

NUNATSIAVUT GOVERNMENT
PSSSP Student Handbook
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Part I Introduction

The objective of the Post-Secondary Student Support Program (PSSSP) is to assist beneficiaries of the Labrador Inuit Land Claims Agreement in gaining access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers and to meet the human resource needs of the Nunatsiavut communities and Government.

This is an assistance program and is not intended to cover all education expenses or to replace an income.

The PSSSP provides financial assistance to eligible beneficiaries of the Labrador Inuit Land Claims Agreement towards the costs of their post-secondary education at a Canadian public post-secondary institution.

This document outlines:

- the criteria to be met by students in order to qualify for financial assistance;
- the types and maximum levels of allowances and incentives available through the PSSSP;
- the maximum duration of assistance that may be provided with respect to various levels of post-secondary education; and
- the student obligations, rules and regulations of the PSSSP.

The Nunatsiavut Government reserves the right to revise the contents of this handbook at any time during the academic year.

Part II Post-Secondary Definitions & Terminology

Academic Year – September to August, as defined by the post-secondary institution, but will not be less than eight months duration (ex: September-April).

Administering Organization – organization responsible for administering the PSSSP.

Common-Law Spouse - a person, whether opposite- or same-sex, who has been living with you in a conjugal relationship for at least one year.

Continuing Student – student enrolled in post-secondary studies through the PSSSP on a continuous basis without interruption in their current program of studies (exclusive of spring semester).

Correspondence/Distance Education Student – student enrolled in one or more courses whereby all work is completed at home or in his/her home community and all educational material is forwarded through mail, courier, e-mail/internet or teleconference system.

Dependent - any natural child, step child or legally adopted child of the student or other child of whom the student is guardian:

- a) who is under the age of 18 years old, is financially dependent on the student and who does not receive income in excess of the level of income allowed for a dependent by Revenue Canada's Income Tax regulations; or
- b) who is over the age of 18 years, resides with the student, is attending high school as a full time student, is financially dependent on the student and who does not receive income in excess of the level of income allowed for a dependent by Revenue Canada's Income Tax regulations; or
- c) who is wholly and financially dependent on the student for reasons of mental or physical disability and who resides with the student and does not receive income in excess of the level of income allowed for a dependent by Revenue Canada's Income Tax regulations.

Fiscal Year – financial year, which is April 01 – March 31

Full-Time Assistance – includes: tuition, books, living allowance, and travel (if applicable).

Full-time Sponsored Student – sponsored student under the PSSSP attending post-secondary studies on a regular full-time basis. University students must be enrolled in a minimum of four (4) credit courses or equivalent of twelve semester hours of credit. In technical and community college institutions where the courses have been predetermined by the institution, students must register for all courses as outlined (in Part VI, Section G). Master's and Ph. D students must be enrolled in full-time studies as determined by the institution.

Immediate Family – parent, brother, sister, children, spouse, and grandparent.

Nunatsiavut – Communities that include Nain, Hopedale, Makkovik, Postville and Rigolet.

Part-Time Assistance – includes tuition and books.

Part-Time Sponsored Student – student qualifying for tuition and books only.

Post-Secondary Education – a program of studies, offered by a Canadian public post-secondary institution, for which completion of secondary studies or equivalent is a prerequisite for admission.

Post Secondary Institution – a degree, diploma or certificate granting institution which has been recognized by a province and includes educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with Canadian (public) post-secondary institutions.

Program of Studies – post-secondary programs, one academic year or greater in duration, leading to a certificate, diploma or degree.

Public Institution – Canadian post-secondary institutions which receives the majority of its funding from the federal and provincial governments.

Returning student – applicant previously funded under PSSSP and had either discontinued or graduated/completed a program, but is returning for post-secondary studies.

Semester (see also **Session**) – part of an academic year as defined by the post-secondary institution, usually about four months in duration. Fall semester (September – December), Winter Semester (January – April), and Spring Semester (May – August).

Session (see also **Semester**) – part of an academic year as defined by the post-secondary institution, usually about 6-8 weeks in duration. Intersession (May – June) and Summer Session (July – August).

Single Parent – parent who is financially responsible for a dependent child(ren).

Part III Application Process

A. Eligibility Criteria

NOTE 1: FUNDING APPROVAL IS NOT GUARANTEED. APPLICATION APPROVAL IS DEPENDENT ON THE BUDGET AT THE TIME OF SELECTIONS.

NOTE 2: ANY PERSON WITH AN INCOME IS NOT ELIGIBLE FOR FULL-TIME EDUCATIONAL ASSISTANCE.

In order to be eligible to participate in the PSSSP, you must be a beneficiary of the Labrador Inuit Land Claims Agreement. Beneficiaries interested in applying for assistance must:

have successfully completed secondary school and have been accepted by an accredited Canadian public university or college into an accredited program of studies which has secondary school graduation as an academic prerequisite;

-or-

have been accepted as a mature student by an accredited Canadian public university or college for registration into an accredited program of studies which has secondary school graduation as an academic prerequisite;

-or-

have been previously assisted through this program and have been accepted for further accredited studies by an accredited Canadian public post-secondary institution.

B. Application Deadline Date

Applications for full-time and part-time studies must be received by the Administering Office on or before the deadline date of March 1st for any semester starting within the following academic year (September-August).

Applications received after the application deadline date will be held until it can be determined if funds are available. If funds are not available, late applications will be **voided** and applicants will be required to reapply.

C. Application Procedures

Applications for financial assistance received by the Nunatsiavut Government-PSSSP Administering Office must follow the process outlined below:

	<i>Document(s) Required</i>	<i>Date of Receipt</i>
Phase I	➤ A completed application form	By March 1 st
Phase II	<ul style="list-style-type: none"> ➤ A recent transcript of marks (for high school students; Level II transcript and Level III April Grade Report) ➤ A completed worksheet (due no later than April 15th) ➤ A copy of a letter or email from the institution confirming receipt of your application ➤ Counselling Sessions ➤ Completed Release Form ➤ Completed Declaration (if claiming dependents) ➤ Direct Deposit slip from your bank 	<p>All documents must be received by April 15th</p> <p>FAILURE TO PROVIDE ALL REQUIRED DOCUMENTS BY THE DEADLINE DATE MAY RESULT IN A VOIDED APPLICATION</p> <p>If some documents will not be available by April 15th, the applicant MUST notify the PSSSP office prior to that deadline date.</p>
Phase III	<ul style="list-style-type: none"> ➤ Documentary proof of acceptance ➤ Final high school transcript, when available 	All documents must be submitted by August 8 th

Applications lacking any of the above information will not be processed until all required information has been submitted and mandatory counselling sessions have been completed.

D. Application Renewal Deadline Date

Application renewals for full-time and part-time students must be received by the Administering Office by March 1st for the Fall and Spring Semesters and the Intersession and Summer Sessions. The deadline for renewals for the Winter semester is November 1st.

E. Notification of Acceptance for Funding

Applicants approved for funding will be notified by telephone and/or e-mail, and may be followed up in writing.

F. Notification of Refused Application for Funding

Applicants not approved for assistance will be informed in writing of the reasons for this decision.

G. Confidentiality and Informed Consent

Once accepted to the PSSSP, the student's file and its contents are considered privileged information. The Administering Office and the student will adhere to the principle of confidentiality (respecting the rights of privacy) and informed consent (written or verbal consent to disclose details); thus, no personal information on a student's record will be released to persons outside of the education staff, executive council, parents/guardian or academic professionals without the written consent of the student.

H. Prioritization Procedures

Due to the level of funding available for post-secondary studies, the PSSSP may not be able to provide assistance to every applicant. As a result, all applications will be prioritized using the following formula: seat allocation will be determined by multiplying the percentage of membership per community or region by the number of available seats. The seat allocation is determined using the annual average cost per student.

