

NUNATSIAVUT GOVERNMENT



EDUCATION DIVISION

Student Handbook

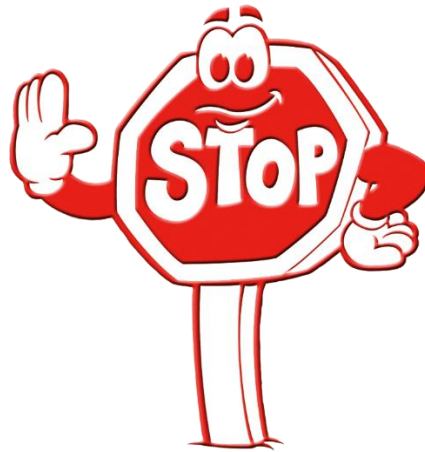
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Table of Contents

| | |
|--|----|
| Introduction | 4 |
| Education Division Staff & Mokami Travel Contact Information | 5 |
| Definitions and Terminology | 7 |
| Application Process | 10 |
| Who can apply? | 10 |
| What programs are covered? | 10 |
| How do I apply? | 11 |
| What do we need from you? | 11 |
| Official Transcripts | 12 |
| How will you know you are approved for funding? | 12 |
| Confidentiality and Informed Consent | 13 |
| Now That I Am Funded | 13 |
| Renewal Procedure | 13 |
| Change of Application Status | 13 |
| Financial Assistance | 14 |
| Application Fees | 15 |
| Tuition | 15 |
| Insurance | 15 |
| Textbooks | 15 |
| Equipment/Tools and Supplies | 16 |
| Travel | 16 |
| Regular Trip | 16 |
| Alternate Mode of Travel | 17 |
| Alternate Travel Times | 17 |
| Extra Trip | 17 |
| Graduation Travel | 17 |
| Travel for Licensing Exams | 18 |
| Bereavement Travel | 18 |
| Excess Baggage | 18 |
| Ground Transportation | 19 |

| | |
|--|----|
| Bad Weather Allowance | 19 |
| Travel Recap..... | 20 |
| Living Allowance | 20 |
| Employment Insurance (EI) | 20 |
| Residence | 21 |
| Residence Confirmation Fees | 21 |
| Rent | 22 |
| Childcare | 23 |
| Living Away From Home Allowance | 23 |
| Additional Supports for Students | 24 |
| Technical Allowance..... | 24 |
| Set-Up Allowance | 24 |
| Orientation Chaperone | 24 |
| Disability Supports | 25 |
| Tutorial Assistance | 25 |
| Management of Educational Benefits..... | 26 |
| Short Programs | 27 |
| Conditions of Support | 29 |
| Full-Time vs. Part-Time..... | 29 |
| Duration of Support | 29 |
| Continuing Studies | 29 |
| Foundation/Non-Credit Courses | 29 |
| Dropping/Switching/Exempt Courses | 29 |
| Declaration of Program and/or Major/Minor..... | 29 |
| Notification of Discontinuation..... | 30 |
| Probation..... | 30 |
| Taxation | 32 |
| Scholarships | 32 |
| Academic Achievement Scholarship – Preparatory | 32 |
| Academic Achievement Scholarship – College/Trade/Certificate/Diploma | 32 |
| Academic Achievement Scholarship – Undergraduate Degree | 33 |

| | |
|--|----|
| Academic Achievement Scholarship – Masters/Doctoral Degree | 33 |
| Nunatsiavut Specified Program Scholarship | 33 |
| Special Performance Award | 33 |
| Sharon Baikie Memorial Scholarship | 34 |
| Loretta Barbara Grace Saunders Memorial Scholarship | 34 |
| Appeals Process | 36 |
| Appendices..... | 38 |



Before you go any further. Please read the following message:

The information you are about to read explains the policies of NG Education Funding program. There is A LOT of information to go through. We do not expect you to remember everything.

However, we do ask that you follow our main guideline, which is:

ALWAYS CHECK WITH THE ADMINISTERING OFFICE BEFORE MAKING ANY CHANGES THAT MAY IMPACT YOUR FUNDING!

If you plan on dropping courses, switching programs, changing travel arrangements, withdrawing from studies, etc. Always check with us first just to be certain that there are no negative consequences to making these changes. We want to hear from you!

INTRODUCTION

Welcome

Since 1987, the Nunatsiavut Government (NG) and former Labrador Inuit Association has been administering federal funds for post-secondary education. A lot of progress has been made over the past 30+ years to help close the post-secondary education attainment gap between Inuit and non-Indigenous Canadians and we are still going strong.

Thousands of beneficiaries have had access to funding for college, university and other types of training through the Post-Secondary Student Support Program and the Inuit Pathways funding program. Instead of having separate funding programs, we decided to put all programs together into one NG Education Funding Program. This newly branded funding program will have one application form. We are aiming to make a more streamlined approach to administration.

This Student Handbook is designed to give you all the information you will need to better understand the NG Education Funding Program. This document includes information about:

- Application Process
- Eligibility
- Required documents
- Funding process
- Financial Assistance
- Requirements to remain eligible
- Appeal process
- Information on how to access the Terms and Conditions

We tried our best to get things right the first time around, sometimes scenarios arise that may result in changes to our policies. Therefore, the NG can revise the contents of this student handbook at any time during the Academic Year. You will be notified by email about any changes and these changes will come into effect thirty (30) days after notification has been sent.

How to reach the Education Division Staff

education@nunatsiavut.com

Makkovik Office

Phone: (709) 923-2105

Toll Free: 1-877-923-2171

Fax: (709) 923-2347

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Makkovik

*See **APPENDIX G** for breakdown of roles and responsibilities

Mokami Travel Contact Information

Phone Toll Free:

1-888-665-2641

Local:

(709) 896-2477

After Hours/Emergency Lines:

(709) 897-5525

BettyAnn Norman**Jeff Hollett**bettyann@mokamitravel.comjeff@mokamitravel.com

PART I: Definitions and Terminology

(Don't worry this won't be on the test ☺)

Academic Year – defined by the Post-Secondary Institution, but will not be less than eight months duration (ex: September-April).

Administering Office – the NG Education Division office located in Makkovik where all NG education funding is administered from.

Common-Law relationship: - a couple, is two people who have been living together in a conjugal relationship for at least one year.

Confidential Information - the information which is contained within the student's file held by the Nunatsiavut Government in the context of any academic funding program which may include, without limitation, personal information, financial information, admission, registration, academic, and disciplinary history, and any declarations submitted by the student to the Nunatsiavut Government in the context of the IPSEFP.

Continuing Student – a student enrolled in post-secondary studies and funded by NG on a continuous basis without interruption in your current program of studies.

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

Dependent:

- a) A person who satisfies **all** the following criteria:
 - i) lives in a household maintained by the student;
 - ii) who is wholly financially dependent on support of the student; and
 - iii) whose net income¹ was:
 - (1) less than the student's basic personal amount²; or
 - (2) if the Dependent qualifies under section 1b)i)(3) of this Declaration, less than the student's basic personal amount plus \$2,273;
- b) and that person must be **one** of the following:
 - i) the student's child, grandchild, brother, or sister, by blood, marriage, common-law partnership, or adoption, and who is:
 - (1) the age of 19 years or younger; or
 - (2) over the age of 19 years and is attending high school as a full time student; or
 - (3) over the age of 19 years and is wholly financial dependent on the student by reason of mental or physical disability;

¹ Net income is indicated on line 23600 of the Dependent's federal tax return, or the amount that would be indicated if the Dependent had filed a return.

² Basic personal amount is indicated on line 3000 of the student's federal tax return, or the amount that would be indicated if the student had filed a return.

but does not include a child placed in a foster home.

- ii) the student's parent or grandparent by blood, marriage, common-law partnership, or adoption; or
- iii) the student's spouse or common-law partner.

Fiscal Year – the period that commences on April 1st of a year and ends on March 31st of the following calendar year.

Full-Time Assistance – supports provided to Full-Time funded Sponsored Students that include: tuition, books, living allowance, and travel (if applicable), as well as other supports as outlined in this policy manual.

Full-Time Income – when we determine eligibility for Full-Time Assistance, a sponsored student must not be employed full-time. Students who receive more than \$30,000 in any given academic year, through employment or scholarships, may only be eligible for Part-Time Assistance under the NG Education Division.

Full-Time Sponsored Student – sponsored student under the NG enrolled in Post-Secondary studies on a regular Full-Time basis as defined by the Post-Secondary Institution and program the student is enrolled in. Full-Time Sponsored Student can have a part-time job but cannot have a full-time job during their studies.

Immediate Family – the immediate family of a funded student is defined as a parent (in-law), step-parent (in-law), sibling (in-law), step-sibling (in-law), spouse, children (in-law), step-children (in-law), grandparent (in-law) and step-grandparent (in-law) of the student receiving funding. In keeping with Inuit customary laws regarding kinship, additional family members such as aunts, uncles or cousins may also be included on a case-by-case basis.

Nunatsiavut Government Specified Programs – a post-secondary program deemed a priority for enrollment by the Nunatsiavut Assembly to help fill a specific need in the labour market. Examples may include, but are not limited to, social work, education and nursing.

Part-Time Assistance – supports provided to Part-Time Sponsored Students that include tuition, books/equipment, technical allowance and tutoring. .

Part-Time Sponsored Student – a sponsored student under the NG enrolled in Post-Secondary studies on a regular Part-Time basis. A Part-Time Sponsored Student can also be a student who has a full-time job while enrolled in Post-Secondary studies on full or part-time.

Post-Secondary Education – a program of studies, offered by a Canadian public or private Post-Secondary Institution.

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

Probation Period - the semester of study a student has registered for that falls immediately after the semester in which they were placed on probation. If the first semester on probation a student is studying part-time, then the probation continues until a student has completed a full-time semester as well.

Returning Student – applicant previously funded by the NG and had either discontinued or graduated/completed a program, but is returning for post-secondary studies.

Semester – 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 – 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 – a person raising a child or children without a partner.

Student List - the list of confirmed sponsored students who have met all requirements for funding approval and have submitted all required documents.

Staff Education Committee (SEC) – a committee comprised of staff members from the Department of Education & Economic Development. This committee is responsible for reviewing student requests such as exceptions to current policy. Decisions made by the SEC are communicated to the Director of Education or Deputy Minister. Members of the SEC include: Assistant Director of Employment & Training, PSSSP Education Officer, Internship Placement & Partnership Coordinator, Education Counsellor, and the Director of Economic Development

Notes (for your own comments, questions you need to ask, etc.):

PART II: Application Process

Who can apply?

To qualify for academic funding under the NG, you must:

- ☐ Be a Beneficiary of the Labrador Inuit Land Claims Agreement;
- ☐ Reside in Canada;
- ☐ Have been accepted into a recognized Post-Secondary Institution; and
- ☐ Not be employed full-time or receiving a Full-Time Income while in post-secondary studies (you can be employed full-time but if you are, you can only apply for Part-Time Assistance).

You can apply for funding at any time throughout the year. If an application is received after the deadline, they will be recorded as late but will still be considered if funds are available.

You do not have to be accepted into a program before you apply for funding.

What kinds of programs are covered?

You can apply for funding for any of the following post-secondary options:

| | |
|----------------|---|
| Level 1 | Adult Basic Education (ABE) |
| Level 2 | Non-credited University/College bridging or preparatory programs (e.g. Aboriginal Bridging Program) |
| Level 3 | Credited University/College Entrance programs (e.g. Comprehensive Arts & Science) |
| Level 4 | All college programs (including arts, sciences, technical and trade programs) |
| Level 5 | All University undergraduate programs |
| Level 6 | Advanced and/or professional degree programs |

You can also apply for funding for programs that do not fall under the above levels:

- Short-term and specialized training required for work (First Aid, WHIMIS, etc.)
See **Part V: Short Programs** for more details.

