

# NUNATSIAVUT GOVERNMENT



## EDUCATION DIVISION

### Student Handbook

6th Edition    Effective August 2024

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Please note: As per the Labrador Inuit Constitution (2002):

**Part 1.6 Languages - Official Languages of Nunatsiavut**

1.6.1 *Inuttut and English are the official languages of the Nunatsiavut Government and the Inuit Community Governments.* Therefore, all correspondence between applicants/students and the Nunatsiavut Government must be in either Inuttitut or English. Documents in all other languages must be officially translated at the applicant/student's expense.



**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 to drop any courses, switch programs, change travel arrangements, withdraw 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 now has 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.

## Honour Code

We trust that every new applicant and funded student provides information that is truthful and correct on all forms and required documents. Should this ever come into question and it is determined that someone has provided intentionally inaccurate information or forged documents, a review of their file will take place and continuation of supports will be determined at that time.

# How to reach the Education Division Staff

[education@nunatsiavut.com](mailto:education@nunatsiavut.com)

## **Makkovik Office**

Phone: (709) 923-2105 x204

Toll Free: 1-877-923-2171

Fax: (709) 923-2347

When calling the Education Division Office, if you are unable to reach someone, **PLEASE LEAVE A MESSAGE**. This way we will have record of your call and can follow-up.

## **Director of Education**

Jodie Lane

Works out of:

[jodie.lane@nunatsiavut.com](mailto:jodie.lane@nunatsiavut.com)

Makkovik

## **Assistant Director of Training & Employment**

Tracy Ann Evans-Rice

Works out of:

[tracy.evans-rice@nunatsiavut.com](mailto:tracy.evans-rice@nunatsiavut.com)

Makkovik

## **Assistant Director of Secondary Education**

Roxanne Nochasak

Works out of:

[roxanne.nochasak@nunatsiavut.com](mailto:roxanne.nochasak@nunatsiavut.com)

Makkovik

## **Financial Manager**

Vacant

Works out of:

Makkovik

## **Internship Placement & Partnership Coordinator**

Michelle Dyson

Works out of:

[michelle.dyson@nunatsiavut.com](mailto:michelle.dyson@nunatsiavut.com)

Makkovik

## **Student Liaison**

Meagan Green

Works out of:

[meagan.green@nunatsiavut.com](mailto:meagan.green@nunatsiavut.com)

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## **Student Supports Coordinator**

Kerry Mitchell

Works out of:

[kerry.mitchell@nunatsiavut.com](mailto:kerry.mitchell@nunatsiavut.com)

Makkovik

## **Post-Secondary Student Counsellor**

Jerry Nochasak

Works out of:

[jerry.nochasak@nunatsiavut.com](mailto:jerry.nochasak@nunatsiavut.com)

Makkovik

**Education Advisor**

Amalia McNeill

Works out of:

[amalia.mcneill@nunatsiavut.com](mailto:amalia.mcneill@nunatsiavut.com)

Makkovik

**Inuktitut Curriculum Advisor**

Christine Nochasak

Works out of:

[christine.nochasak@nunatsiavut.com](mailto:christine.nochasak@nunatsiavut.com)

Nain

**Accounting Clerk II**

Ruth Broomfield

Works out of:

[ruth.broomfield@nunatsiavut.com](mailto:ruth.broomfield@nunatsiavut.com)

Makkovik

**Accounting Clerk II**

Ocean Lane

Works out of:

[ocean.lane@nunatsiavut.com](mailto:ocean.lane@nunatsiavut.com)

Makkovik

**Secretary/Receptionist**

Abby Ford

Works out of:

[abby.ford@nunatsiavut.com](mailto:abby.ford@nunatsiavut.com)

Makkovik

## Mokami Travel Contact Information

**Phone Toll Free:**

1-888-665-2641

**Local:**

(709) 896-2477

**After Hours/Emergency Line: (709) 897-5525****BettyAnn Norman****Jeff Hollett****Dawn Penton**[bettyann@mokamitravel.com](mailto:bettyann@mokamitravel.com)[jeff@mokamitravel.com](mailto:jeff@mokamitravel.com)[dawn@mokamitravel.com](mailto:dawn@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 income<sup>1</sup> was:
    - (1) less than the student's basic personal amount<sup>2</sup>; 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.

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<sup>1</sup> 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.

<sup>2</sup> 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 1<sup>st</sup> of a year and ends on March 31<sup>st</sup> 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, or other sources of funds, 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).

**Short Program** – any training that can be completed in a period of time that is less than the traditional academic semester.

**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.

## **DEADLINES**

**For clarity, ALL deadlines, whether for applications, required documentation, or requests, must be received via e-mail, fax or in-person by 11:59PM of the specified deadline date.**

**We cannot stress enough the importance of submitting ALL forms on time. There are hundreds of funded students, therefore we need time to process requests for supports, reimbursements, 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 and/or receiving a Full-Time Income while in post-secondary studies (if you are employed full-time, you can only receive 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.

**\*NOTE: You must fill out the application and all documents YOURSELF. DO NOT get someone else to do it for you. This will not be accepted by the Administering Office.**

### Application Cut-Off Period

If a student has **NOT YET** started their program, applications **WILL NOT** be accepted after two (2) weeks from the semester/term start date for college programs or three (3) weeks after the semester/term start date for university programs.

If a student **HAS STARTED** their program, applications **CAN** be accepted and processed at any time, however, supports (such as living allowance) will only start from the date of approval, not the program start date. Tuition, books and other mandatory fees can still be covered/reimbursed.