Seats are allocated based on the following priorities:

1. Continuing PSSSP Students;
2. Nunatsiavut Government Specified Programs;
3. New applicants and returning students who were funded previously under the PSSSP but had to discontinue their program prior to completion;
4. Returning students who have graduated from a program of study with assistance of the PSSSP;
5. Leniency and late applicants.

In the event we have more applications than seats available, prioritization within communities will then be based on academic performance using transcript of marks provided.

Part IV Limits of Assistance

A. Levels of Assistance

Assistance may be provided for four levels of post-secondary education:

UCEP	University College Entrance Program
Level I	College and technical programs
Level II	Undergraduate programs
Level III	Advanced or professional degree programs

B. UCEP

- Programs specifically geared to prepare students for entrance into a certified college or university program of study.

C. Level I Programs

- Colleges and technical institutions offering a program of studies leading to a certificate or diploma which is one academic year or greater in duration and which have as a prerequisite, completion of high school graduation or equivalent.

D. Level II Programs

- Undergraduate programs
- Bachelor degree programs which may have as a prerequisite an undergraduate degree

E. Level III Programs

- Master's Programs
- Doctoral Programs

F. Assistance Provisions

For certificate, diploma, or Level II degree programs, assistance may be provided for the number of academic years of a program of studies as officially defined by the institution offering the program. Master's and Doctoral Programs may be funded on a full-time basis for the minimum duration of the program as defined by the institution.

Students enrolled in an approved level of studies may be assisted for up to one additional academic year if such extension is supported in writing by the Dean or Department Head.

Extensions may not be granted due to failed, dropped or repeated courses, or from loss of credits due to transferring to another institution or by taking courses not specific to your program of studies.

It is the student's responsibility to provide a medical certificate for an additional academic semester or year of study for medical reasons. Additional assistance for personal reasons must be substantiated according to the circumstances. Acceptable personal reasons may include:

- Martial breakdown of the student; and/or
- Serious illness of the student's spouse or the student's dependent(s), mother, father, brother, sister, which requires the student's extended presence with his/her family.

Students who have completed a Level I program of studies, with any assistance from this program, are ineligible for further full-time Level I assistance, but may qualify for part-time assistance.

Students **may** be full-time funded in Level I studies after dropping out of Level II studies provided no more than ½ of the program of studies has been completed. If a student resumes Level II studies, the previous time spent at Level II will be counted for assistance purposes.

Students who have completed a Level II program of studies, with any assistance from this program, are ineligible for full-time Level I or II assistance, but may qualify for part-time assistance, or other Level II programs that may have an undergraduate degree as a pre-requisite for admission.

Students who have completed a Level III program of studies, with any assistance from this program, are ineligible for full-time Level I or full-time Level II assistance. Students will also have restrictions on further Level III assistance.

When students change programs, or institutions within one of the levels, the academic years used for each program within this level will be counted for assistance purposes.

Students who have previously completed a portion of post-secondary studies without assistance from this program, **upon approval**, will receive assistance for the remainder of their current program of studies.

New Pilot Project Respecting a Second Program Under PSSSP

For Nunatsiavut Residents Only

Effective September 01, 2017, a pilot project will be introduced for **Nunatsiavut Residents** only which will allow previously funded students to access another program of studies at the same or lower level of the last program they attended. This pilot project is being implemented in an effort to retrain individuals who have had difficulty finding permanent work; want a career change and to help fill hard to recruit positions within Nunatsiavut. This pilot will be in place for 3 academic years.

In order to qualify for an additional program of studies, an applicant must meet the following criteria:

1. Must be a permanent resident of Nunatsiavut only.
2. A time period of 5 years must have elapsed since the graduation from or expiry of funding for the level of studies the students wants to return to.
3. Must be accepted directly into their chosen program.

This policy applies to Level I and Level II studies only and is a ONE-TIME-ONLY opportunity. All policies and application deadlines of the PSSSP will apply. The deadline date for all applications is March 1st each year. All applications for a second program will be reviewed by the Staff Education Committee to determine eligibility and status.

If you require additional information or have any questions regarding this pilot project, please contact the PSSSP office.

G. Bankruptcy Policy

Through the PSSSP, the Nunatsiavut Government is seeking to promote accessibility to post-secondary education to the Beneficiaries of the Labrador Inuit Land Claims Agreement by lowering economical barriers through the provision of financial assistance. One of the goals of the program is to provide as much financial assistance to as many beneficiaries as possible.

To meet this goal, the Nunatsiavut Government is working to ensure that the PSSSP program is administered with integrity, transparency, accountability, and in a manner that is fair to all involved. To further attain this goal, students who apply for this funding must formally agree to clearly outlined conditions dealing with their performance obligations and accountability requirements under the program. They must agree to these conditions in writing before any funding is provided to them. A breach of this agreement could result in the student having to repay the PSSSP funds received by them.

This policy serves to encourage each student to successfully complete their program of study in an appropriate period of time. This will reduce the cost per student assisted, which in turn will better enable the Nunatsiavut Government to extend more financial assistance to a greater number of students.

If a student has been required to repay their PSSSP funds based on a breach of agreement, and the student makes either an assignment into bankruptcy or has an order of bankruptcy made against him/her under the Bankruptcy & Insolvency Act, that student will not be eligible to further financial assistance for 5 years from the date of application or assignment into bankruptcy.

NOTE: Also see Student Obligations to PSSSP (page 16-21) for more information.

Part V Financial Assistance

A. Tuition

1. Tuition assistance for full-time, part-time and correspondence/distance education students includes cost of tuition, student union/council fees and other applicable fees as listed by the institution up to a maximum of \$10,000.00 per academic year (September to August). ***This program does not cover application fees.***
NOTE: All students MUST register for the Student Health/Dental Insurance Plans at their respective institutions. Students no longer have the option of opting out of the Health/Dental plans.
2. Assistance is provided for actual cost of tuition fees at a Canadian public post-secondary institution up to a maximum of \$10,000.00 per academic year (September to August). Tuition assistance will be paid directly to the institution for all full-time, part-time and correspondence/distance education students. Upon registering, students must identify themselves to the registrars or cashiers office as being a Nunatsiavut Government PSSSP sponsored student.
3. In cases where students register in programs of study that have a previous program of study as a pre-requisite; but where the program of study does not provide a professional designation/certification, this program will only qualify for a maximum of \$4,000.00 for tuition per academic year (September to August).

Please note: we do not cover the full cost of tuition fees for COST RECOVERY PROGRAMS.

B. Text books, Equipment and Supplies

For full-time, part-time, and correspondence/distance education students, the full cost of required books will be issued when the student provides the required information. (See Part VI, Section C).

Advances for book purchases for full-time students will be issued by the Administering Office to a maximum of \$100.00 for the Fall semester, and any new students starting in the Winter or Spring semesters. Continuing students do not normally receive a book advance for the Winter semester. However, if students would like a book advance for the winter semester, they can put a request in writing to the Program Director. No further book advances or reimbursements will be issued until the required listed information has been provided. Any unused portion of the

advance will be deducted from the student's living allowance cheque. *NOTE: students attending the College of the North Atlantic will not receive book advances as the college will invoice PSSSP directly for required textbooks.*

No book advance will be issued to part-time and correspondence/distance education students.

Required equipment and supplies may be provided up to a maximum of \$1000.00 per program when the student has provided a detailed program outline noting the mandatory equipment and supplies, a detailed cost breakdown and a detailed receipt of purchase. No reimbursement will be provided for any lost or damaged equipment and supplies. Some exceptions may apply.

