

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?	11
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
Late Applications.....	12
Now That I Am Funded	14
Renewal Procedure	14
Change of Application Status	14
Communication	15
Confidentiality and Informed Consent	16
Can I Get Funded Again?	16
Returning Students	16
Graduates.....	16
Financial Assistance	17
Receipts	18
Application Fees	18
Tuition	18
Health & Dental Insurance	18
Textbooks.....	19
Equipment/Tools and Supplies	20
Licensing & Certification Fees	20
Travel.....	20
Regular Trip	21
Alternate Mode of Transportation.....	22
Alternate Travel Times	22
Extra Trip	22
Graduation Travel	23
Travel for Licensing Exams	24
Bereavement Travel.....	24
Excess Baggage	25
Ground Transportation	25
Bad Weather Allowance.....	25
Travel Recap.....	26
Living Allowance	26
Employment Insurance (EI)	27
Residence	27
Residence Confirmation Fees	28
Rent/Mortgage	29
Living Away From Home Allowance	30
Childcare	31
Additional Supports for Students	31
Technical Allowance.....	31

Set-Up Allowance	32
Orientation Chaperone	32
Disability Supports	33
Tutorial Assistance	34
Commuting & Buss Pass.....	34
Management of Educational Benefits.....	35
Short Programs	36
Self-Paced Programs	38
Conditions of Support	39
Full-Time vs. Part-Time.....	39
Duration of Support	39
Foundation/Non-Credit Courses	39
Dropping/Switching/Exempt Courses	39
Declaration of Program and/or Major/Minor.....	39
Notification of Discontinuation.....	40
Failing Courses	40
Probation.....	40
Taxation	42
Scholarships	42
Academic Achievement Scholarship – Preparatory	42
Academic Achievement Scholarship – College/Trade/Certificate/Diploma	42
Academic Achievement Scholarship – Undergraduate Degree	43
Academic Achievement Scholarship – Masters/Doctoral Degree	43
Nunatsiavut Specified Program Scholarship	43
Special Performance Award	43
Sharon Baikie Memorial Scholarship	44
Loretta Barbara Grace Saunders Memorial Scholarship.....	44
Appeals Process	46
Appendices.....	48



Before you go any further.

Please read the following message:

The information you are about to read explains the policies of NG Education Division 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 Division 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

Postville Office

Phone: (709) 479-9704

Director of Education

Jodie Lane

Works out of:

jodie.lane@nunatsiavut.com

Makkovik

Assistant Director of Training & Employment

Tracy Ann Evans-Rice

Works out of:

tracy.evans-rice@nunatsiavut.com

Makkovik

Assistant Director of Secondary Education

Roberta Baikie-Andersen

Works out of:

roberta.baikie-andersen@nunatsiavut.com

Makkovik

Financial Manager

Tom Evans

Works out of:

tom.evans@nunatsiavut.com

Makkovik

Internship Placement & Partnership Coordinator

Michelle Dyson

Works out of:

michelle.dyson@nunatsiavut.com

Makkovik

Student Liaison

Marilyn Faulkner

Works out of:

marilyn.faulkner@nunatsiavut.com

Makkovik

Post-Secondary Student Counsellor

Roxanne Nochasak

Works out of:

roxanne.nochasak@nunatsiavut.com

Makkovik

Education Counsellor

Charlene Gear

Works out of:

charlene.gear@nunatsiavut.com

Postville

Accounting Clerk

Ruth Broomfield

Works out of:

ruth.broomfield@nunatsiavut.com

Makkovik

Accounting Clerk

Ocean Lane

Works out of:

ocean.lane@nunatsiavut.com

Makkovik

Secretary/Receptionist

Works out of:

education@nunatsiavut.com

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 Normanbettyann@mokamitravel.com**Jeff Hollett**jeff@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, and may vary by program.

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 Education Division 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;but does not include a child placed in a foster home.

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.

- 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 (no more than 20 hours/week) 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 of Education & Economic Development. Members of the SEC include: Assistant Director of Employment & Training, 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

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

**If you are unsure about going to college/university, etc.,
apply for funding anyway!**

Who can apply?

To qualify for academic funding under the NG Education Division, 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.

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 page49);

- Application deadlines:
 - Fall Semester March 1st
 - Winter Semester November 1st
 - Spring Semester/Intercession/Summer Session 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 52 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 voided application.
- **Applications received between July 1st and August 31st, for a Fall Semester start date will be accepted, but will not begin to be processed until September 1st.**

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	➤ 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 15 th
Step 3	➤ Counselling Sessions or Computer-Based Learning Modules ➤ Proof of final acceptance from Post-Secondary Institution	Fall Semester: August 8 th Winter Semester: December 10 th

PLEASE do not alter any forms. Altered documents/forms will not be accepted. All Submitted forms MUST be clear and readable.

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 your 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, you will be informed by e-mail and/or telephone.

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

Late Applications

Even though the deadline for applications is March 1st, if the deadline has passed and you are interested in applying for funding, PLEASE APPLY! Sometimes an institution only opens up a program late in the year and other times an institution may offer a brand new program after the funding deadline has passed. If this happens, APPLY ANYWAY!

Late applications:

- Will be processed as they are received.
- Will be accepted but not processed between July 1st and August 31st (as noted above).
- Will be approved as documents are received and verified. This means that you **may** be approved before someone that applied before you, **if** you get all of your required documents in before them.

The sooner your required documents are received and verified, the quicker your application may be approved.

Application Checklist

Check these off as you send them in:

Check these off as you send them in:

- ☐ COMPLETED application for funding (do not leave any information out, like your Beneficiary number, SIN, e-mail address, program name, etc.)
- ☐ Acceptance letter or proof they you have applied to your school
- ☐ Completed Declaration that is notarized (if you have kids)
- ☐ Bank information (so that we can pay you 😊)
- ☐ Completed Worksheet and scheduled your counselling session
- ☐ Final acceptance letter of confirmation of eligibility to enroll/register

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

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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 C** on page 53) 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; and
- If you were on probation, confirmation of eligibility to continue.