How Do I Apply?

- Applications for funding may be submitted by fax or e-mail indicated on the application form (see **APPENDIX A** on page39);
 - Applications deadlines:
 - Fall Semester
 - Winter Semester
 - Spring Semester/Intersession/Summer Session
- | |
|--------------------------|
| March 1 st |
| November 1 st |
| Case-By-Case |

- Once an application is received at the Administering Office, applicants will be sent a receipt of application letter as well as copies of the **required documents** that need to be completed in order to process the application. All documents may be submitted electronically (see **APPENDIX B** on page 42 for deadline dates);
- Applicants who meet the eligibility criteria will be sent conditional acceptance letters .
- Full acceptance for funding will be determined only after **all** required documents are received and the application process has been completed (see table below); and
- Failure to submit required information may result in a revoked application.

What do we need from you?

| | Required Documents | Due date |
|---------------|---|---|
| Step 1 | ➤ Completed application | Fall Semester: March 1 st Winter Semester: November 1 st Spring Semester Intercession Case-By-Case Summer Session |
| Step 2 | ➤ Most recent transcripts(s) ➤ Completed Applicant Worksheet ➤ Receipt of application and/or conditional acceptance from the Post-Secondary Institution ➤ Direct Deposit information ➤ Completed Declaration (if claiming dependents) ➤ | Fall Semester: April 15 th Winter Semester: November 30 th |
| Step 3 | ➤ Counselling Sessions or Computer-Based Learning Modules ➤ Proof of final acceptance from Post-Secondary Institution ➤ Final high school transcript (if required) | Fall Semester: August 8 th Winter Semester: December 10 th |
| Step 4 | ➤ Student Address and Course Confirmation Form ➤ Statement of Account (if living in residence) ➤ Rental Support Request (if applicable) ➤ Childcare Support Request (if applicable) ➤ Living Away From Home Allowance Request (if applicable) | Fall: September 10 th Winter: January 10 th Spring/Intercession: May 10 th Summer: July 10 th |

Official Transcripts

It is **your responsibility** to make sure that the Administering Office receives a screen shot of your marks at the end of each Semester, by the applicable deadline date. Screen shot must include: your name, institution name/logo, semester, course and their final grades, and academic standing.

Students must submit marks by the applicable deadline date for each semester. If an official grade is not available at the end of the term, (ex: if you are registered in a yearlong course and a grade is not available in December), it is your responsibility to get a written document from your instructor/professor with a mark-to-date in the course.

If you have an incomplete course, deferred exam, or an extension for any course, you must notify the Administering Office in writing (e-mail) with the reasons for this.

Education funds will not be released to any student without written verification of your current academic status. Official transcripts are required at least once a year at the end of their academic year.

How will you know if you are approved for funding?

You will get a notice by e-mail when your application was received. At this time, you will receive the above noted required documents, as well as a letter outlining the dates that they must be returned by.

Once all required information is received and reviewed, selections for funding will be made. If your application for funding is approved funding will be informed by e-mail and/or telephone.

If your application for funding is unsuccessful, you will be informed in writing by email.

Notes (for your own comments, questions you need to ask, etc.):

PART III: Now that I am funded

Renewal Procedure

If you want to keep your funding going, you will need to submit a renewal form (see **APPENDIX D** on page 44) during each Semester to ensure continuation of funding into the following Semester.

| | |
|---|---------------------------|
| Spring Semester, Intercession/Summer Session, Fall Semester | March 15 th |
| Winter Semester | November 15 th |

Renewals may be approved provided the following conditions are met:

- Your grade reports and/or official transcripts have been submitted to the Administering Office; and
- You are eligible to continue post-secondary studies at your Post-Secondary Institution.

Confidentiality and Informed Consent

Once accepted for funding, your file and its contents are considered Confidential Information. Both the NG and you will adhere to the principle of confidentiality (respecting the rights of privacy) and informed consent (written or verbal consent to disclose details). No personal information on your record will be released to any individual without your written consent.

Change of Application Status

We need to keep your files up to date at all times, so if there is a change in your marital or dependent status, you must complete a Change of Status Form (see **APPENDIX C** on page 43) and send to the Administering Office immediately. If your number of dependents changes, you must also provide a new declaration.

If you are a Part-Time student who wishes to access Full-Time benefits, you must submit a new Application form by the deadline date and must follow the application procedures.

| | |
|---|---------------------------|
| Spring Semester, Intercession/Summer Session, Fall Semester | March 15 th |
| Winter Semester | November 15 th |

PART IV: Financial Assistance

This section of the Student Handbook outlines the financial supports that both Full-Time and Part-Time Sponsored Students may be eligible to receive. Some supports require additional paperwork. In some cases, supporting documentation such as request forms or receipts are needed.

Keep in mind, for all funding related costs, receipts are to be submitted within 45 days of the end of the semester to which they apply.

The following chart outlines supports for both Full-Time and Part-Time Sponsored Students, with explanations below:

| Support | Full-Time | Part-Time |
|---|-----------|-----------|
| Application Fees | √ | √ |
| Tuition | √ | √ |
| Insurance | √ | √ |
| Textbooks | √ | √ |
| Equipment/Tools/Supplies | √ | √ |
| Travel | √ | |
| Extra Trip | √ | |
| Graduation Travel | √ | √ |
| Travel for Licensing Exams | √ | √ |
| Bereavement Travel | √ | |
| Excess Baggage | √ | |
| Ground Transportation | √ | |
| Bad Weather Allowance | √ | √ |
| Living Allowance | √ | |
| Residence | √ | |
| Residence Confirmation Fees | √ | |
| Rent | √ | |
| Childcare | √ | |
| Living Away From Home Allowance (LAFHA) | √ | |
| Technical Allowance | √ | √ |
| Set-Up Allowance | √ | |
| Orientation Chaperone | √ | |
| Disability Supports | √ | √ |
| Tutorial Support | √ | √ |
| Commuting | √ | |

Application Fees

The NG will cover application fees for a Post-Secondary Institution and/or residence application fees. This is to a maximum of five (5) applications per year. You will need to pay for the application fee(s) and submit receipts to the Administering Office for reimbursement.

If you cannot pay for an application fee up front, you can contact the Administering Office for payment options.

Tuition

Tuition will be paid directly to the Post-Secondary Institution that you are attending. After you register, please get in touch with the registrar's or cashier's office to tell them you are a NG Sponsored Student. This will help make the payment process go smoother.

Tuition may also include the cost of student union/council fees and other applicable fees, such as health/dental insurance.

Insurance

You **MUST** register for the Student Health/Dental Insurance plans at your respective Post-Secondary Institution.

Textbooks

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

- ☐ Your name;
- ☐ List of courses enrolled in for the semester and/or year;
- ☐ Course outlines which identify the required texts. If outlines are not available, a handwritten list of textbooks required for each course with an instructor's or professor's signature will be acceptable; and
- ☐ Book receipt: the name of the book must appear on the receipt. If the name of the text does not appear on the receipt or a cash register receipt is not available, then a handwritten receipt including the name and price of the book signed and stamped by a bookstore employee is required. All book receipts must be submitted in the semester to which they apply.

Second hand textbooks

Second hand textbooks can be purchased but require a couple extra steps. Student are required to provide current cost of new textbook as a comparison by a screenshot or link. Additionally, Second Hand Book/Tools/Equipment Receipt Form (See **APPENDIX E** on page 46) will be required for the student to have filled out by the seller.

If you are unable to pay for your textbooks up front, you may contact the Administering Office for a \$500.00 advance each semester. If you get an advance and do not send in your receipts, the advance amount will be taken out of your next living allowance payment.

NOTE: Some Post-Secondary Institutions will invoice the Administering Office directly for required textbooks.

Equipment/Tools and Supplies

If there are certain equipment/tools and supplies that are required for your program, you may be provided up to a maximum of \$1,500.00 per program towards these costs. The student has to complete and submit a Student Safety Supplies, Equipment & Technical Purchase Request Form (see **APPENDIX F** on page 47). Students also have to submit detailed program outline noting the mandatory equipment and supplies, a detailed cost breakdown, and a detailed receipt of purchase. These tools/equipment/supplies are yours to keep and use for the duration of your studies and beyond.

No reimbursement will be provided for any lost or damaged equipment and supplies. However, some exceptions may apply to cover unforeseen circumstances such as loss due to fire or theft. If this happens, you may submit a request to the Staff Education Committee for review.

If you are unable to pay for any equipment or supplies up front, you can contact the Administering Office for other options.

Travel

If you are flying, you must book travel through Mokami Travel and use approved airlines as determined by the NG. Nunatsiavut Government has special rates and if you book travel on your own, you may not get the best price. You will only get reimbursed up to the amount that we would have been charged by Mokami Travel if you do book your flight yourself and get reimbursed.

Travel Entitlement

Regular Trip

If you are required to travel from your place of residence to attend your program of Studies, you qualify for one return trip each Semester for you, your spouse and/or any dependent who travels with you.

Your travel entitlement will be calculated **using the most recent airfare rates** from your home community to your school location. If you choose to travel by air, you are responsible for making your own travel arrangements through Mokami Travel. (See **APPENDIX G** on page 48) for travel contact information).

If you do not travel, you are not entitled to the money that would have been used on a ticket.

Any person traveling with you must complete the Travel Disclaimer portion of the Student Travel Request Form & Disclaimer (attached to APPENDIX H).

Alternate Mode of Travel

If you are travelling by alternate means of transport (such as driving or by boat), you must notify the Administering Office a minimum of **14 days** prior to the start of a semester and complete a Travel Request Form. Reimbursements are up to the equivalent of any excursion fare airline tickets for yourself and any spouse and/or dependent(s).

Travel costs for a second vehicle **may** also be covered only if the second vehicle is:

- Driven by a spouse or dependent
- Driven by approved Orientation Chaperone, Childcare provider, or Graduation guest

In order to request reimbursement, you must provide detailed travel receipts within the semester to which they apply. Receipts must include date, vendor name and service provided. Reimbursable costs include: gas, hotel, food, ferry crossing. Non-detailed debit or credit card receipts will not be accepted.

Receipts are to be submitted within 45 days of the end of the semester to which they apply.

Alternate Travel Times

If you want to make travel arrangements outside of the normal travel periods (i.e. the start and end of each academic Semester or Session,) you **must** submit your request **in writing** to the Administering Office at least **14 days** before the original travel period is scheduled.

Extra Trip

If you are a Full-Time Sponsored Student, you can take **one** additional return trip per Academic Year, from your Post-Secondary Institution to your home community. This additional trip is for Full-Time Sponsored Students who are entitled to travel benefits, along with your spouse, and any dependents living with you.

You must meet the following criteria for this incentive:

- Your travel must take place during a designated academic break or long weekend;
- You will determine during which academic break you will use this benefit;
- Your spouse and/or dependent(s) can travel at any time throughout the year, however any minor children must be accompanied by you or your spouse.

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

You will be required to submit a Student Travel Request Form & Disclaimer (see **APPENDIX H** on page 49) outlining dates requested for travel as well as who will be traveling with you.

Graduation Travel

Once you have met all your graduation requirements, and if you have to travel in order to attend your convocation ceremony within Canada, the NG will pay for return travel for yourself and one

guest from your home community to your convocation. This includes up to two nights of accommodations (hotel or private) and meals (at NG rates).