C. Travel

Students who are required to travel from their place of residence to attend their program of studies qualify for a return travel allowance (once every semester) for themselves, their spouse and/or any dependent who travels with them. Students enrolled in full time studies for an Intersession or Summer session, as required by their program, qualify for return travel allowance, with a maximum of one return trip per full semester of studies (four-month period).

All travel receipts must be provided in the semester where the travel took place.

Students who choose to do a non-required intersession or summer session will be eligible for a travel benefit equivalent to one-way excursion airfare.

Travel assistance will be equal to the cost of an excursion airline ticket from the student's place of residence to the nearest public post-secondary institution which offers the program of studies selected by the student. Students deciding to travel beyond this will be responsible for any additional costs of transportation. However, students who are receiving full-time funding for a Master's or Ph.D. program may qualify for full travel benefits for anywhere they decide to study in Canada.

Revised Travel Policy in Effect as of January 2016

Any student from Labrador who has to travel from their home community to attend post-secondary studies will be eligible to receive travel benefits for themselves (including dependents and spouse) to any location in Atlantic Canada that offers their program of choice. The travel arrangements remain the same as outlined in this student handbook.

Please note, this change does not apply to students where the program of choice is available in your home community or within driving distance to school.

This policy change will remain in effect until a complete review to the Post -Secondary Student Support Program is completed which must be within the next 3 years.

Travel assistance does not include the removal of household effects or the cost of excess baggage for students who are not residents of Nunatsiavut. Effective September 1, 2016, full-time funded students who are residents of Nunatsiavut may be covered for the removal of household items and/or excess baggage up to a maximum of \$200.00 at the beginning of their academic year and a maximum of \$200.00 at the end of their academic year. Students must provide detailed receipts that include the name of the transportation carrier, date and full cost. This benefit will

not be paid at any other time throughout the year. Receipts must be submitted within the semester to which they apply.

Travel will be calculated **using the most cost-effective mode of public transportation.**

Students are responsible for making their own travel arrangements through Mokami Travel. (See Appendix C for travel contact information). If students need to access ground transportation from the airport to their school location (in a different city/town), or vice versa, they must pay that fee up front and submit receipts for reimbursement.

Students travelling by alternate means of transport must contact the Administering Office in St. John's to make special arrangements and must provide detailed travel receipts within the semester to which they apply. Receipts must include date, vendor name and service provided. Non-detailed debit or credit card receipts will not be accepted. Receipts submitted after the semester to which they apply may not be reimbursed.

Students wishing to make travel arrangements outside of the normal travel periods (ie: the start and end of each academic semester or session, such as September-December, January-April) **must** submit their request **in writing** to the Program Director before the original travel period is scheduled to take place.

Travel allowances will not be issued to students for any travel period where the student did not travel. Note that, as per Nunatsiavut Government regulations, Air Borealis is the carrier of choice.

Part-time and correspondence/distance education students are not eligible for travel benefits. Students required to do a workterm and have to travel to their workterm location, may be eligible for travel benefits. (Some restrictions may apply)

Note: students must follow regulations of the airline for changing dates or submitting tickets for refunds. All changes to tickets must be done prior to travel date or the ticket will be voided and no refund given. Students are responsible for the cost of all change fees.

Travel Incentive for Full-Time Funded Students Who Are Permanent Residents of Nunatsiavut.

Effective January 1, 2017, the PSSSP may provide one additional trip per academic year for full-time funded students who are entitled to travel benefits, their spouse and dependents who are permanent residents of Nunatsiavut. Students must meet the following criteria for this incentive:

- The travel must take place during a designated academic break or long weekend;
- The student and all members of the family unit (spouse and/or dependents) must travel together or forfeit the benefit;
- The student will determine which semester they will use this benefit.

This benefit will not be approved for periods where students would be away from regularly scheduled classes for a period of more than one full day.

This benefit will not be approved for a student's spouse and/or dependents to travel at different times than the student.

This benefit will only be provided on the condition that it does not impact seat allocations at the start of an academic year.

D. Living Allowance

Allowances to help cover student's living expenses for full-time sponsored students will be provided at a rate not to exceed the Nunatsiavut Government's current established maximum levels (refer to Appendix B). Please note: the Nunatsiavut Government does not issue T4's for funding received under the PSSSP. These funds are not taxable and do not need to be reported as taxable income, and students should not claim educational expenses.

Living allowances will be paid to the student on a monthly basis if the student is maintaining their own accommodations. If a student stays in a University residence where the cost of the room and meal plan exceed their monthly living allowance, Nunatsiavut Government will pay any amount in excess of the allowable monthly living allowance to a maximum equivalent to a basic double room with a 14 meal plan. **Nunatsiavut Government – PSSSP does not cover confirmation fees for residence/meal plans.**

***NOTE on MUN/Grenfell Campus Residence:** the PSSSP and MUN/Grenfell have an MOU (Memorandum of Understanding) in place whereby residence spots in both St. John's and Corner Brook are reserved for PSSSP students. Students must still meet the requirements and deadlines set by the institution for applying to residence. If you intend to apply for residence to MUN or Grenfell, please ensure you indicate on your PSSSP application form.*

At the end of a study period, living allowances for a fraction of a month are prorated on a bimonthly basis. Students who are required to attend school between the 1st and 15th of a month will receive one half of their living allowance entitlement. If a student is required to stay beyond this period, they will receive their full month's allowance. The dates of each study period will be determined by the institution.

If a student begins studies prior to the start of a particular month, living allowance will be prorated on a daily basis.

Living allowances are paid for Christmas and study breaks. Students are responsible for their accommodations, heat, light, food, etc. for this period. Living allowances are not paid for any semester where a student is not considered a full-time student by the PSSSP.

Full-time funded students may be able to get/keep a part-time job of **no more than 20 hours per week** while receiving a living allowance, but only if they feel they can handle the full course load and a part-time job at the same time.

Any students claiming dependent children will be required to submit a Declaration before we can determine the eligible living allowance rate.

Declarations are available online at www.nunatsiavut.com.

Part-time/correspondence/distance education students are not eligible for living allowances or travel benefits.

Housing Subsidy

In an effort to help offset the high cost of housing in St. John's and Happy Valley-Goose Bay where family residences and affordable housing are difficult to find, the NEC has approved a rental subsidy as follows:

A housing subsidy of 30% of the cost of rent up to a maximum of \$250.00 per month will be issued to students who have to leave their home community to travel to St. John's for post-secondary studies. This subsidy will only be provided upon receipt of written confirmation that no residence space is available and where a copy of a rental agreement is provided.

A housing subsidy of 30% of the cost of rent up to a maximum of \$500.00 per month will be issued to students who have to leave their home community and travel to Happy Valley-Goose Bay for post-secondary studies. This subsidy will only be provided upon receipt of written confirmation that no residence space is available and where a copy of the rental agreement is provided.

The rental subsidy does not include utilities, internet connections, telephone and/or cable.

Students who wish to claim the subsidy must provide the letter regarding their residence status and rental agreement before any subsidy is issued and at the beginning of each school year, and upon any change to their accommodations.

Students will have to follow the institution's requirements and deadlines for applying for residence and to follow all other regulations respecting post-secondary studies as outlined in the Student Handbook.

PLEASE NOTE, THESE CHANGES WILL BE IN EFFECT UNTIL A COMPLETE REVIEW IS CONDUCTED ON THE POST-SECONDARY STUDENT SUPPORT PROGRAM WHICH MUST BE COMPLETED WITHIN THE NEXT THREE YEARS (Review must be completed by year-end of 2018)

E. Tutorial Assistance

All students are encouraged to utilize the **Help Centres** in their respective institution. If you are unaware of what services are available at your school, please contact someone in your student services department or speak with your academic advisor.