If you take a break from your studies for one semester, you just have to send in a renewal the following semester. E.g. if you are in school for the Fall and take a break for the Winter, you send in a renewal form by March 15th, for the semester that you are returning.

If your break is two semesters or longer, you will need to submit a new application. You may not need to submit all of the same required documents like you did when you first applied, but we will need a few things, such as confirmation that you can return to studies.

Now that you are funded, please make sure to send in the following:

Required Documents	Due date
➤ Student Address and Course Confirmation Form	Fall: September 10 th Winter: January 10 th
➤ Statement of Account (if living in residence)	Spring/Intercession: May 10 th Summer: July 10 th

Change of Status

We need to keep your files up to date at all times, so if there is a change in any of the following:

- your marital status
- your number of dependents
- your program of study
- number of courses you are taking
- dropping from full-time to part-time

You must complete a Change of Status Form (see **APPENDIX D** on page 54) and send to the Administering Office immediately. If your number of dependents changes, you must also provide a new declaration. If your marital status changes from single to common-law, a period of one year must elapse before this change comes into effect.

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

Spring Semester, Intersession/Summer Session, Fall Semester	March 1 st
Winter Semester	November 1 st

Renewal/Status Update Checklist

Check these off as you send them in:

- ☐ COMPLETED renewal form
- ☐ Student Address and Course Confirmation (SACC) form **after** each semester starts
- ☐ Statement of Account (if living in campus residence)
- ☐ Grade report and/or official transcript
- ☐ Change of Status form (if required)

Communication

It is important to keep the lines of communication open with us. We need to stay informed when any changes occur with your file so that we can make sure your funding is not delayed or interrupted.

A few things to keep in mind are:

- Always send requests via e-mail. While it is great to hear from you over the phone, please follow-up with any requests via e-mail. This is so we have proper documentation of when a request was made and what documents were received.
- When sending an e-mail, ALWAYS include the nature of the request in the subject line.
- Use the education@nunatsiavut.com e-mail when sending in any requests. This will ensure that it gets to the right person, or if someone is out of the office, your request will still be directed to someone who can address it.

Please take note of Page 3 of your application and remember that you have given the NG Education Division your permission to discuss your file with people outside of our office. This could include, but not limited to, your Post-Secondary Institution or potential employers.

Reminder, we can discuss your application with your parents but **PARENTS ARE NOT ALLOWED TO FILL OUT FORMS, SEND IN DOCUMENTS OR SIGN ON YOUR BEHALF!**

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.

PART IV: Can I get funded again?

Returning Students

Students who may take a break in their studies for any length of time longer than one semester, will need to reapply for funding once they are ready to return to school. This is required if you are re-entering the same program or changing programs all together.

Returning students will be considered the same as new applicants, as they have not have completed a full program. There will not be any waiting periods between when they suspended their funding to when they are eligible to reapply.

Graduates

Once a student completes a program, they are considered a graduate. You may graduate with a certificate, trade, diploma, degree, etc. This is a wonderful accomplishment and should be celebrated. However, it does not meant that this is the end of the amount of funding you may receive.

If you are a graduate, and would like to pursue more post-secondary studies, you **are** eligible to apply for more funding. There are a few conditions that apply:

- If you are entering a program that it is at a higher funding level (see page 10), you can apply immediately for funding for the following semester after you complete your initial program.
- 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 full-time funding. This requirement **may be waived** should the second program be directly related to first program completed and help make the student more employable. For example, a student who completes a Heavy Equipment Operator program may be approved to enroll in a Crane Operator program without waiting the three years.
- You can apply for part-time funding for any funding level at any time.

PART V: 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. In some cases, supporting documentation such as request forms or receipts are needed.

Everyone will receive their first bi-weekly living allowance payment (unless on EI) and any travel advances on the first scheduled payroll date of the semester. In order to continue to receive supports, you must **first** submit your completed Student Address and Course Confirmation (SACC) form. Your SACC **cannot** be submitted until after your first day of class.

PLEASE DO NOT SEND IN YOUR SACC EARLY.

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

Support	Full-Time	Part-Time
Application Fees (Institution, Residence)	✓	✓
Tuition	✓	✓
Health & Dental Insurance	✓	✓
Textbooks	✓	✓
Equipment/Tools/Supplies	✓	✓
Travel	✓	
Extra Trip	✓	
Graduation Travel	✓	✓
Licensing/Certification Exam Fees	✓	✓
Travel for Licensing Exams	✓	✓
Bereavement Travel	✓	
Excess Baggage	✓	
Ground Transportation (To/from airport)	✓	
Commuting/Bus Pass	✓	
Bad Weather Allowance	✓	✓
Living Allowance	✓	
Residence	✓	
Confirmation Fees (Institution, Residence)	✓	✓
Rent	✓	
Childcare	✓	
Living Away From Home Allowance (LAFHA)	✓	
Technical Allowance	✓	✓
Set-Up Allowance	✓	
Orientation Chaperone	✓	
Disability Supports	✓	✓
Tutorial Support	✓	✓
Commuting	✓	
Special Exam Fees (LSAT/GMAT/Journeyperson)	✓	✓

Receipts

Many of our supports require you to send in receipts so that we can reimburse you. Receipts for books, supplies, fees you may have paid, can all be reimbursed. **ALL** receipts submitted for reimbursement **MUST** be clear and readable. Please follow these tips:

- **DO** scan your receipt using the scan option in the Notes app on your phone 😊
- **DO NOT** lay the receipt on your leg or other body part or busy background and take a picture of the receipt 😞
- **DO** retake your picture until the receipt is clear and readable 😊
- **DO NOT** send in blurry or dark pictures of receipts 😞
- **DO** screen shot your receipt from the online vendor 😊
- **DO NOT** send us screen shots of your text messages with vendors or private sellers 😞

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.

Application Fees

The NG Education Division 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) at the time of application 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 Education Division 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.

You may need to fill out a Third-Party Billing form from your institution. **This is your responsibility**, not ours. Please fill this out so that we can pay for your tuition.