If you are able to cover costs up front, you may submit receipts upon return, for reimbursement. If you are unable to cover costs up front, you can contact the Administering Office to request a travel advance. You will need to submit receipts upon return.

Proof of graduation and date, time and location of convocation ceremony must be provided **4 weeks** in advance and all air travel arrangements must be made through Mokami Travel. Any student using an alternate mode of transportation may submit receipts as per the normal alternate travel policy stated above.

Travel for Licensing Exams

Graduates needing to travel for the purpose of writing a required exam are entitled to return travel from your home community to the location of the exam.

Accommodations (hotel or private) and meals (at NG rates) are covered. If you are able to cover costs up front, you may submit receipts upon return, for reimbursement. If you are unable to cover costs up front, you can contact the Administering Office to request a travel advance. You will need to submit receipts upon return.

This support may be accessed up to two times per program, should the graduate fail the initial exam. Accommodations (hotel or private) and meals (at NG rates) are also covered. Additional requests are reviewed on a case-by-case basis.

Bereavement Travel

If you are a Full-Time Sponsored Student (as defined in Part I), and there is a death of an Immediate Family member, the NG will provide bereavement travel to you, your spouse and/or any dependents who are living with you.

As this support is most often unscheduled and unforeseen, requests for Bereavement Travel may be made by phone or e-mail to a member of the Education Division staff and may be approved by the Assistant Director of Employment and Training, the Director of Education or the Deputy Minister of Education & Economic Development.

Bereavement travel will usually return students to their home community, however, should a funeral be held in a different community, you may make a request for special consideration to be able to attend the funeral at a location other than your home community.

Other stuff related to Travel

Excess Baggage

If you are a Full-Time Sponsored Student, you can be covered for the transportation of household items and/or excess baggage up to a maximum of \$200.00 at the beginning of your Academic Year and a maximum of \$200.00 at the end of your Academic Year.

You must provide detailed receipts that include the name of the transportation carrier, details of charges, date and full cost. Receipts are to be submitted within 45 days of the end of the semester to which they apply.

Ground Transportation

Travel by taxi or shuttle to and from the airport to your Post-Secondary Institution or place of residence, as well as any additional travel approved by the NG, is covered regardless of the distance. You may submit receipts to the Administering Office for reimbursement.

If you are unable to cover this cost up front, you need to notify the Administering Office at least seven (7) days before departure so that arrangements can be made for a prepaid taxi or shuttle service.

Bad Weather Allowance

We all know it happens eh! So now, if you (and/or spouse, dependents, or anyone approved by NG to travel with you) checks in at the airport or ferry terminal and is required to wait on weather hold for an extended period of time, you may be entitled to a Bad Weather Allowance.

For flight delays due to weather, **after one full day** on weather hold, you can request support to help with the costs for taxis to and from the airport as well as meals while in the airport waiting for your flight.

Example:

A student is at the airport on Day 1 for scheduled flight. You are there all day on weather hold, and returns to apartment or other accommodations (taxi is covered, but not accommodations) for the night.

Day 2, taxi to airport is again covered, and meal allowances for any meals may be reimbursed at the NG meal rate. If your 7AM flight was on weather hold and departed at 2PM, you could get reimbursed \$10 for your breakfast and \$18 for lunch, as well as your taxi for Day 1 (under regular Ground Transportation to the airport and under Bad Weather Allowance back to where you are staying for the night) and Day 2 (under Bad Weather Allowance).

For ferry crossing delays, the cost of hotel as well as food (at NG rates) is covered immediately. You do not have to wait 24 hours before meals and accommodations can be covered.

You will be required to submit receipts for reimbursement. If you are unable to cover these costs up front, alternate arrangements may be available through the Administering Office.

This allowance is available for any scheduled and approved travel for you as well as your spouse, dependent(s), or any person who travels with or for you (e.g. orientation chaperone, guest for graduation, childcare provider).

Travel Recap

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

- If you choose to drive to your school location, you must provide travel receipts which detail your expenses: gas, meals, hotel, ferry crossing. You will be reimbursed up to the cost of an airline ticket.
- You must submit detailed travel receipts for alternate modes of travel within the semester you traveled. Must be received within 45 days after the semester has ended.
- You must book all travel arrangements in advance in order to get the best possible rates and to ensure you get to travel on the date you want. All air travel must be booked through Mokami Travel.
- If you need to change your ticket, you **may** have to pay for any change fees yourself.
- You will not receive reimbursement for travel entitlement not used.

Travel receipts submitted in a fiscal year for travel purchased the previous year will not be entitled to reimbursement.

Living Allowance

Full-Time Sponsored Students will be provided a living allowance. The amount you are entitled to receive will be based on your family make up (refer to **APPENDIX I** on page 51). Payments are made on a bi-weekly basis. In some cases, a living allowance payment may be deposited in your account before you travel. If you choose not to go, or switch from full-time to part-time funded, and your living allowance (or any other payments such as rent or book advance, for example) has already been deposited, then you will be required to repay this amount.

If you are claiming dependent child(ren), you will be required to submit a Applicant Declaration (see **APPENDIX J** on page 52) before we determine your living allowance rate.

Living allowance is paid for Christmas and study breaks, so this means that even though you will often be home for half of December, for example, you will still get your full living allowance for December.

You may be able to have a Part-Time job of **no more than 20 hours per week** while receiving a living allowance. You must make sure that your work hours are scheduled outside of class time and you can only keep the Part-Time job if there is no negative impact on your studies and/or overall well-being.

Employment Insurance (EI)

Students who are EI eligible are encouraged to apply for EI and stay on a claim while in school. Applying for EI is solely **your** responsibility. However, if you will be applying for EI benefits, you must notify the Administering Office **immediately** for further instructions. If you are successful in receiving benefits, you can follow the EI Claimant Reporting Instructions found in **APPENDIX K** on page 56.

If you are already receiving benefits before you start your training, you must continue to receive these benefits until your claim runs out. You must **also** notify the Administering Office immediately to ensure appropriate paperwork is completed and sent to Service Canada. This will

allow you to continue to receive your benefits for the duration of your claim. If you are a Full-Time Sponsored Student and your claim runs out while you are still in training, then you will be provided a living allowance by the NG Education Division.

If you are a Full-Time Sponsored Student and are receiving EI benefits that is less than what you would receive from your NG living allowance, a top-up will be provided to bring your total amount up to your living allowance rate.

Students who receive EI benefits while in training **cannot** receive a living allowance in addition to your EI benefits (unless you are getting a top-up). However, full-time students are eligible for other full-time supports, which could include rent, childcare, living away from home allowance, set-up allowance, and commuting.

Other Source of Income

Students receiving another source of income (not from full-time employment or EI), such as disability, paid leave, etc., may still qualify for full-time supports, with the exception of a living allowance. If the income received is less than the students maximum living allowance entitlement, then they will receive a top-up to the maximum amount.

Residence

If you choose to live in College or University residence, you will be required to inform the NG staff prior to leaving your home community. You must also indicate this on your Student Address and Course Confirmation Form (see **APPENDIX L** on page 57). This form must be sent in to the Administering Office once you arrive at your Post-Secondary Institution (see list of deadline dates in **APPENDIX B** on page 42).

You will receive your first living allowance payment when you begin your studies and be required to use all or a portion of it to make a payment on your residence fees. Once your Student Address and Course Confirmation Form is received, along with a copy of your student financial account, the full remaining amount of your living allowance entitlement for the remainder of the Semester will be deposited into your bank account on the following pay period. You will then be responsible for using these funds to make a final payment on your residence fees and clear your balance.

If you stay in a College or University residence where the cost of the room and meal plan is more than your monthly living allowance, the NG 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.

Also, in the event that residence fees exceed the total amount of living allowance you received for a semester, students living in a campus residence will also be entitled to an additional living allowance of \$150 bi-weekly. This additional money can be used for your own personal expenses such as toiletries, social activities, bus passes, etc.

Residence Confirmation Fees

A confirmation fee is often required months in advance to hold a residence room. You will need to pay this fee up front, but this is something that is covered. To be reimbursed, you will be required to provide receipt of payment for the residence confirmation fee as well as documentation from the Post-Secondary Institution outlining the amount of the fee.

If you are unable to pay the confirmation fee up front to hold your assigned residence room, you must notify the Administering Office at least seven (7) days before payment is due and will be given further instructions to set up payment.

This amount is usually deducted from your residence fees for the first or second term, so adjustments on the amount of living allowance you are entitled to will be made at that time. **If the confirmation fee is paid and you do not attend school, thereby losing the deposit, this support will not be provided a second time.**

Rent

If you have to live away from home while attending a Post-Secondary Institution and if you choose not to live in campus residence, you will incur either rental or boarding costs. In order to provide adequate financial support while in school, the NG will provide additional financial support to help offset a student's share of the rent or boarding costs. This will be **in addition to** your set living allowance rate.

***Note: In the event that you are attending a program that is offered in your home community, you will be entitled to this support only if you are paying rent to a third party or have a mortgage in your name or your spouse's name. If you have full ownership of your home and have no payments remaining, you do not qualify for rental support from the NG.**

For those renting an apartment, a Rental Support Request Form (see **APPENDIX M** on page 58) must be completed and submitted at the start of each Academic Year. A copy of the rental agreement and a list of renters/roommates will be required in order to determine your portion of the rental cost. If you have a mortgage, then a copy of your mortgage summary detailing the monthly payment is required. This amount will be paid once a month.

For example, a single student with no dependents is entitled to a maximum of \$600 per month. If that student's share of the rent, according to the rental agreement, is \$500, then the student will receive \$500. If the student's share of the rent is \$750, then the student will receive the maximum rental amount of \$600.

If you are not required by your landlord to sign a lease, a rental agreement or letter outlining the rental duration and monthly cost must be signed by you and your landlord, and be notarized (witnessed by a Commissioner For Oaths or Justice of the Peace or Notary Public).

In order to determine the amount of rental support that a Full-Time Sponsored Student is entitled to, the Administering Office will reference **APPENDIX I** (page 52) that outlines the maximum rental support you may receive, based on family structure.

If there is any change to your living arrangements, such as moving to another location, change in number of roommates, change in rent amount, a **new** Rental Support Request Form must be submitted immediately, along with a copy of the new rental/lease agreement.

If your rental/lease agreement expires and is renewed at any time throughout the period that you are attending your program, a new copy of your rental/lease agreement must be submitted to the Administering Office. If the new rental/lease agreement is not submitted, you will not receive your rental payment until it is received by the Administering Office.

Also, if you have a mortgage and are renting a portion of your property (i.e. basement apartment), you may still qualify for rental support. A copy of your mortgage is required to determine the amount you are responsible for each month. A copy of the rental agreement with your tenant(s) is also required to confirm that amount of rent that you are receiving. If the rental income is **less than** the mortgage, then the balance will be considered and rental support can be provided up to the maximum amount based on family structure.

For example, a student with one dependent has a mortgage that is \$1900/month. They are renting their basement apartment for \$1000/month. The remaining balance is \$900. The student is entitled to a maximum of \$750/month rental support based on family structure, so they will receive \$750.

Child Care

If you are a Full-Time Sponsored Student with young children who require daycare or in-home babysitters, a childcare allowance will be provided based on the number of children requiring childcare, as well as the type of childcare provided (see **APPENDIX N** on page 59 for rates). A Childcare Request Form must be completed (see **APPENDIX O** on page 60) and once approved, you may submit a Childcare Claim Form (see **APPENDIX P** on page 62) as well as receipts on a bi-weekly basis for reimbursement.