Tutorial assistance will be made available to students **only after approval has been obtained from the Administering Office**. The following set of guidelines has been established and must be followed by all students.

Tutors will be limited to **15 hours per semester per course**. After five hours of tutoring has been used for any given course, students must ask their tutor to provide **a report of their progress** to the Administering Office and students must request approval for further tutoring. This procedure is required after **each five hours of tutoring service**. All tutors **must be approved by the Nunatsiavut Government Administering Office**. Only after the PSSSP has given approval for tutoring and received a copy of the tutor's resume will the student then be permitted to start their tutoring under this policy.

Any student who books a tutoring session but fails to attend the session and payment is issued to the tutor will have the **cost of the session deducted from their living allowance cheque.**

Students are required to sign only for the amount of time they were tutored. If an invoice is received for an amount not within these guidelines, the student will either be held accountable to pay out of pocket or to have the additional amount deducted from their living allowance cheque.

The following rate schedule will be used where possible. If you have access to a tutor that cannot work within these limits, please call for further instruction.

- **Student tutors** (with 2 yrs post-sec training) \$12-15.00 per hour
- **Student tutors** (with 3-4 yrs post-sec training) \$15-20.00 per hour
- **Professional tutors** (Tutors Unlimited, Instructors, etc) Maximum of \$30 per hour

Additional tutoring hours may be made available where there is a demonstrated need and is supported through reports from the tutor. This request must be made to the Program Director or the Education Officer.

A copy of these guidelines should be provided to your tutor with the commencement of service.

F. Bereavement Travel

In the event of the death of an immediate family member of the student (as defined in Part II), the Nunatsiavut Government – PSSSP will provide bereavement travel to full-time attending students, their spouse and/or any dependents who are living with the student. (Some conditions may apply.)

G. Level II Contingency Fund

A Level II Contingency Fund has been established to assist part-time funded Level II students with extraordinary costs associated with their studies. This fund will only apply to students who are completing their program through part-time studies either by distance or online study and the amount will not exceed \$2500.00 per academic year (September to August).

This fund may be used for mandatory on-campus studies; special examinations or testing; or other mandatory expenses for successful graduation. Expenses can include such things as travel and accommodations, cost of specialized exams, etc.

Students who wish to apply for this contingency must submit a request in writing to the Program Director, specifying the need, purpose and approximate amount required. Any amount approved will only be reimbursed where detailed receipts for the expense have been provided.

H. Level III Contingency Fund

A Level III Contingency Fund has been established to assist Masters' and/or PhD students with extra-ordinary costs associated with their studies. This contingency fund may apply to both full and part time studies and cannot exceed \$2,500.00 in an academic year (September to August).

This contingency fund may be used for, but not limited to: summer institutes where a student has to travel to a school location for a short period of intense training on campus; for defense of thesis; for specific printing and copying requirements; lab work requirements; special examinations; etc.

Students who wish to apply for this contingency fund must do so in writing to the Program Director, specifying the need, purpose and approximate amount required. Any amount approved will only be reimbursed where detailed receipts for the expense have been provided.

Part VI Student Obligations to PSSSP

Once a student is accepted under the PSSSP, he/she undertakes the responsibility of providing the following documentation:

NOTE: All documentation can be submitted electronically.

A. Application Renewal

Students must provide an **application renewal form** for each semester of studies. This form must be received by the Administering Office by the deadline dates as outlined (Part III, Section D or Appendix A). Students failing to provide renewals for any given semester may be removed from the program and would then be required to submit a new application to regain entry into the PSSSP. Rules affecting new applications will apply.

B. Official Transcripts

THE PSSSP WILL NO LONGER REQUEST TRANSCRIPTS DIRECTLY FROM THE INSTITUTION.

It is the **student's responsibility** to ensure that the PSSSP office receives a screen shot of their semester marks at the end of each semester, by the applicable deadline date. Also, an official transcript of marks must be forwarded directly to the PSSSP from the institution **after each completed year of studies**. For students completing their academic year in April, they must submit an official transcript immediately after the Winter semester. For students continuing their studies during the Intersession term in June, they must submit an official transcript immediately after the Intersession term. Marks must be submitted by the applicable deadline date (See Appendix A). If an official grade is not available at the end of the term, (ex: a student is registered in a year-long course and a grade is not available in December), it is the student's responsibility to get a written document from the instructor/professor with a mark-to-date in the course.

Any student who will have an incomplete course, deferred exam, or an extension for any course, must notify the PSSSP office in writing with the reasons for such action.

Education funds will not be released to any student without written verification of their current student status. (Refer to Appendix A for deadline dates).

C. Proof of Textbook Purchases

All students will be reimbursed for the full cost of required textbooks when the following information is submitted:

1. student's name;
2. list of courses enrolled in for the semester and/or year;
3. course outlines which identify the required texts. If outlines are not available, a handwritten list of textbooks required for each course with an institution officials' signature will be acceptable; and
4. book receipt: if the name of the text does not appear on the receipt or a cash register receipt is not available, a handwritten receipt including the name and price of the book signed and stamped by a bookstore official must be

submitted. All book receipts must be submitted in the semester to which they apply.

Book receipts submitted in a fiscal year for books purchased the previous year will not be entitled to reimbursement. (Refer to Appendix A for deadline dates).

D. Proof of Travel

Students who travel to attend post-secondary studies are reminded that:

- They must book travel through Mokami Travel or must provide travel receipts which detail the expenses for all alternate travel arrangements.
- They must book all travel arrangements in advance in order to get the best possible rates and to ensure they get to travel on the date they want.
- They must pay for any excess baggage and change fees themselves.
- They will not receive reimbursement for travel entitlement not used.
- They must use approved airlines within NL as determined by the Nunatsiavut Government.
- They must submit detailed travel receipts within the semester the travel has taken place.

Travel receipts submitted in a fiscal year for travel purchased the previous year will not be entitled to reimbursement. (Refer to Appendix A for deadline dates).

E. Change of Application Status

If there is a change in a student's program of studies, institution, marital or dependent status, they must submit a new completed **PSSSP Application for Educational Assistance form** immediately. If the dependent status changes students must also provide a new declaration.

Any student receiving part-time benefits who wishes to access full-time benefits must submit a new Application for Educational Assistance form by the deadline date and must follow application procedures, as outlined in Part III, Section C.

F. Student Address & Course Confirmation Form

All students must provide, at the beginning of each semester, a completed **Student Address & Course Confirmation Form** with their mailing address, telephone number, email address, student identification number, Nunatsiavut Beneficiary number, and name, number and credit value of each course registered in for the current semester. A new **Student Address & Course Confirmation Form** is required immediately upon a change of address or courses. **Failure to provide updated address information will result in a delay in students receiving their funding.** (Refer to Appendix A for deadline dates).

G. Rules and Regulations

Course Load

All full-time sponsored students registered in a Level I programs of studies at a Certificate or Diploma granting institution (excluding university certificate or diploma) must be registered in and complete all courses as predetermined by the institution. **Anything less is considered part-time studies.**

All full-time sponsored students registered in a Level II program of studies at a Degree granting institution must be registered in and complete a minimum of 4 credit courses or equivalent of 12 semester hours of credit in each semester or in the full course load as pre-determined by the institution. **Anything less is considered part-time studies.**

All full-time sponsored students registered in a Level III program of studies at a Degree granting institution must be registered in and complete the minimum requirements for their program as determined by the institution. **Anything less is considered part-time studies.**

Foundation/Non-Credit Courses

Full-time students **may** be permitted to register for foundation courses **only after** it has been recommended by the institution and approval is granted from the Administering Office.