For programs that have start dates outside of the typical/standard semester start dates, applications must be received a minimum of **four (4) weeks** prior to the program start date. **Any applications received less than 4 weeks prior to the start date may not be approved.**

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

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## Required Documents Deadline

During the application process, a lot of time is spent by staff tracking down missing paperwork and required information from students. Effective immediately, after the initial Receipt of Application letter has been sent to the student, if no documents are received by the deadline outlined in the letter (4 weeks after date of letter) or contact made to inform us of any delays in sending information, the application will be **VOIDED**. However, if some documents are received but we are still waiting on other required documents, staff will:

- Send one e-mail repeating the original request and reminding of the deadline;
- Make one follow-up phone call (or message) reminder for documents to be submitted;
- Send one LAST email to the student notifying them of the previous attempts to contact them. They will then be given a **FINAL DEADLINE** by which their outstanding information must be received;
- If their information is not received by this final deadline **OR** contact is not made explaining a valid reason for the delay, their application will be **VOIDED** and their name will be **REMOVED** from the Applicant List due to Loss of Contact.

**NOTE: once an application is voided, you are not eligible to apply for funding until the next semester.**

## **\*IMPORTANT\***

### Membership

It is **your** responsibility to ensure that your membership status is up to date. Section 3.11.4 of the Labrador Inuit Land Claims Agreement states that “[a]nyone who was enrolled on the Register as a minor must reapply for enrolment on the Register upon reaching the age of majority and must meet the Criteria for enrolment at that time.”

Prior to reaching the age of majority, correspondence will be sent to you, letting you know that you need to reapply for membership. You will be given 120 days to submit a new application and once it is reviewed by your respective Membership Committee, you will be notified of the decision.

If you do not reapply in time, or if you have reapplied and your application for membership has been revoked, the Education Division will be notified and you will be removed from the Sponsorship List immediately. Any funds paid out to you, up to the time you were removed from the Registrar of Beneficiaries, will not need to be repaid, and all future payments will cease. If you wish to appeal the decision and successfully regain your membership, you will be required to reapply for funding.

**NOTE: It is extremely important that you keep your address up to date with the Membership Office, as the notifications about having to reapply for enrolment are sent by mail.**

You can contact the Membership Office by calling toll free 1-866-922-2942 or e-mail [registrar.beneficiaries@nunatsiavut.com](mailto:registrar.beneficiaries@nunatsiavut.com)

## What kinds of programs are covered?

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

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

**NOTE: We do not provide training for professional development courses or programs.**

## How Do I Apply?

- Applications for funding may be submitted by fax or e-mail indicated on the application form. Applications can be found at <https://nunatsiavut.com/forms-documents/>
- Application deadlines:
  - Fall Semester March 1<sup>st</sup>
  - Winter Semester November 1<sup>st</sup>
  - Spring Semester/Intersession/Summer Session February 1<sup>st</sup>
- 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 A** on page 83 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 1<sup>st</sup> and August 31<sup>st</sup>, for a Fall Semester start date will be accepted, but will not begin to be processed until September 1<sup>st</sup>.**

## What do we need from you?

	Required Documents	Due date
Step 1	<ul style="list-style-type: none"> <li>➤ Completed application</li> </ul>	Fall Semester: March 1 <sup>st</sup> Winter Semester: November 1 <sup>st</sup> Spring Semester Intersession February 1 <sup>st</sup> Summer Session Continuous Intake Short Programs: 4 weeks before start date
Step 2	<ul style="list-style-type: none"> <li>➤ Completed Applicant Worksheet</li> <li>➤ Receipt of application and/or conditional acceptance from the Post-Secondary Institution</li> <li>➤ Direct Deposit information</li> <li>➤ Completed Declaration (if claiming dependents)</li> </ul>	All information in this section is required as soon as you can access it. The sooner you get all of the information to us, the sooner we can process your application and prepare your file for selections.  <b>If you don't submit your documents, you go to the bottom of the list!</b>
Step 3	<ul style="list-style-type: none"> <li>➤ Information Sessions or Computer-Based Learning Modules</li> <li>➤ Proof of final acceptance or eligibility to register from Post-Secondary Institution</li> </ul>	These final two pieces of information are required in order to give final approval for funding.  <b>If your session is not done and your final acceptance/confirmation of eligibility to register not is received, then your file will remain on hold!</b>

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

## 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.

If you have applied and **HAVE NOT** received an e-mail from us a minimum of four weeks after you sent your application, please contact [education@nunatsiavut.com](mailto:education@nunatsiavut.com) and ask if we received it. You can also reattach the original e-mail confirming when it was **originally sent**.

Once all required information is received and reviewed, selections for funding will be made. **Selections take place during the first week of July and notification of approvals will go out shortly thereafter.** If your application for funding is approved, you will be informed by e-mail and/or telephone. **Please be patient** when waiting to be informed about your application. There are a lot of applicants and the more calls and e-mails we get asking when you will hear about your funding, the longer it will take for us to actually contact you to let you know. **If you application for funding is unsuccessful, you will be informed in writing by email.**

## Late Applications

Even though the deadline for applications is March 1<sup>st</sup>, 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 1<sup>st</sup> and August 31<sup>st</sup> (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.

**REMINDER: Applications received between July 1<sup>st</sup> and August 31<sup>st</sup>, for a Fall Semester start date will be accepted, but will not begin to be processed until September 1<sup>st</sup>.**

**Applications received between December 1<sup>st</sup> and January 3<sup>rd</sup> for a Winter semester start date will be accepted, but will not begin to be processed until January 4<sup>th</sup>.**

## Application Checklist

**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 information session
- Final acceptance letter of confirmation of eligibility to enroll/register

## PART III: Now that I am funded

During the selection process, you will be placed in one of three categories:

<b>A</b>	<b>B</b>	<b>C</b>
University, College, & non-trade programs	Trades, ABE and programs that run straight through the year	Self-paced (E.g.: Athabasca U, Flight school, real-estate licensing)

**These categories will help determine the deadline dates for certain paperwork that you will need to submit throughout the duration of your program.** Please see the chart below for a breakdown of dates.