Health & Dental Insurance

Even though all beneficiaries are covered under the Non-Insured Health Benefits (NIHB) Program, this is meant to be a secondary insurance. Whenever possible, either through employment or school, beneficiaries must enroll in any health and dental plans offered. Therefore, 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.

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 support payment. You may request and receive an advance multiple times per semester as needed.

NOTE: Some Post-Secondary Institutions (such as CNA and the Marine Institute) will invoice the Administering Office directly for required textbooks.

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 55) will be required for the student to have filled out by the seller. **Acceptable receipts** include hand written or typed receipts from the seller, with signature and date, including the name of textbook and price, or an e-mail from the seller's own account with all required information. **Screen shots of text messages discussing a transaction are not acceptable as a receipt.**

Electronic Textbooks

Electronic textbooks, or e-texts, are becoming more popular. Many students will have the option to purchase their required textbook as an electronic version or a hard copy. The NG Education Division will cover whichever format you choose, but we will not cover both.

Please be cautious when choosing the format of your textbooks:

- Know your preference. If you have a choice, choose wisely, as we will only cover one textbook. However if you choose an e-text and realize this format is not what you prefer, we will allow **one** duplicate purchase only.
- Some e-texts may have an expiry date and can no longer be accessed beyond a certain amount of time. If your e-text has an expiry date, make sure that it is after your course is finished.

- Some required textbooks only come in an electronic format. You may have an option to print, but this may cost extra. We will not pay for printing in addition to the cost of the e-text.

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 Purchase Request Form (see **APPENDIX F** on page 56). Students also have to submit a detailed required supply list noting the mandatory equipment and supplies, a detailed cost breakdown, and a detailed receipt of purchase. This list must be attached to every request for advance and/or reimbursement.

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 Administering Office for review.

If you are unable to pay for any equipment or supplies up front, you may contact the Administering Office for a \$500.00 advance. If you get an advance and do not send in your receipts, the advance amount will be taken out of your next support payment. You may request and receive an advance multiple times per semester as needed.

Licensing & Certification Fees

For students who are required to write professional licensing or certification exams, the fee for these exams will be covered. We will cover the cost of the initial exam plus one rewrite (if needed).

Once you have passed your exam, the NG Education Division will also cover any required professional certification fee for your **first year**. Any renewals of these fees are your responsibility.

Travel

If you are flying, you must book travel through Mokami Travel and use approved airlines as determined by the NG Education Division. The 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 own flight. If you choose to use an alternate mode of transportation, such as driving, you must notify the Administering Office and complete an Alternate Mode of Transportation Notification form (**APPENDIX G** on page 57).

REMINDER: Students should book their end of semester travel **as soon as** they know the date of their last exam.

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 H** on page 58) for travel contact information).

Travel for spouse/dependents:

- A spouse or any dependents are eligible to travel with any student leaving home to attend post-secondary studies, however they are not obligated to do so and may stay home if they choose.
- If a spouse chooses to remain at home because of work commitments, they may do so. Once that work concludes (e.g. seasonal work), they may travel to join the student.
- If a spouse or dependent travels with the student at the beginning of the semester, but chooses to return home early, they will not receive travel again until the next semester.
- If a dependent is returning home without their parent(s), the student and/or spouse must make arrangements for their child(ren) to travel with someone. They will not be permitted to travel as an unaccompanied minor. Arrangements for their care in their home community will also be the responsibility of the student.
- Certain supports are based on family structure and may be effected if a dependent returns home. For example, if a student has two children, their bi-weekly living allowance rate is \$703.90. This does not change if the children return to their home community. However, a student's rental support with two children is \$940. If the children return home in the middle of the semester, the rental support will remain the same until the end of the semester. The following semester, if the children are not living with the student, the rental support will be reduced accordingly, as larger accommodations will not be required.

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

If during your semester you withdraw from studies, or switch from Full-Time to Part-Time, your return travel is still covered.

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

Alternate Mode of Transportation

If you are travelling by alternate means of transportation (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.

Students will receive the equivalent amount of a one-way airline ticket from the location of their vehicle to their school. **Receipts will not be required.** If your transportation costs exceed the amount provided, you will be responsible for that portion of the cost.

Transportation to your vehicle will still be covered (within reason) if you are required to fly. **For example**, you live in Hopedale and your car is in Goose Bay. You have decided to drive from Goose Bay to St. John's to attend to MUN. We will cover your flight to Goose Bay, then give you what the amount of a one-way ticket from Goose Bay to St. John's is at the time you notify the Administering Office that you will be driving. This amount will be deposited into your account on the last regular deposit day prior to your departure date.

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

If a student drives to the school location from their home community at the beginning of a semester (e.g. September), they may choose to fly home for Christmas. This is fine and you will just have to make your reservations through Mokami Travel.

Vehicle related costs such as insurance or registration, as well as any costs incurred during travel, such as break downs, tow truck services, etc. are your responsibility. These expenses are not a part of the travel entitlement.

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 the Student Travel Request Form (**APPENDIX I**) 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, unless approved by the Administering Office.

You will be required to submit a Student Travel Request Form & Disclaimer (see **APPENDIX I** on page 59) **at least 14 days before your departure date**, 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 **in-person** convocation ceremony within Canada, the NG Education Division 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) and taxi to/from the airport.

NG Meal Rates

Breakfast	Dinner/Lunch	Supper
\$10.00	\$18.00	\$26.00

You will receive your meal money up front for you and your guest (if applicable) prior to your departure. If you are able to cover costs of your hotel or private accommodations 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.

If Flying (both ways)	If Driving (both ways)
<ul style="list-style-type: none">• Make reservations for you and your guest through Mokami Travel.• Will need to pay for taxis from airport to your accommodations and back to the airport. These receipts can be submitted for reimbursement when you return home.	<ul style="list-style-type: none">• Notify Administering office at least 14 days prior to departure.• Book flight to location of vehicle (if required) through Mokami Travel.• Will receive amount of return ticket per person traveling to cover all transportation costs while driving: gas, food, accommodations and ferry crossings. No receipts are required.

