rate as other eligible programs.
- 4.2. A letter from the institution, agency or business is required specifying the location, start and end dates of the practicum and the supervisor's contact information.
- 4.3. If uniforms or special equipment is needed, the student is responsible to request in writing to the NND Education Department.

#### **5. Full-Time Student**

- 5.1. Students who are registered for three or more courses a semester will be considered a full-time student.
- 5.2. To be eligible for NND Post-Secondary Funding Support, a student must be a full-time student.

#### **6. Part-Time Student**

- 6.1. Students taking less than three courses a semester will be considered a part-time student.
- 6.2. Part-time students maybe eligible for NND Post-Secondary Funding Support.

**7. Location of Institution**

- 7.1. Students entering upgrading or college preparation are required to enroll at the academic institution closest to the student’s residence. Exceptions may be permitted.
- 7.2. Students living in the Yukon and entering college or university programs are encouraged to consider enrolling in Yukon institutions first, then Western Canada, then other Canadian institutions. Students living outside the Yukon are encouraged to enroll in the academic institution closest to their residence. Enrolment in academic institutions outside Canada will be considered.

**8. Priorities for funding**

- 8.1. Availability of funding is limited and based on the First Nation of Na-Cho Nyak Dun annual budgeting process.
- 8.2. Priority for funding support will be given to:

First	Students who are part-way through a program and are continuing in their 2-4 year program;
Second	Students who have not taken training previously;
Third	Students living in the community;
Finally	Students who have received funding previously, from the NND Post-Secondary Funding Support Program.

**9. Limitations on funding support**

- 9.1. Those students who has a history of withdrawing from programs, not completing courses or non-attendance may be required to be on probation until they have demonstrated to the Education Department that they are serious about furthering their education.
- 9.2. The Education Department may place students on probation or have conditions attached to their funding support.

**10. Assessments**

- 10.1 Any student who has been assessed for a learning disability will attach the documentation to the application form or, if the assessment was completed during the school year, attached to the Continuing Student Form.

## **11. Application process**

11.1. All applicants must submit an application package to the Education Department prior to the deadline for each intake. Required documents are:

- Application Form
- Transcripts of any previous course or programs
- Post-secondary Student Data
- Letter of Acceptance
- Copy of any learning assessment
- Tuition, Books & Supplies List - Budget
- Student Record Authorization Form
- Agreement to repay

11.2. The Education Department has 4 deadlines per year; Fall, Winter, Spring and Summer. These deadlines are advertised in local print, electronic and other types of media as well as on the First Nation website.

11.3. All students are encouraged to seek other funding to help with cost of living.

## **12. Documents submitted by continuing students**

12.1. Students are required to apply for funding once only for each course of studies as long as they remain in good standing. Funding for subsequent semesters will be considered based on the submission of the following documents to the NND Education Department.

- Most recent transcript
- Confirmation of continuing student status

12.2. If a student's transcripts are not available within 30 days after the end of semester, the student must notify the NND Education Department in writing and provide documentation from the institution stating when their transcripts will be available.

12.3. Delays in providing documentation should not affect a students' eligibility. The NND Education Department is not responsible for any delays in funding resulting from the failure of the student to provide the necessary documentation or any impacts that result from the delay in funding.

## **13. Maintaining Good Standing**

13.1. Good standing means:

- Completion of each course for which the student was registered in the previous semester; and
- In accordance to that College or University standards.
- Submission of all required documentation; and
- The student has no debt owed to the First Nation under this program or agreement to pay back form is in place.

13.2. Students who fail to maintain the minimum average grade will be eligible for continued funding on a probationary basis, provided they:

13.2.1. Develop a plan with the Education Department and institution for improving their marks; and

13.2.2. Submit their transcripts after completing each semester; and

13.2.3. Provide the results of all exams and assignments during the probationary period.

13.3. Despite failing to meet the requirements set out above, a student may be considered to be in good standing if they can demonstrate the failure is due to:

13.3.1. A medical reason;

13.3.2. A family emergency; or

13.3.3. A learning disability. An assessment from a credible organization or practitioner must be provided indicating the nature of the learning disability and recommended strategies for accommodation.