In the event that you are unable to secure daycare or a local babysitter for your child(ren), the NG will support you to bring a childcare provider from home. This may include a family member or trusted friend. **Travel for the childcare provider** will be covered for one person for one round-trip per semester. Payment of the childcare allowance to the childcare provider will be your responsibility and we will reimburse you in accordance with the Private Childcare Rates outlined in **APPENDIX N**.

Living Away From Home Allowance

If you are a Full-Time Sponsored Student and already own or are renting a house/apartment in your home community, the NG recognizes that while you are away at post-secondary training

you still may need to pay bills for this home. Therefore, you may be entitled to a Living Away From Home Allowance (LAFHA) to help with expenses that continue while you are away at school.

You may be entitled to a monthly payment of **up to \$1000** based on your actual monthly costs. A Living Away From Home Allowance Request Form (see **APPENDIX Q** on page 63) must be submitted along with proof of monthly rent/mortgage cost.

In the event that your spouse remains at home while you are away, the LAFHA will be reduced to one-half of the entitled amount.

If you have a mortgage and your house is being rented while you are away, you may still qualify for the LAFHA. A copy of your mortgage is required to determine the amount you are responsible for each month. A copy of the rental agreement with your tenant(s) is also required to confirm that amount of rent that you are receiving. If the rental income is **less than** the mortgage, then the balance will be considered and the LAFHA can be provided up to the maximum amount of \$1000.

For example, a student has a mortgage that is \$1900/month. They are renting their house for \$1000/month. The remaining balance is \$900. The student will receive LAFHA in the amount of \$900.

Additional Supports for Students

Technical Allowance

The NG recognizes that there is an increase in use of online resources and teaching aids by many Post-Secondary Institutions. Many students may not be able to afford to purchase their own computer/device or afford internet services. To help with this, the NG will provide a Technical Allowance up to a maximum amount of \$1000 per program, to offset costs of purchasing equipment, internet service, or other technology requirements a program may have.

You must provide detailed receipts for reimbursement and sign a Technical Equipment Loan-to-Own Agreement (See **APPENDIX R** on page 64). Should you not be able to purchase your items up front, direct payment from the Administering Office may be requested and approved on a case-by-case basis.

Set-Up Allowance

If you have to leave your home community to attend post-secondary studies, and will be living in an apartment, you will need to set up your living arrangements once you arrive at school. To help with the initial costs of settling in, an allowance of **\$500** per student may be provided to cover costs such as installation fees, furniture, or other essential items. In order to request this support, you must indicate so on the Student Address and Course Confirmation Form (APPENDIX L). This allowance may be accessed once per year.

Orientation Chaperone

The NG recognizes that leaving home for the first time can be overwhelming for students of all ages. To lessen the stress of moving, campus orientation, and settling in to your new living arrangements, you can request that a family member or trusted friend travel with you at the beginning of your **first** semester in a **new** city/town to help you get settled. A Student Travel Request Form must be completed 4 weeks prior to travel.

The chaperone must travel with you, and accommodations (hotel or private), meals (at NG rates) and taxi allowance will be provided for the chaperone for a maximum of **3** days at the school location. A taxi allowance of **\$50/day** will be provided to cover ground transportation, in addition to ground transportation to and from the airport on travel days.

If the Orientation Chaperone is able to cover costs up front, you may submit receipts upon return, for reimbursement. You will then be responsible for reimbursing the Orientation Chaperone.

If the Orientation Chaperone is unable to cover costs up front, you can contact the Administering office to request an advance on their behalf and you will be required to submit receipts upon return.

This support may only be accessed **up to two times** total.

Disability Supports

If you require extra supports to ensure success in your program, you will have access to a Disability Support Fund. This fund may be used for learning supports such as (but not limited to: specialized equipment, human supports (note takers, tutors, etc.), and assessments. Due to the varied need of services and the high costs associated with assessments alone, there will be no limit set on this support.

Requests for supports will be approved on a case-by-case basis.

A Disability Support Claim form (see **APPENDIX S** on page 66) may be submitted, and documentation from medical and/or academic professionals may be required.

Tutorial Assistance

If you need a tutor for any of your courses, please let one of our counsellors at the Administering Office know. Tutorial assistance will be made available to you, but **only after it has been approved**. You will need to submit a Tutoring Request Form (see **APPENDIX T** on page 68) and once approved, you or the tutor may submit a Tutoring Claim Form (see **APPENDIX U** on page 69) for payment/reimbursement. The following set of guidelines has been established and must be followed by all students.

- Tutoring may be provided for up to 3 hours per week per course;
- All tutors must submit a resume and be approved by the Administering Office;
- You are required to sign only for the amount of time you were tutored;
- If you book a tutoring session but do not attend and payment is issued to the tutor, this amount will be deducted from your next living allowance deposit;

- Should long-term tutoring be identified as a need, this may be approved on a case-by-case basis.

A copy of these guidelines should be given to your tutor when you start your sessions. Rates of pay are determined by the Administering Office and are based on level of education and experience of the tutor.

Commuting Allowance

In the event that there is **no public transportation** accessible between the location of your Post-Secondary Institution and your place of residence, you may request a commuting allowance, provided that your place of residence (permanent address or address while at school) is 15km or more, one-way, from the Post-Secondary Institution that you are attending.

You may submit a Commuting Allowance Request Form (see **APPENDIX V** on page 70) along with your course schedule to determine the number of days per week that you have to attend class. Once the distance is verified, the amount approved will be calculated based on the NG rate of \$0.35/km, up to a maximum of \$125/week and will be deposited into your account bi-weekly.

Management of Educational Benefits

You are expected to manage the funds made available to you in a manner which ensures that all educational fees and related expenses are paid when due. This is an assistance program, and although we do provide many financial supports, what we provide may not cover all of your monthly expenses.

Bi-weekly living allowances will be deposited directly into your bank account on a set schedule. Copies of the schedule will be provided to you at the beginning of every semester.

If you receive any money that you are not entitled to, you are required to return these funds immediately. Any abuse of the funds made available through this program could result in the termination of your funding.

If you do not meet the requirements and regulations of this funding program you may experience a hold back of funds until all requirements are met. If you are consistently late in providing required documentation and information, you may be removed from the funding program.

Notes (for your own comments, questions you need to ask, etc.):

Part V: Short Programs

A **Short Program** is defined as training that can be completed in a period of less than 12 weeks.

Deadline for applications

Applications must be received by the Administering Office four (4) weeks prior to the start of the training.

Standard supports

These supports are in line with the NG Education Funding Policy Manual and Student Handbook and are available to **all** Full-Time Sponsored Students. These supports include tuition, books, tools/supplies/safety equipment (as required), travel, ground transportation, bad weather allowance, disability supports and commuting.

Types of Short Programs

As there are many types of training that can fit into this time frame, for the purposes of administering support through the NG Education Funding Program, Short Programs are further broken down into the following categories, with supports varying from level to level.

Short Program Level 1

Duration: 14 days and under

Types of training

May include but are not limited to: Safety Training, Marine Training, and any other training or certification that may fall into this delivery time frame.

Specified Supports

These supports are in addition to the standard supports available. Consideration can be made for the short duration of the training and need for a modified level of financial compensation. These supports include hotel accommodations and meals. A living allowance may be provided if you do not have any income. This rate will be pro-rated based on the monthly living allowance rate. You will not receive a living allowance if you are employed full-time or are receiving EI benefits. You will be entitled to receive all other supports that you qualify for and this will be outlined once you apply.

Short Program Level 2

Duration: 15 days to 6 weeks

Types of training

May include but are not limited to: FMIV, Class 1 Driver Training, Scaffolding, Rebar, and others that may fall into this delivery time frame.

Specified Supports

These supports are in addition to the standard supports available. Consideration can be made for the short duration of the training and need for a modified level of financial compensation.

These supports could include living allowance, rent, childcare, and living away from home allowance. Amounts will be pro-rated based on the set monthly rates for Full-Time Sponsored Students enrolled in programs longer than 12 weeks in duration.

You will not receive a living allowance if you are employed full-time or are receiving EI benefits. You will be entitled to receive all other supports that you qualify for and this will be outlined once you apply.

Short Program Level 3

Duration: 6 weeks + 1 day to 12 weeks

Types of training

May include but are not limited to: FMIV, Construction Craft, Block Training, and any others that may fall into this delivery time frame.

Specified Supports

These supports are in addition to the standard supports available. Consideration is made for the short duration of the training and need for a modified level of financial compensation.

These supports could include living allowance, rent, childcare, and living away from home allowance. Amounts will be prorated based on the set monthly rates for Full-Time Sponsored Students enrolled in programs longer than 12 weeks in duration.

You will not receive a living allowance if you are employed full-time or are receiving EI benefits. You will be entitled to receive all other supports that you qualify for and this will be outlined once you apply.

Notes (for your own comments, questions you need to ask, etc.):

PART VI: Conditions of Support

Full-Time vs. Part-Time

In order to determine if you qualify for Full-Time or Part-Time support, the NG Education Division will use the definition of Full-Time and Part-Time studies at **your** Post-Secondary Institution.

Duration of Support

Everyone is different and have different limitations. We do not want to set anyone up for failure, and expecting you to go beyond what you can academically, physically and mentally handle each semester is not something that we want to do.

The number of total years may vary by program, Post-Secondary Institutions have different definitions of Full-Time study, and people often have academic exceptionalities, so supports may be required and that is okay.

Therefore . . .

for all programs, whether you are **enrolled** in Full-Time studies or Part-Time studies, and whether you are **funded** Full-Time or Part-Time, we will fund you for the number of Academic Years it takes you to complete your program (within reason). As such, requests for extensions are no longer required.

Continuing Studies

Once you graduate from a program of studies, you may apply immediately for funding at a higher level. However, if you wish to apply for a second program at the same funding level or lower funding level, you must wait for a period of three (3) years from the time of graduation before being eligible for additional funding.

Foundation/Non-Credit Courses

You can register for foundation courses **only after** it has been recommended by your Post-Secondary Institution and approval is granted from the Administering Office.

Dropping/Switching/Exempt Courses

LET US KNOW BEFORE YOU MAKE ANY CHANGES!!!

If you want to drop or switch a course or if you are exempt from a course, you need to inform the Administering Office. This is so we can make sure that these changes do not effect your funding. If you are dropping courses you must do so before the financial drop date as defined by the Post-Secondary Institution and must complete the appropriate forms so that we are not charged for the course or are subject to any unnecessary fees.

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. If you have not been accepted into a specific program/faculty (e.g. BSW, B.ED, etc.) or declared a major/minor (e.g. History, Biology, etc.) by the third year of studies you **may** have your funding suspended until you figure things out. You

also must register in courses that apply to your current program of study. This is so you are not wasting time and money by taking courses that are not required or necessary to complete your program.

Notification of Discontinuation

If you choose to discontinue your studies you must immediately notify the Administering Office and submit a Discontinuation Form (see **APPENDIX W** on page 71). This form will be a record of the reasons for discontinuation and remain on your file. You must notify the Post-Secondary Institution that you are withdrawing so that we are not charged any additional fees beyond the date of you leaving your studies.

There is no penalty for discontinuing. We understand that there are many reasons why students leave their studies before completing a semester. If you do discontinue however, please take some time to think about your educational path and know that you can apply for funding again. We will be here waiting.

Probation

It is mandatory for all students to attend classes and labs on a regular basis and write all required assignments/reports/papers and exams. You are required to maintain a satisfactory level of academic performance and remain in clear standing at all times with the Post-Secondary Institution. This is your job as a student. 😊

To ensure that you are keeping within this guideline, we will review your transcripts after each Semester.