Vehicle related costs such as insurance or registration, as well as any costs incurred during travel, such as break downs, tow truck services, etc. are your responsibility. These expenses are not a part of the travel entitlement.

If a student chooses one method of transportation for the initial leg and a different method of transportation for the return leg, they must notify the Administering office at least 14 days prior to departure. This is to ensure that the correct amount for travel is deposited into your account and to notify Mokami Travel that you will be booking reservations for a portion of the trip.

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. You will receive your meal money up front prior to your departure. If you are able to cover your accommodation 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 and arrangements will be made for you.

If Flying (both ways)	If Driving (both ways)
<ul style="list-style-type: none">• Make reservations through Mokami Travel.• Will need to pay for taxis from airport to your accommodations and back to the airport. These receipts can be submitted for reimbursement when you return home.	<ul style="list-style-type: none">• Notify Administering office at least 14 days prior to departure.• Book flight to location of vehicle (if required) through Mokami Travel.• Will receive amount of return ticket to cover all transportation costs while driving: gas, food, accommodations and ferry crossings. No receipts are required.

Vehicle related costs such as insurance or registration, as well as any costs incurred during travel, such as break downs, tow truck services, etc. are your responsibility. These expenses are not a part of the travel entitlement.

If a student chooses one method of transportation for the initial leg and a different method of transportation for the return leg, they must notify the Administering office at least 14 days prior to departure. This is to ensure that the correct amount for travel is deposited into your account and to notify Mokami Travel that you will be booking reservations for a portion of the trip.

This support may be accessed up to **two times** per program, should the graduate fail the initial exam. Additional requests are reviewed on a case-by-case basis. Actual examination fees are also covered. See page 20.

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 Education Division 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 (freight) 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, 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 (not including the Kamutik W), 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, we will advance you the cost of a one-way ticket to cover your transportation expenses (gas, meals, hotel, ferry crossings).
- 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.
- If driving and your transportation costs exceed the amount of the advance, any additional costs are your responsibility.

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. A living allowance is meant to cover your day-to-day expenses (outside of rent and childcare) such as food, utilities, gas, entertainment, pre-existing bills, and any other expenses you may incur while at school.

Your living allowance is paid out on a bi-weekly basis and the amount you are entitled to receive will be based on your family make up (refer to **APPENDIX J** on page 61). Your first 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 travel 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 K** on page 62) 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 living allowance deposits throughout December.

Living allowance is not provided for any break longer than four (4) weeks.

Living allowance is also used to cover your expenses if living in a campus residence. See more details on Page 28.

You may 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)

All students, both Full-Time and Part-Time, who are EI eligible are encouraged to apply for EI and receive benefits 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 L** on page 66.

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 Education Division 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 Education Division staff prior to leaving your home community. You must also indicate this on your Student Address and Course Confirmation Form (see **APPENDIX M** on page 67). **This form**

must be sent in to the Administering Office once you start classes (see list of deadline dates in **APPENDIX B** on page 52).

If you are living in a **regular residence setting** (not family residence or campus apartments) and are **required** to purchase a meal plan, you will receive your first bi-weekly living allowance payment when you begin your studies. You will use all or a portion of this amount to make a payment on your residence fees. Once your Student Address and Course Confirmation Form is received, along with a copy of your statement of 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 total semester living allowance, the NG Education Division will pay any amount in excess of the allowable monthly living allowance to a maximum equivalent to a basic single room with a meal plan for the semester.

Students living in a campus residence, who are **required** to purchase a meal plan, 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, etc.

If you are living in a **family residence or campus apartments** and are **not required** to purchase a meal plan, you will receive your bi-weekly living allowance the same as a student who is renting an apartment. You will also be eligible to apply for rental support to help cover your residence fees for your room. Together, your rental support and regular bi-weekly living allowance will be more than enough to cover your residence room fee as well as other expenses such as groceries, toiletries, and social activities for the semester. As such, you **will not** be entitled to the additional \$150 bi-weekly additional living allowance.

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/Mortgage

If you have to live away from home while attending a Post-Secondary Institution and if you choose not to live in a single student campus residence, you will incur either rental or boarding costs. In order to provide adequate financial support while in school, the NG Education Division 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, and will be paid out on a **monthly** basis.

***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 Education Division.

For those renting an apartment, a Rental/Mortgage Support Request Form (see **APPENDIX N** on page 68) must be completed and submitted by 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. This document **must** be signed and dated by **all** tenants and the landlord. If you have a mortgage, then a copy of your mortgage summary detailing the monthly payment is required.

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 or rental agreement, a **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 J** (page 61) 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, or change in rent amount, a **new** Rental/Mortgage Support Request Form must be submitted immediately, along with a copy of the new rental/lease agreement. There will be no change in your rental support amount should any of your dependents return home, as there still must be space for them should they choose to join you again before you complete your studies.

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.

If you have a mortgage and are renting your property, 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 the 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.

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 Education Division recognizes that while you are away at post-secondary training you still may need to pay for this home. Therefore, you may be entitled to a Living Away From Home Allowance (LAFHA) to help with the rent/mortgage payments 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 O** on page 69) must be submitted along with proof of monthly rent/mortgage cost.

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 of \$900.

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. However, if a family member who lives with you (but is not your spouse or dependent) remains in the home while you are away, and is not paying rent, verification of this must be received and the LAFHA will continue at the full amount approved. Verification could include a notarized letter from the occupant confirming that they are a family member and not paying rent.

Child Care

If you are a Full-Time Sponsored Student with young children who require daycare or an in-home babysitter, a childcare allowance will be provided based on the number of children requiring childcare, as well as the type of childcare provided (see **APPENDIX P** on page 70 for rates).

To apply:

- ☐ Submit a Childcare Request Form must be completed by the start of **each** academic year (see **APPENDIX Q** on page 71);
- ☐ Make sure that an Applicant Declaration is on file. If not, one must be received before childcare request can be approved.

Once Approved:

- ☐ Submit a Childcare Claim Form (see **APPENDIX R** on page 73) a bi-weekly or monthly basis
- ☐ Submit receipts which include the dates for which the claim period covers.