This is the chart that will be referenced from here on when it comes to deadlines.

### Deadlines

	<b>A</b> University/College non trades			<b>B</b> Trades, ABE and Straight through programs			<b>C</b> Self-paced (Athabasca, Flight school, real-estate licensing)				
Applications	<b>Fall</b> Mar 1	<b>Winter</b> Nov 1	<b>I/S/S</b> Feb 1		<b>Fall</b> March 1	<b>Winter</b> Nov 1	<b>I/S/S</b> 4 weeks before start date		<b>Fall</b> March 1	<b>Winter</b> Nov 1	<b>I/S/S</b> 4 weeks before start date
Renewals	<b>Fall</b> Mar. 15	<b>Winter</b> Nov 15	<b>I/S/S</b> Feb 15		None required			Annual renewal March 1 with course plan for year.			
SACC/Residence Account Summary	<b>Fall</b> Sep 10	<b>Winter</b> Jan 10	<b>I/Sp</b> May 10	<b>Sum</b> July 10	Within 7 calendar days of start date <b>AND</b> any address or course changes as they arise.			Within 7 calendar days of start date <b>AND</b> any address or course changes as they arise.			
Marks/Progress report	<b>Fall</b> Jan 10	<b>Winter</b> April 30	<b>I/SP</b> June 30	<b>Sum</b> Sept 10	Fall: Jan 10  End of Program: within 15 calendar days of the end of program (or last day of exams).			Individualized progress reports scheduled with Jerry.  Submit any new marks at this time.			
Book/Tools/ Equipment Reimbursement	<b>Fall</b> Feb 15	<b>Winter</b> June 15	<b>I/S/S</b> Case by case		No later than 45 calendar days after purchase. Anything received after this will not be reimbursed.			Within 45 calendar days of purchase.			
	*nothing past 45 calendar days after purchase										



	<b>A</b> University/College non trades	<b>B</b> Trades, ABE and Straight through programs	<b>C</b> Self-paced (Athabasca, Flight school, real-estate licensing)
Rent	Can be submitted at any time, however support will cover from date application received onward only.	Can be submitted at any time, however support will cover from date application received onward only.	Can be submitted at any time, however support will cover from date application received onward only.
Full Program Schedule	N/A	Submit with first SACC	Submit with first SACC
Mandatory Monthly Check-in	N/A	N/A	Send to Jerry by end of each month.

### Student Address & Course Confirmation (SACC) Form

This form (see APPENDIX D on page 87) is **extremely important** and must be sent in to the Administering Office once you start classes (see list of deadline dates in APPENDIX A on page 83) form. It is the key piece of information we need to confirm:

- that you have started classes
- your program of studies
- your address while at school
- the number of courses you are registered for (so we can confirm that you are eligible for either full-time or part-time funding)

**Your SACC cannot be submitted until you start school**, so please submit it as soon as you begin classes. If you don't send in your SACC by the deadline, your file will be placed on **HOLD** (see further explanation on page 23) and you will not receive any further financial supports until your SACC is received and the hold is lifted. If your start date is **AFTER** the deadline, please inform the Administering Office so that you are not mistakenly placed on hold.

Under the B and C Funding categories (see above), we require that along with your SACC form, you submit your full program schedule for either the full program (Type B), or the year (Type C). What you provide must include the name of the institution, program/course name, courses and credit values, as well as the start and end date. If you are enrolled in Masters or PhD programs, a copy of your enrollment verification must be attached to your SACC each time you submit it.

**If your SACC is not received by September 30<sup>th</sup> (Fall), January 30<sup>th</sup> (Winter) or May 30<sup>th</sup> (Spring/Intersession/Summer), you will be removed from the Sponsorship List and be required to reapply for funding for the following semester.**

## Renewal Procedure

If you want to keep your funding going, you will need to submit a Renewal Form (see **APPENDIX B** on page 84 and only send in your corresponding renewal (A's or C's only) during each Semester/Term to ensure continuation of funding into the following Semester/Term.

If you will require a textbook advance for the following semester, make sure you indicate this on your Renewal Form so that we have time to process the request.

If you are doing a Work Term, you still must send in a Renewal Form, as there are often fees and other costs associated with this. When submitting a Renewal Form for a work term, you must include confirmation of your work term with it.

**\*If Renewal Forms are not received by November 15<sup>th</sup> (Winter), February 15<sup>th</sup> (Spring/Intersession/Summer) and March 15<sup>th</sup> (Fall), you will receive an e-mail notifying you that you will be placed ON HOLD and any future support payments will be suspended until your Renewal Form is received, OR you contact us to inform us of the reason for any delays, OR you confirm that you are not returning the following semester/term. You will have until the Tuesday before the next pay run to submit your Renewal Form in order to prevent an interruption in your funding.**

**If your Renewal Form is not received within 14 days of being placed ON HOLD, your name will be removed from the Sponsorship List and you will have to reapply for funding.**

Renewals may be approved provided **all three** conditions are met:

1. Your grade reports and/or official transcripts have been submitted to the Administering Office;
2. You are eligible to continue post-secondary studies at your Post-Secondary Institution;
3. If you were on probation, confirmation of eligibility to continue.

## Break In Studies

Sometimes students need to take a break from their studies, with the intention of returning to complete remaining courses at a later date. Sometimes this choice is voluntary and other times it is due to a natural break in the course offerings or a change in course plan due to failed courses. Either way, there is no penalty for taking a break, however there are some things to consider:

- all supports will be suspended from the time you withdraw from your studies or complete a semester;
- you will need to communicate your intentions with your institution and us (your funding agency) in order for us to properly manage your file (see below);
- there may be consequences due to you taking a break, i.e. if you leave in the middle of a semester you will need to retake courses, if you received funds you were not entitled to (after you withdrew from studies) you will need to repay this amount, etc.