If you happen to fail one or more courses (it happens more than you may think), or fail to maintain clear standing with your Post-Secondary Institution, you will be placed on probation during the next semester of studies you are registered for as a full-time student. This is not the end of the world. It is just a chance for you to focus and see where you can do better. Sometimes it is a time management issue, sometimes you just may need to get a tutor, and other times you just may need to deal with outside stressors. We are here to help you with all of these.

During the Probation Period, you will be expected to bring all of your 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. Basically, you must get back on track. You may also be required to check in with our Post-Secondary Student Counsellor from time to time throughout the semester that you are on probation, and this will be laid out for you in your probation letter.

If you **do not** show a noticeable improvement in your academic performance or fail to regain clear standing with your Post-Secondary Institution, you may be removed from the Sponsorship List. This is a last resort for us and we will work with you to avoid this option.

If your marks are low enough that you are required by your Post-Secondary Institution to withdraw, you will also be removed from the NG Education funding program. Once you have

been accepted back into your program or Post-Secondary Institution, you can reapply for funding and will be required to go through the application process again.

Once you are on probation, you must return to good academic standing before we can lift the probation. When this happens, funds for the following Semester will not be released to you for the current term until you can provide your full transcript of marks for the semester you were on probation, showing successful completion of all courses and a clear academic standing. This is very doable and most students on probation are back to normal funding conditions after one semester.

Notes (for your own comments, questions you need to ask, etc.):

[illegible]

PART VII: Taxation

All students who are funded under the NG Education Division will receive a T4A each year, in order to report your funding on your income tax return.

A tax guide will be provided (see **APPENDIX X – to be added before the 2021 tax season**) to give you step-by-step instructions on how to file your tax return and report your information from your T4A.

PART VIII: Scholarships

So, not only will the NG Education Funding Program provide funding to cover almost all of your needs while at school, but we have scholarships that you can apply for too! These scholarships are only open to those beneficiaries who are funded under the NG Education Division.

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 NG Education Funding Program. Scholarships and awards will be determined each year by the Nunatsiavut Government's Education Division using the criteria outlined below. Applications can be found in **APPENDIX Y** on page 72.

Academic Achievement Scholarship: Preparatory

In recognition of academic excellence, one scholarship of \$1,000.00 is awarded to a student in a bridging or transition program 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;
- has achieved a B average or 70% or higher;
- must have taken a full-time course load as defined by the institution; and
- must be in clear standing with their institution and the NG Education Division. (**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.)

Academic Achievement Scholarship: College Trade/Certificate/Diploma

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

- successful completion of one full year of a program of study;
- has achieved a B average or 70% or higher;
- must have taken a full-time course load as defined by the institution;
- must be in clear standing with their institution and the NG Education Division. (**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.)

Academic Achievement Scholarship: Undergraduate Degree

In recognition of academic excellence, one scholarship 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;
- has achieved a B average or 70% or higher;
- must have taken a full-time course load as defined by the institution;
- must be in clear standing with their institution and the NG Education Division. (**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.)

Academic Achievement Scholarship: Masters/Doctoral Degree

In recognition of academic excellence, one scholarship of \$1,000.00 awards a student who meets the following criteria:

- successful completion of one full year of a program of study;
- has achieved a B average or 70% or higher;
- must have taken a full-time course load as defined by the institution;
- must be in clear standing with their institution and the NG Education Division. (**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.)

Nunatsiavut Government Specified Program Scholarship

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

- successful completion of one full year of the program;
- must have passing grades in all courses and maintain the passing average as prescribed by their program;
- must have taken a full-time course load as determined by the program requirements to ensure they complete their program in the prescribed time frame; and
- must be continuing in their program of study and must be in clear standing with the institution and the NG Education Division. (**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.)

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 \$1,000.00. This award may not be issued each year but rather where and when the Nunatsiavut Government Education Division determines that a

student deserves the award based on their performance. This award requires no application and students in all funding levels will be considered.

Eligibility for this award is conditional upon the following criteria:

- must be enrolled in and attending a full-time program of studies;
- must be registered in a minimum number of courses required for education benefits;
- must be in clear standing with their institution and the NG Education Division. (**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.)

All of the applications listed above will be considered once final marks are received. All scholarships will be awarded during July/August.

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 their studies on a full-time basis; AND
- has displayed leadership qualities and who has promoted and strived for the retention of their culture and language; AND
- is 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 Z** on page 74) 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.**

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 NG Education Funding 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 who is a beneficiary of the Labrador Inuit Land Claims Agreement; AND
- Can demonstrate that they have overcome obstacles to become a full-time Post-Secondary student; AND
- 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; AND
- demonstrates 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 the Nunatsiavut Government Education Division require students to be registered in the minimum number of courses to be considered a full-time student by their institution. Students who are receiving part-time funding under NG, but who meet the NG full-time attending criteria, are also eligible for this award.

The award will be open to all Nunatsiavut Government full-time attending students who can demonstrate they have met the approved criteria. Each student must submit an application for this award (see **APPENDIX AA** on page 75), 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 for all scholarships is March 1st.

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

education@nunatsiavut.com

Fax: (709) 923-2347

Notes (for your own comments, questions you need to ask, etc.):

PART VIII: Appeals Process

To ensure fairness and equitable treatment to all students, the NG has an appeal process. If you believe that the NG Education funding guidelines are being unfairly applied to your situation, then you can 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. These events need to be documented during the period of studies and regular contact has been maintained with NG staff; or
3. 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 you enter an appeal to a Post-Secondary Institution, which has required you to withdraw, you must also enter an appeal with your sponsor, the NG.

Winning an appeal with the Post-Secondary Institution does not guarantee reinstatement of funding by the NG.

Appeal Process:

In order to initiate an appeal, you must submit a letter to the Administering Office within 30 days of the notification of action taken by the Administering Office, detailing your reasons for the appeal along with the following information:

1. Most recent transcript of marks, if not already on file;
2. A copy of your appeal to the Post-Secondary Institution (if applicable);
3. A copy of your readmission into the Post-Secondary 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 your doctor and/or professional counsellor certifying the student's condition is warranted with the following information:
 - i. the dates of the appointments; and
 - ii. 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 your professor or academic advisor(s) detailing the problems you experienced (if such information has been relayed to the professor or student advisor).

In addition, you must submit:

1. Your current address and telephone number; and
2. The name, address and telephone number of the person you selected to represent you at the appeal hearing, if requested. (Your representative cannot be a NG Elected Official, a NG employee, or a family member).

Once this information has been received, the Administering Office will forward a package of information to the Appeal Committee with the following information included:

1. A copy of the letter to you from the NG detailing the action being taken against you;
2. A letter from you initiating an appeal;
3. A copy of your appeal to the Post-Secondary Institution (if applicable);
4. A copy of your readmission into the Post-Secondary 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 your most recent transcript;
7. A copy of the written statement from the Administering Office regarding contact with you; and
8. A copy of a report from your professors (if applicable).

The Appeal Committee will hold an appeal hearing within sixty (60) days after receipt of the appeal package from the Administering Office. The Administering Office will send notification to you 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 Administering Office will submit an appeal to the committee **ONLY** when all related information has been collected. In situations where an appeal is launched for academic reasons, the Administering Office will conduct an investigation which will involve contact with Post-Secondary Institution officials and professors.

The Appeal Committee's decision is final.

All appeal requests should be forwarded to:

Nunatsiavut Government Education Division
ATTN: Appeal Committee
P.O. 116
Makkovik, NL
A0P 1J0

Or emailed to jodie.lane@nunatsiavut.com

Please include your full name, beneficiary number, full mailing address, telephone or contact number and e-mail address on your correspondence.

PART IX: Appendices

The following documents are used for the administration of the NG funding program:

- A. Application for Funding
- B. Deadline Dates
- C. Change of Status Form
- D. Application Renewal Form
- E. Second-Hand Book/Tools/Equipment Receipt Form
- F. Student Safety Supplies, Equipment & Technical Purchase Request Form
- G. NG Education Division & Travel Contact Information
- H. Student Travel Request Form & Disclaimer
- I. Living Allowance & Rental Support Rates
- J. Applicant Declaration
- K. EI Claimant Reporting Instructions
- L. Student Address & Course Confirmation Form
- M. Rental Support Request Form
- N. Childcare Support Rates
- O. Childcare Request Form
- P. Childcare Claim Form
- Q. Living Away From Home Allowance Request Form
- R. Technical Equipment Loan-To-Own Agreement
- S. Disability Support Request Form
- T. Tutoring Request Form
- U. Tutoring Claim Form
- V. Commuting Allowance Request Form
- W. Discontinuation Form
- X. Tax Guideline (to be added before the 2021 tax season)
- Y. Scholarship Application
- Z. Sharon Baikie Memorial Scholarship Application
- AA. Loretta Barbara Grace Saunders Memorial Scholarship



Nunatsiavut Government – EDUCATION DIVISION

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 Toll Free: 1-877-923-2171
 Fax: (709) 923-2347



APPLICATION FOR EDUCATIONAL ASSISTANCE

PERSONAL INFORMATION:

| | | | |
|--|----------------|--|--|
| Full Name: | | Previous surname: | |
| Street Address: | | Telephone #: | |
| P.O. Box #: | | (H): _____ (W): _____ | |
| Current Town/City: | | Cell #: | |
| Province: | | Home Town/City (if different than current): | |
| Postal Code: | Email address: | | |
| Date of birth: D ____ M ____ Y ____ | | Gender: _____ Preferred Pronoun: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other | |
| Social Insurance Number: | | Beneficiary Number: N _____ | |
| Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed | | | |
| Spouse's Name (if applicable): | | | |
| Has your spouse applied for or is he/she currently being funded by the Nunatsiavut Government? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Do you have any dependants in your care? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Please list dependants names & birthdates: | | | |
| Full Name: | | Birthdate(DD/MM/YYYY): | |
| | | | |
| | | | |
| | | | |
| # Of People Travelling including yourself (if travel is required): _____ | | | |
| Next of Kin: | | Relationship: | |
| Do you give permission for our division to speak to this person about your application? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Do you consider yourself to have a disability or a barrier to education? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> | | If yes, please indicate: <input type="checkbox"/> visual <input type="checkbox"/> hearing <input type="checkbox"/> learning disability <input type="checkbox"/> dependant care <input type="checkbox"/> transportation <input type="checkbox"/> lack of education <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Other _____ | |

EMPLOYMENT INFORMATION**CURRENT EMPLOYMENT STATUS:**

☐ Full-time employed ☐ Part-time employed ☐ Self-employed ☐ Casually employed ☐ Unemployed ☐ Student
☐ Income Support Recipient ☐ Other Please Specify: _____

Current or Previous Employer: _____

Start date of Employment(DD/MM/YYYY): _____

Reason for Leaving (if applicable): _____

EMPLOYMENT DETAILS WHILE IN TRAINING:

☐ Full-time employed ☐ Part-time employed ☐ Self-employed ☐ Casually employed ☐ Not employed
☐ Other Please Specify: _____

EMPLOYMENT INSURANCE DETAILS:

If you are unemployed or has previously been laid off from work:

Are you currently receiving EI benefits? ☐ Yes ☐ Or, Will you be applying for EI benefits? ☐ Yes ☐

Have you received EI benefits in the last 5 years? ☐ Yes ☐ No

PROGRAM INFORMATION/TRAINING DETAILS:

Program of Studies applying for: _____

Program Length: _____

Year of Study: _____

Program Type:

☐ Adult Basic Education ☐ Transition Program ☐ Trade ☐ Certificate ☐ Diploma ☐ Undergraduate Degree
☐ Master's ☐ Ph. D ☐ Certifications (ex: SFA, Fall Protection, MED, etc.) ☐ Short Program (under 3 months long)