NOTE: Reimbursements will be made on a scheduled pay period on a bi-weekly or monthly basis (depending on what time period is claimed).

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 P**.

In the event that your childcare provider changes, a new Childcare Request Form must be submitted.

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 Education Division 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.

If you purchase any equipment, you must provide detailed receipts for reimbursement. **Please make sure your equipment is compatible with your institution and they way they deliver online programming and supports.** If you are using this support to cover internet charges, you may send in your monthly bill and we will reimburse you each month.

If you are not be able to purchase your items up front, you may submit a Student Purchase Request Form (see **APPENDIX F** on page 56) and include a quote for the items you wish to purchase. We will provide the amount requested (up to \$1000) and require a receipt to show that your purchase has been made. If a receipt is not submitted, the amount sent to you will be deducted from future payments.

If your requested item(s) are more than the allowable \$1000, we will provide the maximum allowable and you will be responsible for any amount over and above what we give. Again, you will be required to submit a receipt to show that your purchase has been made, and if a receipt is not submitted, the amount sent to you will be deducted from future payments.

For **all** equipment purchased through this support, you must sign a Technical Equipment Loan-to-Own Agreement (See **APPENDIX S** on page 74).

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 Rent/Mortgage Support Request Form (APPENDIX M).

This allowance may be accessed **once per year** provided you have moved to a **new address**. If you are staying in the same apartment, you do not qualify for this support. If you move multiple times in one year, you only get the set-up allowance once that year.

Orientation Chaperone

The NG Education Division 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. The taxi allowance may be used towards the cost of a vehicle rental, however we will only provide the daily taxi rate and not cover the full cost of the vehicle rental.

If Chaperone is Flying (both ways)	If Chaperone is Driving (both ways)
<ul style="list-style-type: none"> • Make reservations through Mokami Travel. • The student will receive the three days of meal and taxi money for the chaperone <u>before</u> departure. This money is to be given to the chaperone. • Will need to pay for taxis from airport to your accommodations and back to the airport. These receipts can be submitted for reimbursement when you return home. • Can book and pay for hotel up front and submit receipts for reimbursement. OR, can have Mokami Travel book and pay for the hotel ahead of time. This must be done by the student when booking flights. 	<ul style="list-style-type: none"> • Notify Administering office at least 14 days prior to departure. • Book flight to location of vehicle (if required) through Mokami Travel. • Will receive amount of return ticket to cover all transportation costs while driving: gas, food, accommodations and ferry crossings. No receipts are required. • The student will receive the three days of meal and taxi money for the chaperone <u>before</u> departure. This money is to be given to the chaperone. • Can book and pay for hotel up front and submit receipts for reimbursement. OR, can have Mokami Travel book and pay for the hotel ahead of time. This must be arranged by the student.

Vehicle related costs such as insurance or registration, as well as any costs incurred during travel, such as break downs, tow truck services, etc. are your responsibility. These expenses are not a part of the travel entitlement.

If the Orientation Chaperone is able to cover costs up front, you may submit their 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 (i.e. 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 Request Form (see **APPENDIX T** on page 76) 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 staff 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 U** on page 78) and once approved, you or the tutor may submit a Tutoring Claim Form (see **APPENDIX V** on page 79) 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 5 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 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

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 in-person (this does not apply to online classes).

You may submit a Commuting Allowance Request Form (see **APPENDIX W** on page 80) along with your course schedule to determine the number of days per week that you have to attend classes. 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 on regularly scheduled pay days.

Bus Pass

If you do not have a vehicle, you may purchase a monthly or semester bus pass. Receipts may be sent in for reimbursement. You cannot be reimbursed for a buss while receiving a commuting allowance.

New Requests for Supports can be submitted starting:	Fall	Winter	Spring/Summer /Intersession
<ul style="list-style-type: none"> ➤ Rental Support Request (if applicable) ➤ Childcare Support Request (if applicable) ➤ Living Away From Home Allowance Request (if applicable) ➤ Commuting/Bus Pass ➤ Technical Allowance ➤ Equipment/Supplies ➤ 	August 1 st	December 1 st	April 1 st

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. This can be done by sending an EMT to education@nunatsiavut.com or by sending a money order payable to NG to our Administering Office. 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 VI: Short Programs

A **Short Program** is defined as training that can be completed in a period of time that is less than a traditional academic semester.

Deadline for applications

Applications for short programs 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 Division 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 (as required), ground transportation, bad weather allowance, disability supports, commuting and tutoring.

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 Division 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 can 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 bi-weekly 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: 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 or longer (determined on a case-by-case basis)

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 bi-weekly rates for Full-Time Sponsored Students enrolled in programs longer than 6 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.

Part VII: Self-Paced Programs

Some programs are structured in such a way so that they can provide the most flexibility for students. Self-paced programs do not always confine students to complete a course in a set time frame of a few months, but rather extend this and in some cases, allow students to take as much time as they need.

In the event that a student applies for funding to take a self-paced program whose individual courses must be completed in a time frame of **longer than** six months, regardless of how many individual courses are taken at the same, the student is only eligible for part-time support from the NG Education Division.

A student may be approved for full-time support when a program whose individual course completion time frame is **less than** six months **AND** the student is enrolled in the minimum number of courses to be considered a full-time student by their post-secondary institution.

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

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PART VIII: 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

Each student we support can handle different workloads. Some students are able to take the maximum number of courses offered per semester, while others take the minimum. We do not want to set anyone up for failure, and expecting you to go beyond what you can handle academically, physically, and mentally each semester is not something that we want to do.

The duration of any post-secondary program may vary and Post-Secondary Institutions have different definitions of Full-Time study. 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.

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 your 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 X** on page 81). 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.

Failing Courses

Failing a course is something that happens more often than you think. There are many students who have failed a number of courses throughout their program. The important thing to remember is that it does not define you as a student. We want each and every one of you to pass and complete your programs, but failing a course here and there will not prevent you from reaching your goal. Giving up will.