**If you take a break from your studies for one semester/term** (not including Interession/Spring/Summer), you just have to send in a renewal the following semester/term. 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 15<sup>th</sup>, for the semester/term that you are returning.

**If your break is two or more semesters/terms** (not including Interession/Spring/Summer), you will need to submit a new funding application and follow the regular application process (e.g. you take the Winter and following Fall semesters off and wish to return to studies in the Winter semester, you will need to re-apply for funding). 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.

### **Fluid Course Offerings**

For some programs there are fluid course offerings, which mean that the student can pick and choose when to enroll in different components required for their program. If you are enrolled in such a program that offers this type of delivery, you must remember that if there is any break in studies longer than 4 weeks, your full-time supports will be suspended until you return to full-time studies.

### **Temporary Break**

If you are taking a pause for personal reasons, illness, etc., you must notify the Administering Office immediately. If the break is longer than one week, you will be placed on **HOLD** and your full-time supports will be suspended until you return to studies.

**For any break in studies, please make sure you send in a Discontinuation/Break In Studies form (see APPENDIX W on page 116), notify your school, and send us your latest marks. Unless otherwise stated, all supports will be suspended during any break longer than 4 weeks.**

## **Official Transcripts/Marks**

It is **your responsibility** to make sure that the Administering Office receives a **.pdf** of your marks at the end of **EACH** Semester/Term, by the applicable deadline date. Attachment **MUST** include: **your name or student number, semester/term, course(s) and your final grades**. Links to student accounts **WILL NOT** be accepted as we are unable to access your marks this way. Please do not send the link with your password!

Students must submit marks by the applicable deadline date for each semester/term. If an official grade is not available at the end of the semester/term, it is your responsibility to inform the Administering Office of any delays (e.g. if marks are not yet available from your institution). If you are enrolled in a year-long course, you must provide confirmation 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 once per Academic year to be submitted no later than June 30<sup>th</sup>.**

**NOTE: If you cannot access your marks because your student account is on hold due to an outstanding balance, please check with the Registrar's office first to see what the charges are. If it is a fee/charge that we do not cover, then you must pay the balance in order to lift the hold.**

## Deferred Exams

It is not uncommon for a student to have a deferred exam, and sometimes more than one depending on the situation. If you were not able to write all of your final exams and had to defer one or more to be taken at a later date, you must inform the Administering Office as soon as possible and provide the course name(s) and number(s) as well as the new scheduled time(s) for all exams. If the new exam date(s) fall within two (2) weeks of your last originally scheduled exam, your full-time supports will be extended for this two-week period only. However, if your new exam(s) date(s) are scheduled beyond this two week period, all full-time supports will be suspended as of the last scheduled day of exams, with the exception of tutoring.

## Work Terms

Some programs have work terms (sometimes called placement or clinical) built in to their schedule. These can vary in duration from two weeks to several months. Work terms can also be paid or unpaid.

If your work term is unpaid, your full-time supports will continue as normal, but if your work term is a paid position, your full-time supports will continue with the exception of receiving a living allowance. You cannot receive a salary and a living allowance, but if your salary for your paid work term is **lower** than your living allowance rate, we will give you a top-up.

Most institutions will find placements for you but some will require you to find a placement on your own, so make sure you look into the conditions of your work term so you know what is required of you.

**You will need to provide confirmation of your work term that outlines duration, location and if it is paid or unpaid. Submit this information with your Renewal Form.**

If you are required to travel for your work term, your travel will be covered. You must submit a Student Travel Request Form & Disclaimer (**APPENDIX H** on page 91) a minimum of **fourteen (14) days** prior to travel. Travel can be covered to a location other than your home community or institution location. For example, you are from Nain and are attending school in Halifax. Your work term is in St. John's. Depending on when your work term is scheduled, we can cover your travel to St. John's from either Nain or Halifax. Therefore it is important to contact the Administering Office as soon as you know where and when your work term is scheduled, so that we have time to help you.

In addition to travel, other full-time supports can continue throughout your work term, however these supports will be impacted by timing and location:

- Rental Support - If you are required to travel for your work term and the duration is two weeks or less, we can cover hotel, or private accommodations at the NG rate. Meals will not be covered as you will still be receiving either a living allowance from us or a salary from your work placement. For work terms longer than two weeks, we can provide rental support based on if you have any dependents and whether or not they will be traveling with you. This is also impacted by the amount of rental support you may have already received for that month so please check with us if doing a work term.
- Childcare – this support will still continue wherever your dependents are located during your work term. If there are any changes in location or provider, a new Childcare Request Form must be submitted before the work term starts.

## 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 (send us a copy of your marriage certificate)
- your number of dependents (send us an updated and notarized Applicant Declaration)
- your program of study (send us a copy of your verification of enrollment in your new program)
- your institution (send us a new application)
- number of courses you are taking (send us an updated copy of your schedule)
- dropping from full-time to part-time (send us an updated copy of your schedule)
- changing from full-time in-person study to full-time online (or vice versa)
- name change (send us a copy of something official with your new name on it)
- part-time funded to full-time funded (send us a new application and any required docs)
- Change in home community\*

You must complete a Change of Status Form (see **APPENDIX C** on page 85) 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 from the time the form is received before this change comes into effect.**

If changing from Part-Time to Full-Time (or vice versa), or if changing your program/institution, please submit your Change of Status Form a minimum of **three (3) weeks** in advance. This will allow staff enough time to make any necessary changes on our end so that payments are not delayed.

\*In some cases, a student may apply for funding from their current address that is not their home community. If you leave your current address for school in another location and have no plans to return to the address you applied from, you can change your address on your application to your home community.