If you are applying for a transition/preparatory program (ex: ABE, ABP, CAS/CUTY), please indicate the area of study you are preparing for: _____

Institution (1st choice): _____

Location: _____

Institution (2nd choice, if applicable): _____

Location: _____

Program Status applying for:

☐ Full-time ☐ Part-time ☐ Correspondence/Distance # of courses in Semester: _____

Semester:

☐ Fall ☐ Winter ☐ Spring ☐ Intersession ☐ Summer Start date: D____M____Y____

Have you applied to the Institution: ☐ Yes ☐ No **AND** Have you been accepted? ☐ Yes ☐ No ☐ Unsure ☐ Conditional

Living arrangements while in training: ☐ own home or with family ☐ renting/boarding ☐ campus residence

PREVIOUS EDUCATION & TRAINING DETAILS:

Are you currently attending High School: ☐ Yes ☐ No

Year of Graduation (if applicable): _____

Education since High School: _____

Did you complete the program? ☐ Yes ☐ No If yes, date of completion(DD/MM/YYYY): ____/____/____

Were you previously funded? ☐ Yes ☐ No

If yes, please indicate: ☐ PSSSP ☐ Inuit Pathways ☐ AES ☐ Other

Do you hold any Safety Certifications? ☐ Yes ☐ No

If yes, please list: _____

Have they expired? ☐ Yes ☐ No If No, please indicate date of expiry(DD/MM/YYYY): ____/____/____

Do you hold a valid Drivers' License? ☐ Yes ☐ No

Class(s): _____ Date(s) Issued(DD/MM/YYYY): ____/____/____



Nunatsiavut Government – EDUCATION DIVISION

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Toll Free: 1-877-923-2171
Fax: (709) 923-2347



Consent to Release of Information

I, _____, _____, _____ understand
Print Name Social Insurance Number Student ID (if applicable)

that any and all personal information collected by the Nunatsiavut Government - Education Division will be used for educational/employment related purposes ONLY.

I hereby grant permission to employees of the Nunatsiavut Government Education Division offices to exchange/ receive information pertaining to my file to/from the following:

- Nunatsiavut Government Education Division
- Nunatsiavut Government & all other departments
- Service Canada as a representative of Employment & Social Development Canada (ESDC)
- Post-Secondary Institution (please indicate): _____
- Department of Immigration, Skills & Labour (formerly AES)
- Department of Children, Seniors & Social Development (CSSD)
- Employment Assistance Offices/Employment Services
- Other funding agencies (ex: LAMP)
- Secondary Institutions
- Student Aid
- The specific training institution I am/will be attending
- Accountability and Resource Management System (ARMS) Database
- Employers/businesses
- Employment Insurance Benefits Information System (EIBIS) (EI Eligibility Status)

I hereby agree to allow and comply with the follow-up telephone calls &/or emails &/or Facebook messages from the Nunatsiavut Government - Education Division.

I certify that the information given is true and complete. I understand it will be shared with and may be subject to verification by ESDC. Information given will be entered into the Nunatsiavut Government ARMS Database.

I agree that I may be contacted by the Nunatsiavut Government - Education Division for any employment & training opportunities.

Applicant Signature: _____ Date: _____

For office use ONLY:

Funding allocation: ☐ PSSSP ☐ ISETP (☐ EI Part II ☐ CRF) ☐ IPSE

Has this client been assisted with completing a resume? ☐ Yes ☐ No

Deadline Dates

| | | |
|--|--|--|
| Application Deadlines | Fall Semester Winter Semester Spring/Intersession/Summer | March 1 st November 1 st Case-by-case |
| Application Renewal Deadline | Fall Semester Winter Semester Spring/Intersession/Summer | March 15 th November 15 th March 15 th |
| Student Address & Course Confirmation Deadlines | Fall Semester Winter Semester Spring/Intersession Summer | 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 |
| Books/Equipment/Tool 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 |
| Semester Definitions | Fall Semester Winter Semester Spring Semester Intersession Summer Semester | September to December January to April May to August May & June July & August |



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Change of Status Form

This is to certify that I, _____, _____,
Student Name Student Number
am attending the _____ program at the
Name of Program
_____ in _____.
Name of Institution Town/City

The status on my original application:

☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Common-Law ☐ Widowed

Please **add**:

_____ as my spouse. And/or _____ as my dependent.

Or

Please **remove**:

_____ as my spouse. And/or _____ as my dependent.

If adding a spouse or additional dependent(s), please submit a new Applicant Declaration and if more than one dependent needs to be added, please provide information below.

My spouse is also currently being funded by the Nunatsiavut Government-Education Division:

☐ Yes ☐ No

Signature: _____ **Date:** _____

Additional dependents:

Verified by: _____

Date: _____

Verified by Finance: ☐ Yes ☐ No

Change entered by: _____

Date: _____

I will ensure that the Nunatsiavut Government-Education Division receives a copy of my most recent transcript of marks and grade report as soon as it is available after each semester that I am a sponsored student.

Signature: _____ Date: _____

Verified by: _____ Date: _____

Notes:



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Second-Hand Book/Tool/Equipment Receipt

Student Information:

| |
|----------------|
| Name: |
| Address: |
| City/Town: |
| Postal Code: |
| Email Address: |
| Phone #: |

Seller's Information:

| |
|----------------|
| Name: |
| Address: |
| City/Town: |
| Postal Code: |
| Email Address: |
| Phone #: |

Check off which item this receipt is for:

☐ Text Book ☐ Tool/Equipment

DESCRIPTION OF SECOND HAND ITEM:

| Name of Item | Edition/Issue # | Author | Price |
|--------------|-----------------|--------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Total amount paid for Second-Hand Item(s): _____

Student Signature: _____ Date: _____

Seller's Signature: _____ Date: _____

PLEASE NOTE: STUDENT MUST SUBMIT PROOF OF ORIGINAL PRICE OF ITEM WITH THIS RECEIPT

For Office Use Only:

Approved: ☐ Yes ☐ No Amount Approved: _____

Approved by: _____ Date: _____

Entered by: _____ Date: _____

Funding Allocation: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE



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Student Safety Supplies, Equipment & Technical Purchase Request Form

This is to certify that I, _____, _____,
Student Name Student Number
am attending the _____ program at the
Name of Program
_____ in _____.
Name of institution Town/City

Please accept this as a request to purchase _____
Type of equipment

From _____ in the amount of _____ (taxes included)
Retail store or website

for me as I do not have the funds or credit card to purchase this myself.

- ☐ I have attached a copy of the price quote and/or order form to this request.
- ☐ I understand that the full purchase amount will come off of the total allowable for my:
- ☐ Safety Supplies ☐ Tools ☐ Technical Allowance

Signed: _____ Date: _____

For office use only:

Approved by: _____ Date approved: _____

Ordered by: _____ Date ordered: _____

Staff Credit Card Name: _____ Order confirmation #: _____

- ☐ By checking here, you have confirmed that the supporting documentation is attached.



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Staff Contact Information

Makkovik Administering Office Staff

P.O. Box 116 Makkovik, NL A0P 1J0
Phone: (709) 923-2105 Toll Free: 1-866-923-2171 Fax: (709) 923-2347
Email: education@nunatsiavut.com

Jodie Lane – Director of Education

jodie.lane@nunatsiavut.com

Tracy Ann Evans-Rice – Asst. Director, Employment & Training

tracy.evans-rice@nunatsiavut.com

Roberta Baikie-Andersen – Asst. Director, Secondary Education

[roberta.baikie-](mailto:roberta.baikie-andersen@nunatsiavut.com)

andersen@nunatsiavut.com

Tom Evans – Financial Manager

tom.evans@nunatsiavut.com

Michelle Dyson – Internship Placement &
Partnership Coordinator

michelle.dyson@nunatsiavut.com

Roxanne Nochasak – Post-Secondary Student Counsellor

roxanne.nochasak@nunatsiavut.com

Marilyn Faulkner – Student Liaison

marilyn.faulkner@nunatsiavut.com

Ruth Broomfield – Accounting Clerk II

ruth.broomfield@nunatsiavut.com

Kailey Webb – Secretary/Receptionist

kailey.webb@nunatsiavut.com

Travel Agency Contact Information

Mokami Travel Services Ltd.

P.O. Box 491, Stn. C
Goose Bay, NL
A0P 1C0

Phone: (709) 896-2477
Fax: (709) 896-5557
Toll free: 1-888-665-2641
Emergency line: (709) 897-5525

Contacts:

Jeff Hollett: jeff@mokamitravel.com

Betty Ann Norman: bettyann@mokamitravel.com



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Fax: (709) 923-2347



Student Travel Request Form

Student Name: _____

Institution: _____

Program: _____

Mailing Address (while in training):

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Phone #: _____

Purpose of Travel:

- ☐ Graduation ☐ Graduation Guest ☐ Orientation Chaperone ☐ Extra Trip
☐ Licensing/Certification Exam ☐ Childcare Provider ☐ Alternate Method of Travel
☐ Alternate Travel Time (for Childcare Provider or Spouse)

☐ **Graduation Guest** ☐ **Orientation Chaperone** ☐ **Childcare Provider Information (if applicable):**

Name: _____

Address:

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Phone #: _____

Travelling from: _____

Travelling to: _____

Departure date: _____

Return date: _____

Method of Travel: _____

Student Signature: _____

Date: _____

For office use only:

Approved by: _____ **Date:** _____

Notes:

Travel Disclaimer

Student:

- ☐ I hereby certify that the amount indicated above are correct and that all expenditures claimed will be on Nunatsiavut business.
- ☐ I understand that if the advance will be for a guest/chaperone, their amount will be deposited into my (the funded student's) bank account and I will forward my guest's share to him/her/them.
- ☐ I have attached a copy of my itinerary to this form.
- ☐ I understand that if my travel itinerary changes and I/we return early or leave late, I/we will repay the Nunatsiavut Government any balance owing from the advance.

Guest:

As a guest, travelling with: _____

I understand that:

- ☐ The Nunatsiavut Government (Education Division) has transferred funds **to the Student** to cover the expenses related to my travel that include ground transportation (if driving *note: if flying, flights will be prepaid), accommodations (private &/or hotel), meals (according to NG rates), and taxi (only applicable for Orientation Chaperone & Bad Weather Allowance).
- ☐ I understand that it is the responsibility of the Student to transfer to me the funds given to the Student by the Nunatsiavut Government to cover the expenses related to my travel and that I will have no claim against the Nunatsiavut Government for any funds related to my travel with the Student.
- ☐ I HEREBY WAIVE, RELEASE, DISCHARGE AND AGREE NOT TO SUE the Nunatsiavut Government and its affiliates, successors, heirs, executors, and assigns from any and all claims including, but not limited to, claims for travel expenses, causes of action based on personal injury (including death) and damages to personal property, that I may have in the future against the Nunatsiavut Government and its affiliates, successors, heirs, executors, assigns, officers, employees, representatives and agents, which may result directly or indirectly from travelling with the Student as their guest.