Dropping/Switching/Exempt Courses

If a student intends to drop or switch a course or can be exempt from a course, he/she may do so **only after** receiving approval from the PSSSP Office, **and only if they still meet the requirements of the program.** Students dropping courses must do so before the financial drop date as defined by the institution and must complete the appropriate forms to eliminate any additional charges. Any student who drops a course after the drop date is responsible for the tuition and book charges for that particular course. Financial penalties for tuition charges will be deducted from students' living allowance cheques. Students dropping a course should also take note of possible academic penalties of the drop date as defined by the institution.

Declaration of Program and/or Major/Minor

Students attending University must apply to a specific faculty and program (for example: declare major/minor) within the first two years of study.

Students who have not been accepted into a specific program/faculty by the third year of studies will have their funding suspended until they determine their education plan and are accepted for a specific program and faculty.

Students must also register in courses that apply to their current program of study.

Academic Responsibility

It is mandatory for all students to attend classes and labs on a regular basis and write all required assignments/reports/papers and exams. Persons found not attending classes and labs on a regular full-time basis or not submitting scheduled required assignments/reports/papers and exams will be placed on **immediate probation**, or in some cases, may be removed from the program. During the probation period, students will be expected to bring all of their required workload up to date, attend regularly scheduled classes and labs and write/complete all assignments/reports/papers and exams when due and to maintain a satisfactory level of academic performance. **If students do not adhere to the probationary conditions, or do not complete all assigned work for their courses, they may be removed from the Post-Secondary Student Support Program and they may be required to repay all funds allocated on their behalf for the semester.**

Funds for the following semester will not be released to any student who is on probation for the current term. For example, if a student is placed on probation with the PSSSP for the Fall semester, their January living allowance/residence fee will not be issued to the student nor will the student be added to the Winter sponsorship list until the student can provide their full transcript of marks for the Fall semester showing successful completion of all fall courses and a clear academic standing.

Part-time and correspondence/distance education students who fail to complete their course(s) will have their funding discontinued and will be required to repay all funds allocated on their behalf.

Students are required to maintain a satisfactory level of academic performance and remain in clear standing at all times with the institution. To ensure a student is keeping within this guideline, transcripts will be reviewed after each semester. If a student fails one or more courses, or fails to maintain clear standing with the institution, he/she will be placed on probation during the next semester of studies for which they register.

If a student fails to show marked improvement in academic performance or fails to regain clear standing with the institution, their funding will be discontinued and they will be removed from the PSSSP. If a student is required to withdraw from the institution, they will also be removed from the PSSSP.

If a student has been removed from the PSSSP, they must meet the conditions placed on their file before they are eligible to reapply. Once they have met all of the readmission requirements as per PSSSP Policy, they must submit a new PSSSP application by the deadline date of March 1st and comply with the PSSSP application process, as outlined in this handbook.

Attendance Regulations

Absenteeism has become a growing problem that is negatively affecting students' progresses.

The attendance policy will serve to address and hopefully curb this growing problem.

Students are expected to attend all of the scheduled classes. If you are unable to attend class due to illness, you are required to call your instructor and/or professor and advise them of the reason for your absence.

Any day a student is away from classes for any reason will be counted as absent days in this policy. A verbal warning will be issued upon reaching the 5% absent mark. A written warning and mandatory counselling will be given upon 10% absent mark. Students will be referred to on-campus counselling to help them deal with the problems that cause them to be absent from school. The on-campus counselling services may, at their discretion, refer a student for professional counselling outside of the campus. Failure to attend scheduled counselling sessions or to seek professional counselling services as recommended will result in termination of post secondary education benefits.

If the absenteeism continues after counselling has begun or has been recommended, a final warning will be given once a student reaches the 15% mark and the student may be terminated at any point after this. If the absenteeism rate increases to 20%, **the student will be terminated, regardless of the academic performance level.**

Students are encouraged to book medical and/or all other appointments at times that do not interfere with their program of studies. If a student has a pre-existing medical condition that requires extensive medical attention, the Program Director or the Education Officer should be made aware of this condition at the start of the school year. Medical documentation should also be provided. Other extenuating circumstances, such as a court summons, jury duty or bereavement, may be considered under the policy upon receipt of a written request.

A student who cannot attend studies for more than two (2) consecutive weeks due to illness or illness of a dependent will not receive living allowance or other benefits beyond the first two

week period. If the student is attending a program whereby he/she can continue with their program following the period they have missed, their living allowance and benefits will be reinstated.

Funding Responsibility

Any student discontinuing their program must immediately notify the PSSSP in writing of the reasons for discontinuation. Students may be requested to refund all or a portion of the education benefits provided to them and/or on their behalf. Students must notify the institution of their intent to withdraw in order to avoid additional expenditures beyond the date of leaving full-time studies.

If a student is removed from the PSSSP he/she may be requested to refund all or a portion of the education benefits provided to them and/or on their behalf. Otherwise, he/she may be requested to fund themselves or seek alternate sources of funding for one full semester of studies (full-time) at the same or higher level of studies at a recognized public institution to be eligible to re-apply for educational assistance. Upon completing this semester, students must provide a transcript showing proof of full-time status with passing grades and must be in clear standing with the institution.

If a student enters an appeal to an institution which has required them to withdraw, they must also enter an appeal with their sponsor, the PSSSP. (See Appeal Process, Part VIII, Page 23-24). Winning an appeal with the institution **will not** guarantee reinstatement of funding by the sponsoring organization, the PSSSP.

If a student has used more than half of the funding allocated for any particular level of study in which they are or were registered, they will not be permitted to switch to a lower level of study unless proof of extenuating circumstances are apparent. A student will not be permitted to make more than two switches between levels of study unless proof of extenuating circumstances is apparent.

Medical / Special Drop

Any student who cannot continue with their studies due to illness or extenuating circumstances may be eligible for a medical/special drop. A request for a medical/special drop must be made in writing to the PSSSP Program Director and must state reasons for the medical/special drop. This request must be accompanied with supporting documentation illustrating proof supporting the reason for the drop. Supporting documentation can include notes from a physician or counsellor, a list of medical appointments from a doctor's office, etc. NOTE: there is no guarantee of approval for a medical/special drop.

A student will not be allowed more than two drops for the duration of their studies. This includes approved drops from a full semester, as well as a course. Any additional drops may be considered discontinuation of studies and students may be required to repay all funds paid to them and on their behalf for that dropped semester before they are eligible to reapply for benefits.

Requests for medical/special drops must be made within the semester to which they apply. Any requests submitted after the semester to which they apply will not be considered. Rather, the student will have to go through the Appeal Process (refer to Part VIII for further details).

Any student who has been granted a medical drop must provide a medical clearance from their attending physician in order to be eligible to return to full-time studies.

In the event a student has to discontinue studies due to injuries sustained in an accident and where a claim for damages and loss of income/benefits is made, PSSSP will charge back the full cost of benefits paid for the period when the student did not academically benefit.

Management of Educational Benefits

Students are expected to manage the assistance funds made available to them in a manner which ensures that all educational fees and related expenses are paid when due. Monthly living allowances will be deposited directly into students' bank accounts on the last business day of the previous month. For example, the September living allowance will be deposited on the last business day in August. **ABSOLUTELY NO ADVANCES WILL BE ISSUED.**

Students receiving monies for which they have no entitlement are required to return these funds immediately.

Any abuse of the funds made available through this program will result in the termination of the assistance to the individual abusing the program.

Failure to meet the requirements and regulations of this program may result in hold back of funds until all requirements are met. Consistent delays in providing required documentation and information may result in termination of assistance.

Part VII Scholarships and Awards

Scholarships and Incentive Awards may be issued to full-time sponsored and/or full-time attending students (full-time attending students who are sponsored on a part-time basis) sponsored through the PSSSP. Scholarships and awards will be determined each year by the Nunatsiavut Government's Department of Education and Economic Development using the criteria outlined on pages 20-22 of the Student Handbook. Applications are no longer necessary, unless stated otherwise.