## **14. Failing or Withdrawing from a Course or Program**

14.1. If a student fails or withdraws from a course or program, or fails a course within a program, the student shall immediately notify the Education Department. A plan will be developed to repeat the course or program.

14.2. Students must adhere to the deadlines for withdrawals as determined by the individual academic institution. Failure to meet these withdrawal deadlines will be reviewed by the Education Department and penalties may be assessed.



14.3. Students who repeat a course are not eligible for financial assistance unless approval is provided by the Education Department, see section 13.

## **15. Repayment of funding support**

15.1. Repayment of funding received for a course or program is required if a student does not pass or withdraws from a program, or a course within a program, and does not develop a plan with the Education Department to complete the course or program, see section 13.

## **16. Financial Support**

16.1. The amount of financial support will be based on:

- Tuition and mandatory fees - based on quotes from the college or university.
- Books and supplies - actual costs up to a maximum \$650 per semester
- NND Post-Secondary living allowance - as set out in Table 1.
- Travel Assistance - one economy roundtrip ticket per semester from Whitehorse to the city where the student is enrolled, based on quotes or paid directly to the airline. Travel between Mayo and Whitehorse is covered at a maximum of \$500 per semester.
- Childcare - as set out in Table 1. Child care is only paid for children under 12.
- Tutoring - \$150 a month paid to the tutor. Additional amounts may be authorized by the Education Department.

16.2. Additional funding for tutoring may be approved where a student demonstrates a higher level of assistance is needed to maintain the required academic standing.

16.3. Where a student has failed a course and is in a probationary period the Education Department may approve additional funding for tutoring

16.4. No advances for the NND Education Funding will be provided.

16.5. Students are responsible for providing the cost of flights and the itinerary two weeks ahead of travel.

16.6. Payments to students will be issued the last Wednesday of each month.

## **17. Accommodation Assistance**

- 17.1. The Education Department may assist students with securing accommodation and the costs of damage deposits or first/last month rent, this will be deducted from the next living allowance with an agreement to repay.

## **18. Appeals**

- 18.1. Appeals must be submitted in writing by the student to the First Nation of Na-Cho Nyak Dun or an established appeal committee with a copy to the Education Department within 10 days of the decision being appealed.
- 18.2. The appeal must clearly state the issue/decision being appealed and why the individual believes the decision should be overturned.
- 18.3. All decisions will be final and binding upon the student and the NND Education Department. The response must be in writing.

## **19. Completion of Courses or Graduation**

- 19.1. In order to encourage completion of a course of study and to recognize the efforts and good work, each student who has completed a course or program shall be eligible for the following:
  - 19.1.1. Upon completion of entry level programs a gift of \$100 may be awarded.
  - 19.1.2. Upon completion of a certificate or diploma program, a gift of \$500 may be awarded.
  - 19.1.3. Upon completion of a journeyman apprenticeship or university program, a gift of \$500 may be awarded
  - 19.1.4. Those students graduating with Honours will be awarded a gift of \$100.

## **20. Taxable benefit**

- 20.1. Students must be aware that support under this program will be considered a taxable benefit and a T4A will be issued for each taxation year.

## **21. Contribution to the Community**

- 21.1. Students are encouraged to contribute to the community through applying for positions with the First Nation.

**Table 1 - NND Post-Secondary Living Allowance/Travel/Childcare**

SINGLE STUDENT: Includes Married/Common-Law	\$1,400.00
Students with Dependents: <i>(Note: Dependents are under the age of 18)</i>	
With 1 dependent	\$1,600.00
With 2 dependents	\$1,800.00
With 3 dependents	\$2,000.00
\$100.00 per month for any additional dependents	
Transportation Allowance	\$ 95.00 per month
Childcare Allowance (Per Child under 12 years) on a case-by-case basis. Students may be required to provide a letter confirming the custody status of the children	\$150.00 per month
Allocation will be in Canadian Funds ONLY  Exposure to foreign exchange rates will not be the responsible of the First Nation	

**Other training related fees shall be submitted to the Education Department for payment. Such as: Lab fee, computer room fee and library fee, etc....**