Amount deposited into student account: \$ _____

Student Amount Advanced: \$ _____

Student Signature: _____

Date: _____

Guest Amount Advanced: \$ _____

Guest Signature (if applicable): _____

Date: _____

Verified by: _____

Date: _____

Notes:

Living Allowance Rates

| Levels of Assistance | Bi-weekly Rates |
|--------------------------------|------------------------|
| Single Student | \$522.96 |
| Student with a spouse | \$522.96 |
| And 1 additional dependent | \$610.66 |
| And 2 additional dependents | \$703.90 |
| And 3 additional dependents | \$791.60 |
| And 4 additional dependents | \$820.68 |
| And 5 additional dependents | \$849.76 |
| Each additional dependent | Add: \$28.09 |
| Single Parent with 1 dependent | \$610.66 |
| With 2 dependents | \$703.90 |
| With 3 dependents | \$791.60 |
| With 4 dependents | \$820.68 |
| With 5 dependents | \$849.76 |
| Each additional dependent | Add: \$28.09 |

Rental Support based on Family Structure

| Levels of Assistance | Monthly Rental Support Rate |
|--------------------------------|------------------------------------|
| Single Student | \$600 |
| Student with a spouse | \$600 |
| And 1 additional dependent | \$750 |
| And 2 additional dependents | \$940 |
| And 3 additional dependents | \$1175 |
| And 4 additional dependents | \$1470 |
| And 5 additional dependents | \$1840 |
| Each additional dependent | Add: 25% |
| Single Parent with 1 dependent | \$750 |
| With 2 dependents | \$940 |
| With 3 dependents | \$1175 |
| With 4 dependents | \$1470 |
| With 5 dependents | \$1840 |
| Each additional dependent | Add: 25% |

APPLICANT DECLARATION

Education Division

Nunatsiavut Government - Canada

I, _____, of _____, in the Province of _____,
Student Name Home Community
_____, Canada, do solemnly declare that:
Province

1. I am eligible to receive assistance under the Nunatsiavut Government Education Division administered by the Nunatsiavut Government, Department of Education and Economic Development.

Definitions

In this Declaration:

2. Dependent means:

- a) A person who satisfies **all** the following criteria:
 - i) lives in a household maintained by the student;
 - ii) who is wholly financially dependent on support of the student; and
 - iii) whose net income³ was:
 - (1) less than the student's basic personal amount⁴; or
 - (2) if the Dependent qualifies under section 1b)i)(3) of this Declaration, less than the student's basic personal amount plus \$2,273;
- b) and that person must be **one** of the following:
 - i) the student's child, grandchild, brother, or sister, by blood, marriage, common-law partnership, or adoption, and who is:
 - (1) the age of 19 years or younger; or
 - (2) over the age of 19 years and is attending high school as a full time student; or
 - (3) over the age of 19 years and is wholly financial dependent on the student by reason of mental or physical disability;

but does not include a child placed in a foster home.

- ii) the student's parent or grandparent by blood, marriage, common-law partnership, or adoption; or
- iii) the student's spouse or common-law partner.

³ Net income is indicated on line 23600 of the Dependent's federal tax return, or the amount that would be indicated if the Dependent had filed a return.

⁴ Basic personal amount is indicated on line 3000 of the student's federal tax return, or the amount that would be indicated if the student had filed a return.

2. **Common-law partner** means a person to whom the student is not married, with whom they are in a conjugal relationship, and with whom the student has been living with at the same address for at least 12 continuous months. This includes any period the student and the common-law partner were separated for less than 90 days because of a breakdown in the relationship.
3. **Spouse** means a person to whom the student is legally married.

Dependents

4. I have requested the Nunatsiavut Government to pay me an additional living allowance under the Education Division for the support of Dependents, whose names, places of residence, dates of birth, citizenship and relationship to myself are as follows (hereafter, the “Dependents”).

| Name | Place of Residence | D.O.B. | Citizenship | Relationship to student |
|------|--------------------|--------|-------------|-------------------------|
|------|--------------------|--------|-------------|-------------------------|

| Name | Place of Residence | D.O.B. | Citizenship | Relationship to student |
|------|--------------------|--------|-------------|-------------------------|
|------|--------------------|--------|-------------|-------------------------|

| Name | Place of Residence | D.O.B. | Citizenship | Relationship to student |
|------|--------------------|--------|-------------|-------------------------|
|------|--------------------|--------|-------------|-------------------------|

| Name | Place of Residence | D.O.B. | Citizenship | Relationship to student |
|------|--------------------|--------|-------------|-------------------------|
|------|--------------------|--------|-------------|-------------------------|

| Name | Place of Residence | D.O.B. | Citizenship | Relationship to student |
|------|--------------------|--------|-------------|-------------------------|
|------|--------------------|--------|-------------|-------------------------|

| Name | Place of Residence | D.O.B. | Citizenship | Relationship to student |
|------|--------------------|--------|-------------|-------------------------|
|------|--------------------|--------|-------------|-------------------------|

| Name | Place of Residence | D.O.B. | Citizenship | Relationship to student |
|------|--------------------|--------|-------------|-------------------------|
|------|--------------------|--------|-------------|-------------------------|

5. The student’s child, grandchild, brother, or sister listed as Dependents in paragraph 4 are dependent on the student for the following reason (check either (a) or (b) as appropriate):

Name of dependent

(a) ☐ The Dependent is dependent on me because they are the age of 19 years or younger.

(b) ☐ The Dependent is over the age of 19 years are dependent on me by virtue of the following circumstances:

Name of dependent

(a) ☐ The Dependent is dependent on me because they are the age of 19 years or younger.

(b) ☐ The Dependent is over the age of 19 years are dependent on me by virtue of the following circumstances:

Name of dependent

(a) ☐ The Dependent is dependent on me because they are the age of 19 years or younger.

(b) ☐ The Dependent is over the age of 19 years are dependent on me by virtue of the following circumstances:

Name of dependent

(a) ☐ The Dependent is dependent on me because they are the age of 19 years or younger.

(b) ☐ The Dependent is over the age of 19 years are dependent on me by virtue of the following circumstances:

Name of dependent

(a) ☐ The child is dependent on me because they are the age of 19 years or younger.

(b) ☐ The child is over the age of 19 years are dependent on me by virtue of the following circumstances:

Name of dependent

(a) ☐ The child is dependent on me because they are the age of 19 years or younger.

(b) ☐ The child is over the age of 19 years are dependent on me by virtue of the following circumstances:

Name of dependent

(a) ☐ The child is dependent on me because they are the age of 19 years or younger.

(b) ☐ The child is over the age of 19 years are dependent on me by virtue of the following circumstances:

Agreements

6. I agree that if I am granted an additional allowance for the support of the Dependents;

(a) I will forthwith advise the Nunatsiavut Government of any change in the financial dependence of the Dependents;

(b) I will provide such further evidence as to the financial dependence of the Dependents as the Nunatsiavut Government may reasonably require.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath. I further understand that providing false information in this Declaration may result in a denial of future education assistance and living allowance from the Nunatsiavut Government and that I may be required to repay any education assistance or living allowance paid to me as a result of my having provided incorrect information.

DECLARED at _____
Community

in the Province of _____
Province

this _____ day of _____
Day Month

A.D. _____, before me:
Year

Notary Public, Commissioner for Oaths,
Justice of the Peace, Magistrate, etc.

Applicant Signature

Beneficiary Number

Date



Nunatsiavut Government – EDUCATION DIVISION

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El Claimant Instructions

If you will be on an EI Claim while you are in school, here are the instructions for completing your EI report online or by phone:

When reporting your EI, answer questions as listed below:

1. You are in training (give weeks/dates of actually in training)
2. For 35 hours per week (report as 7 hours per day, even if you aren't in for that amount of time, or are in longer than that.)
3. Are ready, willing and capable for work
4. Not receiving any other monies (even if you are receiving a top-up, receiving any other monetary supports, or being reimbursed for something from the Nunatsiavut Government-Education Division)

Any questions, please contact the Nunatsiavut Government-Education Division office on our toll free line: 1-877-923-2171.

Above you will find the information to respond to each question the system will ask. If you make a mistake while reporting, please call the general EI Inquiries # 1-800-206-7218 and tell them you made a mistake when reporting and they will correct it for you. OR you can wait and call the NG-Education Division and speak to someone and they can help you.



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Student Address & Course Confirmation Form

Student Address:

Student Name: _____

Program: _____

Student #: _____

Institution: _____

Living Arrangements (while in training):

Check **one** box per semester:

- ☐ renting/boardings
- ☐ living with parents
- ☐ campus residence
- ☐ own home

Mailing Address (while in training):

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Phone #: _____

Claiming Set-Up Allowance: ☐ Yes ☐ No

Course Confirmation

Please list all registered courses, course number and credit value for the current semester.

Current Semester (check one box per semester):

- ☐ Fall (Sept-Dec) ☐ Winter (Jan-Apr) ☐ Spring (May-Aug) ☐ Intersession (May & June) ☐ Summer (Jul-Aug)

Course Name, Number and credit value:

Ex: MATH 1090 (3)

1) _____

☐ On-campus ☐ Online

2) _____

☐ On-campus ☐ Online

3) _____

☐ On-campus ☐ Online

4) _____

☐ On-campus ☐ Online

5) _____

☐ On-campus ☐ Online

6) _____

☐ On-campus ☐ Online

Signature: _____

Date: _____

For Office Use Only:

Approved Set-Up Allowance: ☐ Yes ☐ No

Amount Approved: _____

Approved by: _____

Date: _____

Entered by: _____

Date: _____

Funding Allocation: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE



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Rental Support Request Form

Name: _____ Program: _____

Student #: _____ Institution: _____

Living Arrangements (while in training):

Check **one** box per semester:

- ☐ renting/boarding
☐ campus residence
☐ own home (paying a mortgage)
☐ Other. Please specify: _____

Address (while in training):

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Phone #: _____

Will you have roommates while you are in training?

☐ Yes ☐ No

Please list roommates (if applicable):

(2) _____

(1) _____

(3) _____

Do you have any dependents?

☐ Yes ☐ No

Please list dependents: _____

Will they be residing with you while you are in training?

☐ Yes ☐ No

If yes, how many will be residing with you while you are in training?

Total Rent/Mortgage Costs per month: _____

Your share of the Rent/Mortgage: _____

Signature: _____ Date: _____

Students must submit proof of rent/mortgage with this request form. All documents must include address, landlord, start and end date of agreement, additional roommates and monthly rental cost. If there is no rental/lease agreement, a letter outlining the required information listed signed by yourself, landlord/renter and be notarized (signed by Commissioner for Oaths/Justice of the Peace) is acceptable.

For office use only:

Proof of Rent/Mortgage Received: ☐ Yes ☐ No

Approved: ☐ Yes ☐ No Amount Approved: _____ From: _____ to _____

Signature: _____ Date: _____

Financial:

Entered by: _____ Date: _____

Funding Allocation: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE

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Childcare Support based on family structure & preferred/available childcare option

| Levels of Assistance | Bi-weekly Rates |
|---|-----------------|
| Registered Daycare rates based on \$20/day/child | |
| Student with one child | \$200 |
| With 2 children | \$400 |
| With 3 or more children | TBD |
| Private Babysitter based on going rate of \$50/day for one child & \$30/day for additional child | |
| Student with one child | \$500 |
| With 2 children | \$800 |
| With 3 children | \$1100 |
| After school care based on \$15/day for one child & \$25/day for 2 or more children | |
| Student with one child | \$150 |
| With 2 children or more | \$250 |



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Childcare Request Form

I, _____, confirm that I am enrolled in the _____
Student Name Program Name
Program at the _____ in _____
Institution Name City/Town
I am requesting Childcare support for my child(ren).