Many of you may be worried about the status of your funding if you fail a course. We want to reassure you that, for the most part, your funding is secure. If you do fail a course or two, we will want to know what happened, but we will not remove you from the sponsorship list right away. You will, however, be placed on probation (see below) and will be required to follow the conditions outlined to you by our Post-Secondary Student Counsellor.

If we see a serious issue on your grade report or transcript, then we will want to meet with you to discuss your next steps in your post-secondary journey. We are here to work with you and help you succeed.

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 by us 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 will be placed on **strict probation** for the following semester. The same conditions apply, however the number of times you will be required to check-in will be increased. After your second semester on probation, should your academic status still not improve, you **may** be removed from the Sponsorship List. You will then be required to wait **one full semester** before being eligible to receive funding again.

Once funded again, you will be placed on strict probation upon your return. Hopefully your marks will improve, however should you fail to pass all of your courses again, you **may** be removed a second time from the Sponsorship List and required to wait **two full semesters** before reapplying for funding. **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 Division 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. **Note:** You can apply for funding while you are waiting to hear from your Post-Secondary Institution.

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.):

PART IX: 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 Y – 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 X: 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 Z** on page 83.

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 AA** on page 85) 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 BB** on page 86), 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

PART XI: 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
AOP 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 XII: Appendices

The following documents are used for the administration of the NG Education Division Funding program:

APPENDIX	Name	Page
A	Application for Funding	49
B	Deadline Dates	52
C	Application Renewal Form	53
D	Change of Status Form	54
E	Second-Hand Book/Tools/Equipment Receipt Form	55
F	Student Equipment & Supplies Purchase Request Form	56
G	Alternate Mode of Transportation Notification	57
H	NG Education Division & Travel Contact Information	58
I	Student Travel Request Form & Disclaimer	59
J	Living Allowance & Rental Support Rates	61
K	Applicant Declaration	62
L	EI Claimant Reporting Instructions	66
M	Student Address & Course Confirmation Form	67
N	Rental Support Request Form	68
O	Childcare Support Rates	69
P	Childcare Request Form	70
Q	Childcare Claim Form	71
R	Living Away From Home Allowance Request Form	73
S	Technical Equipment Loan-To-Own Agreement	74
T	Disability Support Request Form	76
U	Tutoring Request Form	78
V	Tutoring Claim Form	79
W	Commuting Allowance Request Form	80
X	Discontinuation Form	81
Y	Tax Guideline (to be added before the 2021 tax season)	82
Z	Scholarship Application	83
AA	Sharon Baikie Memorial Scholarship Application	85
BB	Loretta Barbara Grace Saunders Memorial Scholarship	86

*** You do not have to be accepted into your program before you apply for funding***

APPLICATION FOR EDUCATIONAL ASSISTANCE

PERSONAL INFORMATION:

Full Name:		Preferred Name:
Street Address:		Telephone #:
P.O. Box #:		(H): (W):
Current Town/City:		Cell #:
Home Town/City (if different than current):		
Province:	Postal Code:	Primary Email address:
Date of birth:	Gender:	Preferred Pronoun:
D ____ M ____ Y ____	<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 # of years: ____ <input type="checkbox"/> Widowed		
Spouse's Name (if applicable):		Spouse's Date of Birth:
Has your spouse applied for or are they 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		
(Please note: We will not speak to anyone else other than yourself if/when you have been accepted for funding)		
Do you consider yourself to have a disability or a barrier to education?		If yes, please indicate:
<input type="checkbox"/> Yes <input type="checkbox"/> No		<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 ☐ Receiving EI
☐ 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 ☐ Unemployed ☐ Receiving EI
☐ Other Please Specify: _____

EMPLOYMENT INSURANCE DETAILS:

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

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

PROGRAM INFORMATION/TRAINING DETAILS:

Program of Studies applying for:

Program
Length:

Year of
Study:

Start Date:

End Date:

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:

Funding applying for: ☐ Full-time ☐ Part-time

Delivery: ☐ In Class ☐ Online ☐ Both

of courses in Semester: _____

Semester:

☐ Fall ☐ Winter ☐ Spring ☐ Intersession ☐ Summer

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): ____/____/____

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

Page | 50

Class(s): _____

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



Nunatsiavut Government – EDUCATION DIVISION
P.O. Box 116 Makkovik, NL A0P 1J0 Telephone: (709) 923-2105
Email: education@nunatsiavut.com Toll Free: 1-877-923-2171
Website: www.Nunatsiavut.com Fax: (709) 923-2347



Deadline Dates

Applications	Fall Semester Winter Semester Spring/Intersession/Summer	March 1 st November 1 st Case-by-case
Application Renewals	Fall Semester Winter Semester Spring/Intersession/Summer	March 15 th November 15 th March 15 th
Student Address & Course Confirmation (SACC) Forms and Residence Statement of Account Deadlines Marks	Fall Semester Winter Semester Spring/Intersession Summer	September 10 th January 10 th May 10 th July 10 th
	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	45 Days after the end of each semester.
Semester Definitions (for University & many Colleges, but may vary with each institution)	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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Renewal Form

Student Name: _____	Program: _____
Student #: _____	Institution: _____
Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boardings <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home	Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____
Primary Email Address: _____	Phone #: _____

Semester Entering (please check one):

- ☐ **Winter** (Jan-Apr) ☐ **Spring** (May-Aug) ☐ **Intersession** (May-Jun) ☐ **Summer** (Jul-Aug) ☐ **Fall** (Sept-Dec)
If renewing for more than one semester, please send in separate renewal forms.

Start Date: _____ End Date: _____
Number of courses: _____
Will any of these courses be completed online? ☐ Yes ☐ No
Are you Full time or Part Time funded? ☐ Full time ☐ Part time
Is this semester a Work Term? ☐ Yes ☐ No Is this work term paid? ☐ Yes ☐ No

I will notify the Nunatsiavut Government-Education Division of any and all changes to my student/program status.