**For example:** You are from Hopedale and have lived in Corner Brook for the past eight years. You now decide to go to school in Ottawa so you apply for funding. You are approved and your travel from Corner Brook to Ottawa is covered. You give up your apartment in Corner Brook, as you have no plans to return there, which leaves you now with travel covered back to Corner Brook but you have nowhere to live. **In these specific scenarios**, you can change your travel to your home community. Once the change is made, you cannot request to travel back to your old address for visits.

## Confirmation of Full-Time Status

During the Intersession and also at the graduate studies level, often students are considered full-time while registered for fewer number of courses than at the undergraduate level. In certain cases, one course may be considered full-time.

### Intersession

Any student enrolled in Intersession, who are requesting full-time benefits, must provide some form of documentation from their institution to confirm they are considered full-time students.

### Graduate Studies

Any student enrolled in graduate studies, such as Masters and PhD programs, who are requesting full-time benefits, must provide some form of documentation **every semester/term** from their institution to confirm the number of courses they are registered for and that they are considered full-time students.

## Requests for Proof of Funding

Sometimes students are required by other agencies to provide proof that they are receiving funding from us. If you need a letter confirming that you are a funded student and outlining what supports you are eligible to receive, you must submit the request via e-mail to [education@nunatsiavut.com](mailto:education@nunatsiavut.com). Requests can come in at any time, however you must give a minimum of **five (5) business days** notice.

## Attendance

Although the NG Education Division Funding Program has no set policy on student attendance, we do require that all students understand that there is an expectation to attend all classes (where possible, knowing we all get sick from time to time or have unexpected things pop up from time to time), and complete all required work on time.

It is unfair to students for us to monitor attendance when all institutions do not practice this. However, when an institution that does record student attendance reaches out to us to inform us of a concern, we are obligated to respond accordingly. Therefore, if an institution chooses to place a student on conditions because of poor attendance, this will be noted on your student file. Further to this, if you are removed from your program for the same reason, you will also be removed from the Sponsorship List.

## 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, which is indicated on page 3 of your funding application.

## Communication is Key to Keeping Your Funding!

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. When we reach out, you must reply. Failure to respond to our e-mails or calls **WILL** result in your file being placed on hold, which impacts your funding. 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 your name and the nature of the request in the subject line.

- Always use the [education@nunatsiavut.com](mailto: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 is not limited to, your Post-Secondary Institution or potential employers.

Reminder, we can discuss your application with your designated Next of Kin, but **NO ONE OTHER THAN YOU is allowed to fill out forms, send in documents or sign on your behalf! You must talk to us. We will not communicate with anyone else regarding anything about your funding!**

As noted above on page 15, **YOU MUST NOTIFY US OF ANY CHANGES.** This means you have to keep us in the loop on if you changed programs, dropped a course, moved, changed your bank information, switched institutions, etc. You would be amazed to know how many of you don't do this and how seriously this can impact your funding. Trust us, just keep us informed and things will run more smoothly. When you do not respond to e-mails, phone and/or Facebook messages, there are consequences.

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

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## Placing a File ON HOLD

When you are a funded student, unfortunately a lot of time is spent by staff tracking down missing paperwork and required information from students. Effective immediately, after the original deadlines for information has passed, if no documents are received by the deadline or contact made to inform us of any delays in sending information, your file (**i.e. ALL supports**) will be placed **ON HOLD** immediately. Once your required documents are received, the hold will be lifted, however, if some documents are received but we are still waiting on other required documents, OR if you haven't submitted anything, staff will:

- Send one e-mail repeating the original request and reminding of the deadline;
- Make one follow-up phone call (or message) reminder for documents to be submitted;
- Send one LAST email to you explaining the previous attempts to contact you. You will then be given a **FINAL DEADLINE** by which their outstanding information must be received;
- If your information is not received by this final deadline **OR** contact is not made explaining a valid reason for the delay, you will be removed from the Sponsorship List and have to re-apply for funding.

**NOTE: once you are removed from the Sponsorship List, you are not eligible to apply for funding until the next semester.**

## Lifting a HOLD

If your file is placed on hold and your supports are suspended, this hold will remain until all required paperwork has been received and verified by staff. Once everything is back on track, the hold will be lifted and your supports will continue.

The timing of your first payment after your hold is lifted will depend on where we are in the pay schedule. You will NOT automatically receive delayed supports immediately after the hold is lifted, but will have to wait until the next scheduled pay run. All monies owed to you will be paid out at that time.

Students must understand that there is a process to all financial payments and this takes time. We are unable to add additional payments each time a student's hold is lifted. It is your responsibility to get all of your documents in on time so that you are not placed on hold in the first place.



## Important Numbers you may need

While you are away at school, you may need to contact different NG offices or help lines for supports. Some include:

Nunatsiavut Government Head Office (Nain) General inquiries, Membership, etc.	1-866-922-2942
Department of Health & Social Development NIHB Dental, Vision, Medical Travel, etc.	(709) 896-9750
Hope for Wellness	1-855-242-3310
Kids Help Phone	1-800-668-6868
NL Sexual Assault Crisis & Prevention Centre Crisis Line	1-800-726-2743
Mental Health Crisis Line	1-888-737-4668 811
Gambling Help Line	1-888-899-4357
Smokers Help Line	1-800-363-5864
LifeWise Peer Support Warm Line	1-855-753-2560

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

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## PART IV: Financial Assistance

This section 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.