A. Academic Achievement Scholarship: Level I

In recognition of academic excellence, one scholarship in the amount of \$1,000.00 will be presented to a student in Level I studies who has achieved a B or 70% average or higher and meets the following criteria:

- successful completion of one full year of a program of study;
- student who has achieved a B average or 70% or higher;
- student must be doing a normal course load as defined by the institution (for a student in college or technical institution, the normal course load is predetermined by the institution in their program descriptions); and
- student must be continuing in their program of studies and must be in clear standing with their institution and sponsoring organization. (**Note:** students who have received any communications or warnings regarding attendance, incomplete work/assignments, etc will not be considered as in clear standing and will not be considered for awards.)

B. Academic Achievement Scholarship: Level II

In recognition of academic excellence, one scholarship in the amount of \$1,000.00 will be awarded to a student who meets the following criteria:

- successful completion of one full year of a program of study;
- student who has achieved a B average or 70% or higher;
- student must be doing a normal course load as defined by the institution (university student must be doing 5 credit courses or 15 hours of credit per semester);
- student must be continuing in their program of study and must be in clear standing with their institution and sponsoring organization.

C. Nunatsiavut Government Specified Program Scholarship

An NG Specified Program Scholarship will be awarded to a student registered in an NG specified program. One scholarship in the amount of \$1,000.00 will be awarded to a student who meets the following criteria:

- successful completion of one full year of the program;
- student must have passing grades in all courses and maintain the passing average as prescribed by their program;
- student must be doing a normal course load as determined by the program requirements to ensure they complete their program in the prescribed time frame; and
- student must be continuing in their program of study and must be in clear standing with the institution and their sponsoring organization.

D. Special Performance Award

A Special Performance Award may be presented where a noticeable improvement in performance is achieved. The award will be based on knowledge of the student's background and overall performance.

This award is set at \$1,000.00. This award may not be issued each year but rather where and when the Nunatsiavut Government PSSSP feels a student deserves the award based on his/her performance.

Eligibility for this award is conditional upon the following criteria:

- student must be enrolled in and attending a full-time program of studies;
- student must be registered in a minimum number of courses required for education benefits, (University students must be enrolled in 4 credit courses or 12 semester hours of credit and College students must be enrolled in the predetermined slate of courses as prescribed by the institution's program);
- student must be in clear standing with their institution and Nunatsiavut Government's PSSSP.

All awards will be approved before the end of the fiscal year, March 31st.

E. Sharon Baikie Memorial Scholarship

The Sharon Baikie Memorial Scholarship will be awarded when qualified applications are received by the **Sharon Baikie Memorial Scholarship Committee**. This award will only be issued when the Committee deems an applicant has met all the criteria. Therefore, this award may not be issued each year.

The Sharon Baikie Memorial Scholarship will be awarded to:

- A full-time post-secondary student, who is a beneficiary under the Labrador Inuit Land Claims Agreement;
- AND
- has successfully completed at least one full term of a one-year minimum program of post-secondary studies, and is continuing in his/her studies on a full-time basis;
- AND
- has displayed leadership qualities and who has promoted and strived for the retention of his/her culture and language;
- AND
- has been involved in organizing and participating in school and community activities, such as recreation committees, youth groups, sports events, student council, etc.

Students are required to complete a scholarship application form (See Appendix G) and attach any additional information specifying why they should receive this award and how they meet the eligibility criteria.

Each applicant must provide two letters of support; one from an education representative from current or previous studies and one from a prominent community member.

Preference will be given to residents of Rigolet.

Deadline for applications for the Sharon Baikie Memorial Scholarship each year is March 1st.

Applications may be sent by fax or e-mail to:

Jodie Lane

jodie.lane@nunatsiavut.com

Fax: (709) 923-2366

F. Loretta Barbara Grace Saunders Memorial Scholarship

The Loretta Barbara Grace Saunders Memorial Scholarship will be awarded when qualified applications are received by the **Loretta Barbara Grace Saunders Memorial Scholarship Committee**. This scholarship will be awarded to a qualified Nunatsiavut Beneficiary who is a full-time attending student under the Post-Secondary Student Support Program and who has completed at least one year of Post-Secondary Education. One award may be issued each calendar year only when the Selections Committee deems an applicant has sufficiently met the approved criteria. Therefore, this award may not be issued each year.

The Loretta Barbara Grace Saunders Memorial Scholarship will be awarded to:

- A full-time attending student under the Nunatsiavut Government's Post-Secondary Student Support Program;
- A student who has overcome obstacles to become a full-time Post-Secondary student;
- A student who has successfully completed at least one full year of post-secondary studies, is in clear standing with their institution and the PSSSP and is continuing full-time in their program of studies;

- A student who has demonstrated leadership skills through extracurricular activities or community involvement, particularly for events or activities promoting safe and healthy environment and lifestyles for women, children and Aboriginal people.

For purposes of interpretation, full-time attendance under Nunatsiavut Government's Post-Secondary Student Support Program required students to be registered in a minimum of 4 credit courses or 12 semester hours of credit. Students who are receiving part-time funding under the PSSSP, but who meet the PSSSP full-time attending criteria, are also eligible for this award.

The award will be open to all Nunatsiavut Government PSSSP full-time attending students (female or male) who can demonstrate they have met the approved criteria.

Each student must submit an application for this award, along with a personal statement detailing how they have met the requirements of this award and why they should receive this award.

Each applicant must provide two letters of support: an education reference from an education representative and a personal reference from an individual (non-relative) who is familiar with the applicant's personal character. Both references should be able to verify that the student has met the conditions of this award.

Deadline for applications of the Loretta Barbara Grace Saunders Memorial Scholarship is February 28th of each calendar year.

Applications may be sent by mail, fax or email to:

Nunatsiavut Government
ATTN: Lucy Brennan
 95 LeMarchant Road, Suite 203
 St. John's NL A1C 2H1

Fax: 709-754-2364
psssp@nunatsiavut.com

Part VIII Appeal Process

To ensure fairness and equitable treatment to all students, the PSSSP has an appeal process in place. Where a student is convinced that the PSSSP's guidelines are not being fairly applied to his/her situation, then the student shall have access to an appeal hearing.

There will be **NO APPEAL** for any one of the following situations:

1. refusal of assistance due to unavailability of funds;
2. failure to meet conditions of probation after being re-admitted on an appeal except for death in the immediate family, family break-up or serious illness and only when events are documented during the period of studies and regular contact has been maintained with PSSSP staff .
3. to regain access into the Post-Secondary Student Support Program with an outstanding balance on a previous student account exceeding \$400.00;
4. where students have dropped courses which leaves them with less than 4 credit courses or 12 semester hours of credit or in the case of technical institutions or colleges where the number of courses as outlined by the institution are not completed; and

5. clear abuse of program funds.

Appeal hearings can be heard with all participants present or through teleconference, whichever is the most time and cost effective.

*If a student enters an appeal to an institution which has required them to withdraw, they must also enter an appeal with their sponsor, the PSSSP. **Winning an appeal with the institution does not guarantee reinstatement of funding by the PSSSP.**

Appeal Guidelines

In order to initiate an appeal, the student must submit a letter to the PSSSP Program Director within 30 days of the notification of action taken by the PSSSP Office, detailing their reasons for the appeal along with the following information:

1. most recent transcript of marks if not already on file;
2. a copy of the student's appeal to the institution (if applicable);
3. a copy of the student's readmission into the institution (if applicable);
4. any documentation relating specifically to the basis of the appeal (doctor's notes, death certificates, etc);
5. if the appeal is for medical reasons, then a letter from the doctor and/or professional counsellor certifying the student's condition is warranted with the following information:
 - the dates of the appointments; and
 - recommendations made to student by doctor and/or counsellors as well as length of time student received treatment; and
6. if the appeal is for academic reasons, then a letter from the professor or student's academic advisor(s) detailing the problems the student experienced (if such information has been relayed to the professor or student advisor).