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

Signature: _____ Date: _____

Verified by: _____ Date: _____

Notes:

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 ☐ Tools/Equipment ☐ Technical Equipment

DESCRIPTION OF SECOND HAND ITEM:

Name of Item	Edition/Issue #	Author or Brand Name	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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Website: www.Nunatsiavut.com Fax: (709) 923-2347



Student Purchase Request Form

Student Name: _____	Program: _____
Student #: _____	Institution: _____
Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boardings <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home	Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____
Primary Email Address: _____	Phone #: _____

As I do not have the funds **or** credit card to purchase this myself, please accept this as a **request to purchase**:

☐ Safety Supplies ☐ Tools/Equipment ☐ Technical Items/Supplies

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

Web ID/SKU #: _____

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

Alternate Mode of Transportation Notification

Student Name: _____ Student #: _____ Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boardings <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home Primary Email Address: _____	Program: _____ Institution: _____ Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____ Phone #: _____
---	--

Please accept this form as Notification for Alternate Mode of Transportation other than airline.

The purpose of my travel is:

- ☐ Regular Beginning or End of Semester Travel
 ☐ Graduation
 ☐ Graduation Guest
☐ Orientation Chaperone
 ☐ Extra Trip
 ☐ Licensing/Certification Exam
 ☐ Childcare Provider
☐ Early Departure
 ☐ Alternate Travel Time (may include Childcare Provider or Spouse)

I will be traveling by: _____ instead of by airline because _____.

I understand that the amount of support I will be receiving will be equivalent to the price of an airline ticket. This amount will be advanced to me before I start my travels.

Travel Disclaimer:

- I hereby certify that all expenditures claimed will be on Nunatsiavut business.
- I understand that if my travel itinerary changes and I/we return early or leave late or decide not to go, I/we will repay the Nunatsiavut Government any balance owing from the advance.
- 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.

Signature: _____ Date: _____

For Office Use Only:

Approved: ☐ Yes ☐ No Approved by: _____ Date: _____

Amount deposited into Student account: _____

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

Notes:

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-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

Ocean Lane – Accounting Clerk II

ocean.lane@nunatsiavut.com

Postville Office Staff

General Delivery Postville, NL A0P 1N0
Phone: (709) 479-9704

Charlene Gear – Education Counsellor

charlene.gear@nunatsiavut.com

Facebook Accounts

NG Post-Secondary Counsellor

Nunatsiavut Edu Counsellor

Facebook Page

Nunatsiavut Government Education Division

Travel Agency Contact Information

Mokami Travel Services Ltd.

Phone: (709) 896-2477

P.O. Box 491, Stn. C

Fax: (709) 896-5557

Goose Bay, NL

Toll free: 1-888-665-2641

A0P 1C0

Emergency line: (709) 897-5525

Contacts: Jeff Hollett: jeff@mokamitravel.com

Betty Ann Norman: bettyann@mokamitravel.com

Student Travel Request Form

Student Name: _____	Program: _____
Student #: _____	Institution: _____
Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boardings <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home	Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____
Primary Email Address: _____	Phone #: _____

Purpose of Travel:

- ☐ Graduation
 ☐ Graduation Guest
 ☐ Orientation Chaperone
 ☐ Extra Trip
☐ Licensing/Certification Exam
 ☐ Childcare Provider
 ☐ Alternate Mode of Transportation
☐ Alternate Travel Time (may include Childcare Provider or Spouse)
 ☐ Early Departure

- ☐ **Graduation Guest**
 ☐ **Orientation Chaperone**
 ☐ **Childcare Provider**

Information (if applicable):

Name: _____	Date of Birth: _____
Email Address: _____	Phone #: _____
Travelling from: _____	Travelling to: _____
Departure Date: _____	Return Date: _____
Mode of Transportation: _____	

(If driving, please complete the "Alternate Mode of Transportation Notification form")

Travel Disclaimer:

Student:

- I hereby certify that all expenditures claimed will be on Nunatsiavut business.
- I have attached a copy of my/our itinerary to this form.
- I understand that if my/our travel itinerary changes and I/we return early or leave late or do not go at all, I/we will repay the Nunatsiavut Government any balance owing from the advance.
- 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.

Signature: _____

Date: _____

Guest:

As a guest, travelling with: _____

I understand that:

- The Nunatsiavut Government-Education Division, will cover 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 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.

Signature of Guest: _____

Date: _____

For Office Use Only:

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

Amount deposited into Student account: _____

Amount deposited into Guest Account: _____

Is advance copy attached to this form: ☐ Yes ☐ No

Has guest bank information been provided: ☐ Yes ☐ No

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/Mortgage Support based on 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

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

EI 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.

Student Address & Course Confirmation (SACC) Form

****Do not submit this form until after first day of classes has started****

Student Address:

Student Name: _____ Student #: _____ Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boardings <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence (Please attach Statement of Account) <input type="checkbox"/> own home Primary Email Address: _____	Program: _____ Institution: _____ Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____ Phone #: _____
---	--

Course Confirmation

<p>Please list all registered courses, course number and credit value for the current semester or attach course list from institution.</p> <p>Current Semester (check <u>one</u> box per semester): <input type="checkbox"/> Fall (Sept-Dec) <input type="checkbox"/> Winter (Jan-Apr) <input type="checkbox"/> Spring (May-Aug) <input type="checkbox"/> Intersession (May & June) <input type="checkbox"/> Summer (Jul-Aug) <input type="checkbox"/> Work Term (<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid)</p> <p>Course Name, Number and credit value: Ex: MATH 1090 (3)</p>	
1) _____	<input type="checkbox"/> On-campus <input type="checkbox"/> Online
2) _____	<input type="checkbox"/> On-campus <input type="checkbox"/> Online
3) _____	<input type="checkbox"/> On-campus <input type="checkbox"/> Online
4) _____	<input type="checkbox"/> On-campus <input type="checkbox"/> Online
5) _____	<input type="checkbox"/> On-campus <input type="checkbox"/> Online