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

Support	Full-Time	Part-Time
<b>Old Supports</b>		
Tuition & Mandatory Fees	√	√
Living Allowance	√	
Health & Dental Insurance	√	√
Textbooks	√	√
Equipment/Tools/Supplies	√	√
Travel	√	
Extra Trip	√	
Tutorial Support	√	√
Licensing Exam Fees & Travel	√	√
Bereavement Travel	√	
Excess Baggage	√	
Ground Transportation	√	
<b>New Supports</b>		
Application Fees	√	√
Entrance Examinations (LSAT, GMAT, etc.)	√	√
Residence Application Fees	√	
Residence Confirmation Fees	√	
Residence Living Allowance	√	
Rent	√	
Childcare	√	
Living Away From Home Allowance (LAFHA)	√	
Technical Allowance	√	√
Set-Up Allowance	√	
Orientation Chaperone	√	
Disability Supports	√	√
Commuting	√	
Bus Pass	√	
Graduation Travel	√	√
Extension Fees (tuition)	√	√
Bad Weather Allowance	√	
Fees for required docs. or program requirements (COC/VSC, Immunizations, medicals)	√	√
Required travel for Online/Distance Students	√	√

## What we need so that you can receive payments

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 (see APPENDIX D on page 87).** This form must be sent in to the Administering Office once you start classes (see list of deadline dates in APPENDIX A on page 83) form. Your SACC cannot be submitted until after your first day of class.

### **PLEASE DO NOT SEND IN YOUR SACC EARLY.**

At the beginning of every semester/program, in order to process payments and send you funds, we need three key pieces of information:

- Your SACC for the current semester
- Your Renewal (for continuing students) for the current semester
- Your Transcript/Marks from the previous semester (for continuing students)

If we do not have these three pieces of information, your bi-weekly living allowance, and ALL other payments, such as reimbursements, tuition, etc., **will be delayed**. This happens a lot and students continue to ignore our requests for information and fail to get it to us on time. Therefore, effective September 2022, the following deadline protocol will be put in place.

#### **Strict Deadlines for Student Payments (including requests for advances)**

1. First living allowance payment of every semester is paid to all who are approved to receive a living allowance.
2. By the end of the workday the Tuesday **BEFORE** the next payday, if **ALL** required documents are not received, the student's file will be put on **HOLD** and no payment will be processed.
3. If the required documents are received any time after the Tuesday **BEFORE** the payday, the student must wait until the **FOLLOWING** payday (two weeks away), to receive their living allowance.

#### **FOR EXAMPLE:**

A student receives their first living allowance on January 5<sup>th</sup>. They have not sent in their renewal (which was due back in November) or their SACC. They have sent in their marks. By January 11<sup>th</sup> (the Tuesday before the next payday – which is on January 19<sup>th</sup>), the student has sent in their renewal form but have still not sent in their SACC. The student is now put on **HOLD**.

**Scenario A:** The student sends in their SACC by the end of the workday on January 11<sup>th</sup>. Their living allowance will be processed and they will receive their payment on January 19<sup>th</sup>.

**Scenario B:** The SACC is received on the following Monday, but it is now too late. The student's January 19<sup>th</sup> living allowance will now be delayed until the **FOLLOWING** payday (which is February 2<sup>nd</sup>).

**REMEMBER - You must submit a new SACC form every time you move, even if it is in the same semester!**

## Receipts and Requests for Reimbursement

Many of our other 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** send in a detailed receipt from the vendor that includes the name of vendor, items purchased, price and date 😊
- **DO NOT** send in a debit card receipt with only the amount on it 😞
  
- **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 😞

Reimbursements (for things like books, tools, etc.) and recurring support payments (like rent, childcare, commuting, etc.), are paid out on a bi-weekly or monthly basis (depending on the type of support). **They are NOT processed AS SOON THEY ARE RECEIVED** and all required documents must also be received before any reimbursements are processed. Approvals are made only after all required documents are received.

Depending on when you submit your receipts, there may be a bit of a wait before you receive your payment. So, be prepared to cover some of your initial expenses up front and if you do put any of these purchases on a credit card, the NG Education Division Funding Program is **not** responsible for any interest charges that may be accrued.

**Any receipts or requests for reimbursement must be received by the Tuesday BEFORE the upcoming payday in order to be processed for that pay run. Any receipts received after this date will not be reimbursed until the FOLLOWING payday (two weeks later). This applies to all students, regardless if they are receiving a bi-weekly living allowance or not (e.g.: EI recipients, part-time sponsored students).**

**Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed.**

## Fees We Cover

### Application Fees (Program and Residence)

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 calendar 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.

This reimbursement, however, can only be processed in the same fiscal year that you will be funded. For current students, this is not an issue, as you are currently receiving funding. But, for new applicants, this means that if you incur any of the fees in February, for example, we cannot reimburse you until April, so be prepared to wait a little for your reimbursement.

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

### Confirmation Fees (Program and Residence)

Most institutions require you to pay a confirmation fee long before your program starts. These are meant to hold your seat in the program and/or your room in residence so that the school doesn't give it to someone else. These fees may range from \$99 to over \$500 each.

If you are able to pay for either of these fees up front, you can submit your receipt(s) for reimbursement. This reimbursement, however, can only be processed once you start school – as it was a fee to confirm that you would attend.

If you are unable to pay any of these fees by the time they are due, please contact the Administering Office, no later than 14 days before the payment is due, for alternate payment options. An exception may be made and payment could be made on your behalf if you have no means of payment before the deadline. **However, 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.**

### 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 two rewrites (if needed). We cover travel too (see Travel section below).

### Required information:

- Documentation of date, time and location of exam
- Receipt of payment (for reimbursement) or invoice/bill for direct payment
- Student Travel Request form if required to travel (\*travel is covered for the student only, not any dependents).

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.

### Extension Fees

For some institutions, if you do not finish a course or program within a set amount of time, you will need to request an extension. In some cases, there is a fee for this.

An extension fee will be covered up to two (2) times per individual course. You will be required to pay this fee up front and submit your receipt for reimbursement. If you cannot pay for this fee up front, you can contact the Administering Office for payment options.

### 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. **DO NOT OPT OUT OF THIS.** This fee is paid by us along with your tuition and will cover you and any dependents you are claiming.