In addition, students must submit:

1. their current address and telephone number; and
2. the name, address and telephone number of the person selected by the student to represent him/her at the appeal hearing, if requested. (A student representative cannot be a Nunatsiavut Government representative, a Nunatsiavut Government employee, or a family member).

Once this information has been received from the student, the Program Director will forward a package of information to the Appeal Committee with the following information included:

1. a copy of the letter to the student from the PSSSP detailing the action being taken against the student;
2. a letter from the student initiating an appeal;
3. a copy of the student's appeal to the institution (if applicable);
4. a copy of the student's readmission into the institution (if applicable);
5. copies of any documentation relating specifically to the basis of the appeal (i.e.: doctor's notes, death certificates, doctor or counsellor appointments, comments, etc.);
6. a copy of the student's most recent transcript;
7. a copy of the written statement from the Program Director and/or Education Officer regarding their contact with the student; and

8. a copy of a report from the student's professors (if applicable).

An appeal must be launched by the student within thirty days of the notification of action taken by the PSSSP office. If a request is submitted after thirty days and is no longer eligible to be considered as an appeal, the request will then go to the Leniency Committee for review. (Refer to Leniency Policy & Process, Part IX for details.)

The Appeal Committee will hold an appeal hearing within sixty days after receipt of the appeal package from the PSSSP. The PSSSP office will send notification to the student of when the package was forwarded to the Appeal committee.

The Appeal Committee will review an appeal **ONLY** when all required information has been received. The PSSSP office will submit an appeal to the committee **ONLY** when all pertinent information has been compiled. In situations where an appeal is launched for academic reasons, the PSSSP will conduct an investigation which will involve contact with institution officials and professors. **The Appeal Committee's decision is final.**

All appeal requests should be forwarded to: Nunatsiavut Government – PSSSP
95 LeMarchant Road, Suite 203
St. John's, NL A1C 2H1
ATTN: Appeal Committee

Or emailed to psssp@nunatsiavut.com.

Please include your full name, beneficiary number, full mailing address, telephone number and email address, if available, on your correspondence.

Part IX Leniency Policy & Process

If an applicant has a condition applied to their file as a result of their actions from previous studies, they can apply for a leniency review:

- The applicant must provide a letter stating the situation that gave cause to them having conditions applied to their files and advise of what changes they have made to ensure the same or similar situation does not reoccur in the future.
- They will also have to provide an updated transcript from their previous studies if their file does not contain that information.

The Leniency Review Committee will review the information provided as well as any pertinent file information and make a decision respecting the person's education status.

The Leniency Review Committee will establish a meeting with the applicant to review the request or, at the request of the student, make a decision based on the information provided.

The Leniency Review Committee has 90 days from receipt of a request for a leniency review in which to review the file and make a decision respecting the request.

Once a decision is made on a leniency request, a letter will be forwarded to the leniency applicant and the PSSSP office.

Any person with an outstanding balance on their account, who has been granted leniency and been given approval to reapply for post-secondary education benefits, must repay a minimum of 10% of the balance owing prior to reapplying for further education benefits.

The remaining balance will remain on their file to be repaid after they either complete their program of studies or they discontinue their studies. (Any additional expenses incurred as a result of further violations will be added to the outstanding balance already on file.)

Leniency approvals will be in effect for one year upon approval date. Once a student has been approved leniency for the purpose of reapplying to the PSSSP for further studies, they must reapply to the PSSSP within one year from the date of approval. If that time expires, the approval is no longer valid. The balance owing must be paid in full before receiving any further assistance under the PSSSP. If, however, a student is not accepted into their program of study at that time, the leniency approval may be extended until the next PSSSP application deadline date.

A student will not be allowed more than **ONE** leniency approval under the PSSSP. If a student has been approved leniency, further leniency applications will not be considered.

All persons granted leniency and given approval to reapply for post secondary education benefits will go through the application process as defined by Nunatsiavut Government's Post Secondary Student Support Program Policies and will be prioritized in accordance with established policies. If a person granted leniency is approved for funding under the PSSSP, they will be placed on probation for the **first year of studies**. If they remain in clear standing with the Nunatsiavut Government PSSSP and their institution throughout the first year of studies, the probation will be lifted.

There will be no leniency review for any person who has already gone through the Appeal process.

The decision of the Leniency Review Committee is final.

All requests for leniency should be forwarded to: Nunatsiavut Government – PSSSP
95 LeMarchant Road, Suite 203
St. John's, NL A1C 2H1
ATTN: Leniency Review Committee

Or emailed to psssp@nunatsiavut.com.

Please include your full name, beneficiary number, full mailing address, telephone number and email address, if available, on your correspondence.

Part X Graduating Students

Graduating students must provide the Nunatsiavut Government - PSSSP office with a final

transcript of their marks showing proof of graduation and a copy of their diploma, certificate or degree.

We also request students to provide us with a picture of themselves, preferably a graduation picture. If a graduation picture is not available, a recent picture of any size would be appreciated. We are preparing a photo album of all of our graduates and hopefully someday we will be able to have another graduate book printed. In the meantime, graduate pictures and information will be added to our Facebook page (www.facebook.com/psssp).

Part XI Non-Insured Health Benefits

Receipts or invoices for health benefits should be forwarded to the appropriate contact below. Please indicate the type of benefit area the claim is for (ex: Pharmacy, Vision, Dental, Medical Supplies & Equipment, Medical Transportation or Short-Term/Crisis Intervention Counselling).

Nunatsiavut Government
Department of Health & Social Development
218 Kelland Drive
P.O. Box 496, STN C
Happy Valley-Goose Bay, NL, A0P 1C0

Phone: (709) 896-9750
Toll Free: 1-866-606-9750
Fax: (709) 896-9761
NIHB@nunatsiavut.com

Pharmacy Analyst/Medical Supplies and
Equipment Analyst

Contact: Currently Vacant
E-mail: NIHB@nunatsiavut.com
Fax: 709-896-9670

Dental Benefits Analyst

Contact: Jennifer Gear
E-mail: jenny.gear@nunatsiavut.com
Fax: 709-896-9670

Medical Transportation Analyst

Contact: Muriel Edmunds and Peggy Blake
E-mail: muriel.edmunds@nunatsiavut.com
peggy.blake@nunatsiavut.com
Fax: 709-896-9761

Vision Analyst/Nunatsiavut Dental Clinics

Contact: Wanda Blake
E-mail: wanda.blake@nunatsiavut.com
Fax: 709-896-9670

Part XII Native Counselling Services

There are aboriginal counselling centres in institutions throughout Atlantic Canada. The Aboriginal Resource Office at Memorial University, St. John's campus, is responsible for providing counselling and advice to all Aboriginal and Indigenous students at Memorial University. The Aboriginal Resource Office will assist students with registration, course selection, information on the services available, tutorial assistance and any other areas requiring assistance.