Signature: _____ Date: _____

For Office Use Only:	
Verified by: _____	Date: _____
Entered by: _____	Date: _____
Funding Allocation: Tuition/Childcare: <input type="checkbox"/> PSSSP <input type="checkbox"/> ISETP (<input type="checkbox"/> EI <input type="checkbox"/> CRF) <input type="checkbox"/> IPSE Remaining Supports: <input type="checkbox"/> PSSSP <input type="checkbox"/> ISETP (<input type="checkbox"/> EI <input type="checkbox"/> CRF) <input type="checkbox"/> IPSE	

Rental/Mortgage Support Request Form

Student Name: _____	Program: _____
Student #: _____	Institution: _____
Living Arrangements (while in training): Check one box per semester:	Mailing Address (while in training): _____
<input type="checkbox"/> renting/boardings	City/Town: _____
<input type="checkbox"/> living with parents	Province: _____
<input type="checkbox"/> campus residence	Postal Code: _____
<input type="checkbox"/> own home	
Primary Email Address: _____	Phone #: _____

Is this the same address as last semester? ☐ Yes ☐ No
 Will you be claiming Set-Up Allowance? ☐ Yes ☐ No
 Will you have roommates while you are in training? ☐ Yes ☐ No
 Please list roommates (if applicable): (1) _____
 (2) _____ (3) _____

Do you have any dependents? ☐ Yes ☐ No
 Please list dependents: (1) _____ (2) _____
 (3) _____ (4) _____
 Will any dependents 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: _____

Students must submit proof of rent/mortgage with this request form. All documents must be signed & dated by the student/tenants & landlord and must include 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.

Signature: _____ Date: _____

For office use only:	
Proof of Rent/Mortgage Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Approved: _____	From: _____ to _____
Set-Up Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature: _____	Date: _____
Financial:	
Entered by: _____	Date: _____
Funding Allocation: <input type="checkbox"/> PSSSP <input type="checkbox"/> ISETP (<input type="checkbox"/> EI <input type="checkbox"/> CRF) <input type="checkbox"/> IPSE	



Nunatsiavut Government – EDUCATION DIVISION
P.O. Box 116 Makkovik, NL A0P 1J0 Telephone: (709) 923-2105
Email: education@nunatsiavut.com Toll Free: 1-877-923-2171
Website: www.Nunatsiavut.com Fax: (709) 923-2347



Living Away from Home Allowance Request Form

Student Name: _____	Program: _____
Student #: _____	Institution: _____
Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boarding <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home	Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____
Primary 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: _____

Will you be renting your home while you are attending training? ☐ Yes ☐ No
If yes, please provide proof of renter's agreement. This amount will be deducted from this support.

Total Rent/Mortgage Costs per month: _____
Minus: Renter's cost 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, 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

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

Childcare Request Form

Student Name: _____ Student #: _____ Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boarding <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home Primary Email Address: _____	Program: _____ Institution: _____ Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____ Phone #: _____
--	--

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.)

Child 1:

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: _____

Child 2:

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: _____

Child 3:

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: _____	

Child 4:

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: _____
Verified on Applicant Declaration: ☐ Yes ☐ No

Childcare Claim Form

Student Name: _____ Student #: _____ Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boardings <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home Primary Email Address: _____	Program: _____ Institution: _____ Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____ Phone #: _____
---	--

Childcare Provider Information:

Name: _____	Telephone #: _____
Mailing Address: _____	Cell phone #: _____
_____	_____
_____	Email address: _____
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.

Childcare Provider's Signature (if applicable): _____ Date: _____

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

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, sold, or destroyed, the Student will not be eligible for additional funds.
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. 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.
9. If the purchase of the equipment exceeds the amount allowable, the student will be responsible for any extra costs.

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.

Student Signature: _____ Date: _____

Verified by: _____ **Date:** _____

Notes:

Disability Support Request Form

Student Name: _____	Program: _____
Student #: _____	Institution: _____
Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boardings <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home	Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____
Primary 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 ☐ Prosthesis
☐ Other permanent disability (ex: physical injury, mental illness) Specify: _____

Support Requested:

Assessment: Complete the following if you require an assessment

Type of Assessment: _____ Assessment Cost: _____
 Assessment Provider: _____
 Location: _____ Is travel required? ☐ Yes ☐ No

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: _____

Comments/Notes:

Student Signature: _____

Date: _____

For Office use only:

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

Approved by: _____

Date: _____

Notes:

Tutor Request Form

Student Name: _____	Program: _____
Student #: _____	Institution: _____
Living Arrangements (while in training): Check one box per semester: <input type="checkbox"/> renting/boardings <input type="checkbox"/> living with parents <input type="checkbox"/> campus residence <input type="checkbox"/> own home	Mailing Address (while in training): _____ City/Town: _____ Province: _____ Postal Code: _____
Primary Email Address: _____	Phone #: _____

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: _____

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

Notes:

Tutoring Claim Form

Student Name: _____

Tutor's Name: _____

Student Address: _____

Tutor Address: _____

Telephone #: _____

Email address: _____

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

Commuting Allowance Request Form

Student Name: _____ Student #: _____
 Institution: _____ Program: _____
 Street address while in training: _____ Institution Street Address: _____

 Email Address: _____
 Phone #: _____

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: ☐ Yes ☐ No
 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



Nunatsiavut Government – EDUCATION DIVISION

P.O. Box 116 Makkovik, NL A0P 1J0

Email: education@nunatsiavut.com

Website: www.Nunatsiavut.com

Telephone: (709) 923-2105

Toll Free: 1-877-923-2171

Fax: (709) 923-2347



Discontinuation Form

Student Name: _____

Date of discontinuation: _____

Program: _____

Institution: _____

Reason for Discontinuing (please provide brief description):

Signature: _____

Date: _____

If/when you are ready to return to studies, please fill out another application & submit before the deadline date.

For office use only:

Verified by: _____

Date: _____

Notes:



Nunatsiavut Government – EDUCATION DIVISION
P.O. Box 116 Makkovik, NL A0P 1J0 Telephone: (709) 923-2105
Email: education@nunatsiavut.com Toll Free: 1-877-923-2171
Website: www.Nunatsiavut.com Fax: (709) 923-2347



Income Tax Information

Coming Soon!

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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.**