To learn more about how your schools Health & Dental Insurance works, get in touch with them and request a copy of your student policy. If something is not covered by your school insurance, you can then go through any other personal insurance you may have, then as a last resort, you can go through the Nunatsiavut Government Non-Insured Health Benefits (NIHB) program.

### Fees We DO NOT Cover

Even though we do cover many of the fees involved with post-secondary studies, there are some fees that we do not cover. These include (but are not be limited to):

- Transcript requests
- Graduation application fee
- Cap/Gown rental fee
- Cancellation fees
- No-Show/Late fees (e.g. flight school, hotels, flights)
- Vehicle Insurance/registration
- Airport parking
- Penalties/Fines
- Pet care/travel fees
- Parking passes
- Professional Development courses
- Gym Memberships
- Invigilator fees
- Costs associated with printing/binding works

## Tuition

### **PLEASE DO NOT PAY YOUR TUITION YOURSELF! WE WILL!**

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.

Sometimes your tuition has to be paid before you even start classes. In these cases **YOU** are responsible for informing the Administering Office that your tuition has to be paid early. You must send in a request (via e-mail) a minimum of **4 weeks** in advance and include the invoice or billing statement from your Institution. If this information is not provided at least 4 weeks in advance, you may experience delays with your Institution, as we may not have time to process the request.

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.

**IMPORTANT:** Most institutions will not send out tuition invoices until after the drop date. This means that you will have a tuition balance on your student account for a while. Sometimes Institutions will send a computer-generated e-mail to students informing you of this outstanding balance and that your access to services may be suspended. This could prevent you from registering for courses or accessing your student information. This can happen even after we have confirmed that we are sponsoring you and even if the Institution has not yet sent an invoice for your tuition!

**Therefore, you also should contact the Financial Office of your Institution at the beginning of every semester to identify yourself as a Sponsored Student and ask to have it noted on your file so that your account is not suspended due to outstanding balances.**

### **If you pay your tuition yourself . . . You will be reimbursed!**

We will pay your tuition and mandatory fees directly to your institution. Sometimes this takes months to happen as some Institutions are slow sending out invoices for payment. Even though the Institution may not have sent us an invoice for your tuition, they have automatically generated e-mails that go out to students who still have a balance owing on their accounts. If you receive any of these e-mails, especially about tuition, please trust that your fees will be paid directly by our office.

Still, some students will go ahead and pay their tuition fees because they are worried that they will be removed due to outstanding balances. And in other cases, sometimes a student is awarded a scholarship (woo hoo!) and this is credited to your tuition fees.

But don't worry, you will be reimbursed for your tuition and mandatory fees. All you have to do is send in a copy of your student account summary or a receipt from the Institution showing

that you paid for your tuition or that you have a scholarship that was credited to your account. We will then verify this and send you a reimbursement (provided that all of your forms such as your SACC and marks have been sent in).

### International Tuition Fees

Students who choose to attend an institution outside of Canada will need to be actively involved in how your tuition and fees are paid. Some institutions do not allow payment by third-party, credit card or other immediate payments (like EFTs).

Therefore, you will be required to pay the tuition yourself and submit a receipt for reimbursement. The reimbursement will only be processed after you start school and your SACC has been received. If you are unable to do this, you can send in your tuition invoice a minimum of **4 weeks** in advance and we will send you the equivalent amount in Canadian dollars for you to give to your school. If we pay the tuition up front, you will be required to submit the receipt to confirm the payment has been made. If the receipt is not received within two (2) weeks of the funds being paid out to you, you will be placed on hold until the receipt is received.

### 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/term/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.

Some programs will require more books than others, and some books are very expensive. Even though we cover the cost of required textbooks, you will still need to prepare for book purchases ahead of time. Some books are only available to purchase online or pre-order, so you will need to do this well before the beginning of the semester in order to ensure that you have your books for when your classes start. You can purchase books online with a credit card, PayPal, or other debit credit cards. The Education Division **will not** purchase books for you, so please make sure you make arrangements for online book purchases.



If you are unable to pay for your textbooks up front, you may contact the Administering Office for a \$500.00 advance. The deadline for any advance request is eight calendar days before a scheduled pay run, and the advance will be added to the next scheduled living allowance deposit. **If you get an advance and do not send in your receipts, the advance amount will be taken out of your next support payment, unless you inform us that there is a delay in purchasing your book(s).** You may request and receive an advance multiple times per semester as needed. If you will require a textbook advance, make sure you indicate this on your Renewal Form so that we have time to process the request.

**Please NOTE:**

- NG Education Division will **NOT** purchase any books directly for students.
- If you purchase any of your required textbooks ahead of time, you cannot submit any receipts for reimbursement until **AFTER** your SACC has been submitted.
- Some Post-Secondary Institutions (such as CNA and the Marine Institute) will invoice the Administering Office directly for required textbooks.
- If you register for a course, purchase the book, then drop the course, you cannot get reimbursed for that book.
- If you register for a course, purchase the book and then defer the course, you may get reimbursed for that book, but when you do take the actual class, if the book has changed, you will not be reimbursed for the second book.

#### 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 88) will be required for the student to have filled out by the seller. Acceptable (and preferred) 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, however an e-mail from the seller from their own e-mail account indicating the amount received and the name of the textbook can be accepted in place of the seller's signature.**

If you are purchasing a second hand book from someone and there is a shipping charge associated with the cost, we will cover up to the total amount it would have cost to purchase the book new. Sometimes it is cheaper to just buy new. The only exception to this is in the rare case that the textbook cannot be purchased new (out of stock) and is needed in a timely manner. In this case, we may approve the purchase cost and shipping charges.

#### 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.
- NG Education Division will **NOT** purchase any e-textbooks directly for students.

**Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed.**

## 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. Additionally, some programs have required safety supplies that students will need. We will cover all required safety supplies, and the only set limit is for work boots (maximum of \$200).