Number of dependents requiring childcare: _____
(If requesting childcare for more than one child, please complete each section.)

| | |
|---|----------------------|
| Name: _____ | Age: _____ |
| Type of childcare requested: | |
| <input type="checkbox"/> Registered Daycare <input type="checkbox"/> Private babysitter <input type="checkbox"/> Afterschool Care | |
| Name of Provider: _____ | Telephone #: _____ |
| Address: _____ | Cell Phone#: _____ |
| _____ | _____ |
| _____ | Email Address: _____ |
| Dates: | |
| From: _____ | To: _____ |

| | |
|---|----------------------|
| Name: _____ | Age: _____ |
| Type of childcare requested: | |
| <input type="checkbox"/> Registered Daycare <input type="checkbox"/> Private babysitter <input type="checkbox"/> Afterschool Care | |
| Name of Provider: _____ | Telephone #: _____ |
| Address: _____ | Cell Phone#: _____ |
| _____ | _____ |
| _____ | Email Address: _____ |
| Dates: | |
| From: _____ | To: _____ |

| | |
|---|----------------------|
| Name: _____ | Age: _____ |
| Type of childcare requested: | |
| <input type="checkbox"/> Registered Daycare <input type="checkbox"/> Private babysitter <input type="checkbox"/> Afterschool Care | |
| Name of Provider: _____ | Telephone #: _____ |
| Address: _____ | Cell Phone#: _____ |
| _____ | _____ |
| _____ | Email Address: _____ |
| Dates: | |
| From: _____ | To: _____ |

| | | | |
|---|--|---|--|
| Name: _____ | | Age: _____ | |
| Type of childcare requested: | | | |
| <input type="checkbox"/> Registered Daycare | | <input type="checkbox"/> Private babysitter | |
| <input type="checkbox"/> Afterschool Care | | | |
| Name of Provider: _____ | | Telephone #: _____ | |
| Address: _____ | | Cell Phone#: _____ | |
| _____ | | _____ | |
| _____ | | Email Address: _____ | |
| Dates: | | | |
| From: _____ | | To: _____ | |

A new Childcare Request Form must be submitted at the start of every academic year or if the current childcare provider changes throughout the year. Once the Childcare Provider request form is submitted and approved, a *Childcare Claim form* will be sent to you to submit for payment.

Signature: _____ **Date:** _____

For Office Use Only:

Approved: ☐ Yes ☐ No **Approved By:** _____ **Date:** _____



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Childcare Claim Form

I, _____, confirm that I am enrolled in the _____
Student Name Program Name
Program at _____ in _____ and am receiving
Institution Name City/Town
Child care support from the Nunatsiavut Government while I am attending training.

Dates covered for this claim: From: _____ To: _____

For Office Use Only:

| Child's Name | Age | Childcare Provider | Rate per Day | # of Days | *Total amount | Comments |
|--------------|-----|--------------------|--------------|-----------|---------------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Total Amount of this Claim: _____

***Please note:** Total amount claimed may not be the amount that will be reimbursed due to set rates by the NG.

Childcare payments will be paid out to the student. It is the student's responsibility to pay the childcare provider. Claims can be submitted on Fridays to ensure payment to the student on Wednesdays. This childcare payment will be paid on a bi-weekly basis.

Student Signature: _____ Date: _____

For Office Use Only:

Approved: ☐ Yes ☐ No Amount Approved: _____

Approved by: _____ Date: _____

Entered by: _____ Date: _____

Funding Allocation: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE



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Living Away from Home Allowance Request Form

Name: _____

Program: _____

Student #: _____

Institution: _____

Living Arrangements (while in training):

Check **one** box per semester:

☐ Renting/boarded

☐ Campus residence

☐ Other. Please specify:

Address (while in training):

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Phone #: _____

Do you have a spouse? ☐ Yes ☐ No

If yes, have they travelled with you? ☐ Yes ☐ No

Will you be maintaining a home while you are attending training (paying rent or mortgage)? ☐ Yes ☐ No

Address of home you will be maintaining while you are in training: _____

Total Rent/Mortgage Costs per month: _____

Your share of the Rent/Mortgage if not the full amount: _____

Signature: _____ Date: _____

Students must submit proof of rent/mortgage with this request form. All documents must include home address. If there is no rental/lease/mortgage agreement stating the monthly amount payable, a letter outlining the required information listed signed by yourself & co-owner and be notarized (signed by Commissioner for Oaths/Justice of the Peace) is acceptable.

For office use only:

Proof of Rent/Mortgage Received: ☐ Yes ☐ No

Approved: ☐ Yes ☐ No Amount Approved: _____ From: _____ to _____

Signature: _____ Date: _____

Financial:

Entered by: _____ Date: _____

Funding Allocation: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE



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Technical Equipment Loan-to-Own Agreement

The Nunatsiavut Government (“NG”) hereby provides _____ (the
Student Name
“Student”) with the equipment listed below for academic purposes for the duration of the Student’s enrollment in post-secondary studies while funded by the Nunatsiavut Government – Education Division funding program subject to the conditions below:

Conditions:

1. It is the Student’s responsibility to care for the Equipment, to ensure that it is maintained properly and keep it operational while in the Student’s possession.
2. This Equipment is solely for academic use.
3. Use of the Equipment to access, create, or store material that the NG considers inappropriate may result in the cancellation of this agreement and the Student’s loss of use of the Equipment.
4. The Student agrees to indemnify the NG against any loss of any nature whatsoever occurring during or resulting from the Student’s possession or use of the Equipment.
5. The Student agrees that if damaged, lost, or destroyed, the Student must repair or replace the Equipment with a like item with all of the same operational capabilities at the full expense of the Student.
6. The Student must not install or utilize any software other than the software pre-installed on the Equipment or required to be installed by the Student for use during their studies. The Student must not make any unauthorized use of modifications of such software.
7. The NG is not responsible for any electronic viruses or malware that may be transferred to or from the Equipment as a result of the Student’s use of the Equipment and the Student agrees to use best efforts to assure the Equipment is not damaged or rendered inoperable by any such electronic virus or malware.
8. The Student will return the Equipment to the NG should the Student voluntarily withdraw from studies or be required by the institution to withdraw from studies prior to completion of the Student’s program of study.
9. Upon successful completion of the Student’s program of study, the full ownership of the Equipment will be transferred to the Student and this Agreement will be rendered null and void.

Equipment Description:

Serial #: _____

Serial #: _____

Serial #: _____

I, _____, the Student, have read this agreement and fully understand the
Student Name

conditions as outlined. I agree to accept the Equipment on loan, until the completion of my program of study, at which time I will assume full ownership of the above named Equipment. I understand that the Equipment is on loan to me for academic purposes and I am to return this Equipment should I voluntarily discontinue studies or am required by my institution to discontinue studies prior to completion.

Student Signature: _____

Date: _____

Verified by: _____ **Date:** _____

Notes:



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Disability Support Request Form

Student Name: _____

Institution: _____

Program: _____

Mailing Address (while in training):

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Phone #: _____

Have you contacted your Institution regarding Disability Supports? ☐ Yes ☐ No

If no, please contact them as they may be able to help you without having to avail of outside supports

Nature of disability:

☐ ADD/ADHD ☐ Hearing Impairment ☐ Mobility Impairment ☐ Visual Impairment

☐ Speech Impairment ☐ Learning Disability

☐ Other permanent disability (i.e. head injury, mental illness) Specify: _____

Support Requested:

Assessment: Complete the following if you require an Assessment

Type of Assessment: _____ Assessment Cost: _____

Assessment Provider: _____

Equipment:

☐ Computer ☐ Computer related ☐ Assistive Software ☐ Technical Aids

☐ Other Specify: _____

In-Person Support:

☐ Education Assistant ☐ Note Taker ☐ Tutor

☐ Interpreter (Specify need): _____

☐ Other Types of In-Person Supports. Please Specify: _____

Program/Educational Supports:

☐ Program Extension* ☐ Reduced Course Load*

*Please provide supporting documentation from your institution that supports this request.

Other (anything that does not fall under the categories the above i.e. medical supports etc.):

Please provide supporting documentation from your health care provider

Academic/Medical Profession Contact Information:

Name: _____

Phone #: _____

Address: _____

Email Address: _____

Student Signature: _____

Date: _____

For Office use only:

Documents Received: ☐ Yes ☐ No Approved: ☐ Yes ☐ No

Approved by: _____

Date: _____

Notes:



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Tutor Request Form

I, _____, confirm that I am enrolled in the _____
Student Name Program Name
program at _____ in _____.
Institution Name City/Town

I am in need of tutoring assistance for the following course(s):

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

☐ I have contacted a tutor and have attached a copy of their resume to this request.

Signature: _____ Date: _____

For Office use only:

Documents Received: ☐ Yes ☐ No Approved: ☐ Yes ☐ No

Approved by: _____ Date: _____

Notes:



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Tutoring Claim Form

Student Name: _____

Tutor's Name: _____

Student Address: _____

Tutor Address: _____

Telephone #: _____

Telephone #: _____

| Date | Subject | # of Hours | Rate/Hour | Total | Student's Initials |
|------|---------|------------|-----------|-------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total Amount of this Claim: \$ _____

Has the tutor been paid? Yes ☐ No ☐

Please make payable to: Student ☐

Tutor ☐

Student's Signature: _____ Date: _____

Tutor's Signature: _____ Date: _____

(Please attach Tutor's Bank Deposit Information with Tutoring Form if not already submitted)

For Office Use Only:

Approved: ☐ Yes ☐ No Amount Approved: _____

Approved by: _____ Date: _____

Entered by: _____ Date: _____

Funding Allocation: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE



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Commuting Request Form

Student Name: _____

Institution: _____

Program: _____

Street address while in training:

Institution Address:

This is to confirm that I will be commuting more than 15km each way per day from my place of residence to my institution to attend training. I have attached a copy of my schedule for this semester:

☐ Fall Semester ☐ Winter Semester ☐ Spring Semester ☐ Intersession ☐ Summer Semester

Signature: _____

Date: _____

Reminder: To avail of the commuting support for full duration of your training, please submit a new commuting form each semester with a copy of your schedule. Commuting support will **not** be continued until a new schedule has been submitted each semester. It is also your responsibility to notify the administering office if you move, then a new Commuting Request Form would have to be submitted.

For Office Use Only:

☐ Attached documentation from Google Maps of confirmation of distance Initials: _____

☐ Attached copy of semester schedule is attached

Approved: ☐ Yes ☐ No Claim form attached: ☐ Yes ☐ No

Amount Approved: _____ Dates covered From: _____ to: _____

Approved by: _____

Date: _____

Entered by: _____

Date: _____

Funding Allocation: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE



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Discontinuation Form

Student Name: _____

Date of discontinuation: _____

Program: _____

Institution: _____

Reason for Discontinuing (please provide brief description):

Signature: _____

Date: _____

For office use only:

Verified by: _____

Date: _____

Notes:

For office use only:

Approved: ☐ Yes ☐ No **Amount Approved:** _____

Approved by: _____ **Date:** _____

Notes:

Entered by: _____ **Date:** _____

Funding Allocation: ☐ PSSSP ☐ ISETS (☐ CRF ☐ EI) ☐ IPSE

THE SHARON BAIKIE MEMORIAL SCHOLARSHIP APPLICATION

Name: _____

Beneficiary #: _____

Address: _____

Phone #: _____

E-mail: _____

High School: _____

Phone #: _____

Current Institution: _____

Program of Study: _____

Summary of School/Community Service Activities:

Reasons why I should receive this scholarship (please attach additional paper if more space is required):

Signature

Date

***NOTE: Two letters of reference are required and should be attached to this form**

THE LORETTA SAUNDERS MEMORIAL SCHOLARSHIP APPLICATION

Name: _____

Beneficiary #: _____

Address: _____

Phone #: _____

E-mail: _____

Current Institution: _____

Program of Study: _____

Summary of School/Community Service Activities:

Reasons why I should receive this scholarship (please attach additional paper if more space is required):

Signature

Date

***NOTE: Two letters of reference are required and should be attached to this form. References cannot be provided from relatives.**