Contact information for the Aboriginal Resource Office (ARO) at Memorial University:

Vacant
ARO Manager
Office:
Ph:
www.mun.ca/aro

Sheila O'Neill
Coordinator of Aboriginal
Student Success
UC-4004, MUN
Ph: 709-864-8278
sheila.oneill@mun.ca
www.mun.ca/aro

Barbara A. Barker
Aboriginal Cultural Education Coordinator
UC-4003, MUN
Ph: 709-864-3495
bbarker@mun.ca
www.mun.ca/aro

Contact information for the Aboriginal Affairs at Grenfell Campus is:

Kelly Anne Butler
Student Affairs Officer – Aboriginal Affairs, AS278 – Grenfell Campus, MUN
Ph: 709-639-4606, kbutler@grenfell.mun.ca

Similar counselling services are available to students studying in the Maritime Provinces. The following are addresses of education counsellors:

Aboriginal Student Services
St. Thomas University
Trenton Augustine, Co-ordinator
Ph: 506-452-9669
Office: Wabanaki Resource Centre
JDH 208
Email: trentona@stu.ca

Unama'ki College
Cape Breton University
Ann Denny, Aboriginal Services Coordinator
Office: L-151-E
Phone: (902) 563-1402
Ann_Denny@cbu.ca

Indigenous Student Centre
Dalhousie University
1399 Seymour Street
Halifax, NS
Phone: (902) 494-8863
Fx: (902) 494-3875
ics@dal.ca

These services may also be available at various institutions located across the country. Please consult your school for further information on such services.

Part XIII Appendices

The following documents are forms used in the Administration of the Education Program:

- A. **List of PSSSP Deadline Dates**
- B. **PSSSP Living Allowance Rates**
- C. **PSSSP and Travel Contacts**
- D. **PSSSP Required Documents**

IMPORTANT NOTE: Due to the ongoing efforts to “Go Green” and thereby saving paper, please note that the PSSSP forms are not available in this booklet for handout purposes. They are, however, available online at WWW.NUNATSIAVUT.COM to print at any time. In addition, they either will be or have already been emailed to all students. If/when you receive this email of forms from the PSSSP, please **DO NOT DELETE** from your email account, as you can have them on-hand whenever needed and only print them as necessary.

1. PSSSP Application for Educational Assistance

Each student should submit a completed form to the Nunatsiavut Government PSSSP office. If any student should change their program of studies, institution, or has a change in marital or dependent status, a new completed application form is required.

2. Application Renewal Forms

In order to verify which students will be continuing with their program of study, **students are required to submit a completed application renewal form every semester.** If a student is not continuing with their program/studies, they must notify the PSSSP office immediately.

3. Student Address & Course Confirmation Form

All students must provide a completed student address and course confirmation form at the beginning of each academic semester. All forms must include their mailing address, telephone number or a number where a message can be left for them, email address, student identification number, Nunatsiavut Government Beneficiary number, and the name, number and credit value of each course registered in for the current semester. A new student address and course confirmation form must be completed immediately upon a change of address or courses.

4. Release Form

Upon acceptance for PSSSP, students are required to sign a release form authorizing the institution to release an official copy of his/her marks and any pertinent information relating to the student's file. **If any student changes institutions or is doing courses at more than one institution, a new Release Form must be submitted immediately.**

5. Declaration

Applicants claiming dependent children are required to submit a Declaration in addition to their application form.

6. Tutoring Claim Form

Students requiring tutoring services must complete a tutoring claim form and submit it within the same semester.

7. Sharon Baikie Memorial Scholarship Application

This application must be completed in full and forwarded, along with letters of reference, to the Sharon Baikie Memorial Scholarship Committee by the March 1st deadline date.

8. Loretta Barbara Grace Saunders Memorial Scholarship Application

This application must be completed in full and forwarded, along with letters of reference, to the Loretta Barbara Grace Saunders Memorial Scholarship Committee by the February 28th deadline date.

NOTICE ON PAYMENT SCHEDULE

The Nunatsiavut Government's Department of Finance has implemented a payment schedule whereby all payments will be made on Wednesdays and Fridays of each week only. Therefore, all student reimbursements for books, travel, etc., will be issued by direct deposit on these days only. In order to be issued reimbursement on Wednesday, all information and receipts must be received no later than 12:30 PM (NF time) on Tuesday. The deadline for Friday reimbursement is 12:30 PM (NF time) on Thursday.

Monthly living allowances will be deposited directly into students' bank accounts on the last business day of the previous month. For example, the September living allowance will be deposited on the last business day in August.

If you have any questions on this, please feel free to contact the PSSSP Financial Department.

APPENDIX A

PSSSP Deadline Dates

Application Deadlines	Fall Semester Winter Semester Spring/Intersession/Summer	March 1 st March 1 st March 1 st
Application Renewal Dates	Fall Semester Winter Semester Spring/Intersession/Summer	March 1 st November 1 st March 1 st
Student Address & Course Confirmation Forms	Fall Semester Winter Semester Spring/Intersession Summer Semester	September 10 th January 10 th May 10 th July 10 th
Marks	Fall Semester Winter Semester Intersession Spring/Summer	January 10 th April 30 th June 30 th August 30 th
Book Receipts	Fall Semester Winter Semester Intersession Spring Semester Summer Semester	November 17 th March 17 th June 1 st July 17 th August 1 st
<i>Note:</i> <i>Semester Definitions</i>	Fall Semester Winter Semester Spring Semester Intersession Summer	September-December January-April May-August May-June July-August

APPENDIX B

PSSSP Living Allowance Rates As of January 2016

Maximum Levels of Assistance for Living Expenses

		Maximum Monthly Allowances
A.	Single student living with employed parent	\$367
B.	Single student	\$1133
C.	Student with a spouse	\$1133
	▪ with 1 dependent	\$1323
	▪ with 2 dependents	\$1525
	▪ with 3 dependents	\$1715
	▪ \$63 per month for each additional dependent	
D.	Single parent	
	▪ with 1 dependent	\$1323
	▪ with 2 dependents	\$1525
	▪ with 3 dependents	\$1715
	▪ \$63 per month for each additional dependent	

APPENDIX C

PSSSP and Travel Contacts

NUNATSIAVUT GOVERNMENT – PSSSP CONTACTS

Nunatsiavut Government – PSSSP
95 LeMarchant Road, Suite 203
St. John's, NL
A1C 2H1

Phone: (709) 754-2587

Fax: (709) 754-2364

PSSSP Enquiries Only
Toll Free: 1-877-777-2589
E-mail: psssp@nunatsiavut.com

Lucy Brennan - Program Director
E-mail: lucy.brennan@nunatsiavut.com

Margery White – Financial Manager
E-mail: marge.white@nunatsiavut.com

Bobbi Shiwak – Education Officer
E-mail: bobbi.shiwak@nunatsiavut.com

Peggy Montague – Financial/Administrative
Assistant
E-mail: peggy.montague@nunatsiavut.com

Jill Bartlett - Secretary/Receptionist
E-mail: psssp@nunatsiavut.com

EDUCATION MANAGER CONTACT

Jodie Lane
Education Manager
P.O. Box 109
Makkovik, NL
A0P 1J0

E-mail: jodie.lane@nunatsiavut.com
Phone: (709) 923-2360
Toll Free: 1-866-923-2361
Fax: (709) 923-2366

TRAVEL CONTACT

Mokami Travel Services Ltd.
P.O. Box 491, Station C
Happy Valley-Goose Bay, NL
A0P 1C0

Betty Ann Norman – PSSSP Travel Agent
E-mail: bettyann@mokamitravel.com
Phone: (709) 896-2477
Toll Free: 1-888-665-2641
Fax: (709) 896-5557
Emergency: 709-897-5525 / 897-5007

APPENDIX D

PSSSP Required Documents

1. PSSSP Application for Educational Assistance
2. Application Renewal Forms
(Spring/Intersession/Summer/Fall Renewal, and Winter Renewal)
3. Student Address & Course Confirmation Forms
4. Release Form
5. Declaration
6. Tutoring Claim Form
7. Sharon Baikie Memorial Scholarship Form
8. Loretta Barbara Grace Saunders Memorial Scholarship Form