The student has to complete and submit a Purchase Request Form (see **APPENDIX F** on page 89). Students also have to submit a detailed required supply list noting the mandatory equipment/tools 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. If any additional pieces of equipment/tools and/or safety supplies are not included on the lists supplied by the institution, a letter detailing the course and required equipment/tools/safety supplies and signed and dated by the instructor will be accepted. These tools/equipment/supplies are **yours to keep** and use for the duration of your studies and beyond.

All required equipment/tools/safety supplies must be purchased within the first **three months** of your program. Purchase requests or reimbursements for purchases made after the first three months will not be approved. If there is an issue with availability or notification has been given later in the program of required equipment/tools/safety supplies, then these items will be covered as long as documentation from the institution is received indicating the delay or date of notification. Approvals are made only after all required documents are received.

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. The advance will be added to the closest scheduled

living allowance deposit, provided that the request and required documents are received by the Administering Office no later than the Thursday **BEFORE** the scheduled deposit date (as per payment policy outlined on page 26). 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.

**Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed.**

## Medicals

For some programs, such as aviation, a medical is **required** before entrance into a program is granted. If an applicant requires a medical, we will cover the fees associated with the medical, as well as travel, accommodations, taxis and meals if the applicant has to leave their home community to obtain this service.

An applicant can either contact the Administering Office for help making arrangements for a medical, or they can proceed with getting the medical and submit receipts for reimbursement.

**Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed.**

## Travel

In general, most students will have to leave their home community to attend the post-secondary institution of their choice. 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(s) who travel with you.

There are several travel benefits and options for you as a funded student under the NG Education Division Funding Program (outlined below). Some entitlements, such as beginning and end of semester air travel, does not require a Student Travel Request Form & Disclaimer see (**APPENDIX H** on page 91), but all other travel requests do require this form, as advance notice is needed for staff to approve such requests. Keep in mind, all approvals are made only after all required documents are received.

### PLEASE NOTE:

- **If a Student Travel Request Form for ANY travel, outside of Beginning/End of Semester travel, is received fewer than 14 days prior to travel, you will be required to cover the travel costs yourself and submit receipts for reimbursement.**
- **Also, please note that all travel requests must be submitted PRIOR to scheduled travel dates or will not be eligible for reimbursement.**

Your travel entitlement will be calculated **using the most current airfare rate** from your home community to your school location. If you choose to travel by air, you are responsible for making your own travel arrangements through Mokami Travel. (See **APPENDIX G** on page 90 for travel contact information). You may choose not to fly, and other methods of transportation are covered as well (see Alternate Mode of Transportation).

If you are flying, you must book all air 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, and 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. Keep in mind, if you do make your own arrangements for any type of travel covered by this funding program and pay for any travel and/or accommodation costs up front, you will not be reimbursed until **AFTER** the travel has occurred.

If you choose to use an alternate mode of transportation, such as driving, you must notify the Administering Office and submit a Student Travel Request Form & Disclaimer a minimum of **14 days** prior to your departure date. **You DO NOT need to submit this form for regular beginning/end of semester travel if you are flying, ONLY if you are driving.**

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

Mokami Travel will try to ensure direct or connecting flights that minimize travel time. In the event that a through fare flight (connecting in the same day) cannot be confirmed and an **overnight stay is required** along the way, private accommodations or hotel bookings can be covered. Meals and taxis for these layovers are to be covered out of your regular living allowance, but once you reach your destination, the taxi from the airport to your apartment/residence will be covered.

However, **if you request** to schedule a layover (e.g. fly from Nunatsiavut to Goose Bay, then spend a night or two in Goose Bay before flying on to your final destination), then accommodations will not be covered. In addition, the difference in price between a through fare ticket and a separated ticket will be the responsibility of the student and must be paid for at the time of booking.

**Note:** In the event of any unscheduled overnight stays due to delays in flights, schedule changes, etc., accommodations will be covered, **if they are not already covered by the airline**. If this happens while you are traveling, you must check with the airline first, and only if they are not covering accommodations, will we cover it. You may need to cover the cost of a hotel up front, but you can submit the receipt for reimbursement. Meals and taxis will be your responsibility.

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

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## Travel Entitlement

### Regular Trip

Standard travel at the beginning and end of each semester/term for students who are required to travel and are enrolled in all in-person classes or any combination of in-person and online delivery. Full-time students who are enrolled in all online classes are not eligible for travel.

### 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 a spouse/dependent wants to travel at a different time than you (either earlier or later than your scheduled travel time), you must submit a Student Travel Request & Disclaimer Form a minimum of seven (7) days prior to travel.
- End of semester travel must be used within 45 calendar days of the end of the semester, unless an extension is granted (see below).

### Conditions:

- All itineraries must be sent to the Administering Office.
- If any flights are missed for reasons within the students' control and change fees or additional accommodations are required, these costs are the responsibility of the student.
- Students who choose to leave their home community early (more than three weeks prior to classes starting) must cover their own travel costs and submit their receipts for reimbursement. The same conditions apply as noted above when booking your own travel.
- Students who have not secured permanent accommodations (e.g. apartment or residence) by their program start date, or who travel out prior to their move-in date for their permanent accommodations, are not entitled to any coverage for temporary accommodations.

- Students are encouraged to use their end of semester travel as soon as their semester is finished, however, an extension may be approved in certain cases (e.g. dependent children are still in school, summer employment has been secured, etc.). This must be approved by the Assistant Director or Director. **NOTE:** Living allowance, rent, and any other supports will not continue due to any approved travel extensions.
- Unused travel for any given semester cannot be banked and used at a later time.
- 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 H on page 91).**

### 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 and end** of a semester and complete an Student Travel Request Form & Disclaimer (see **APPENDIX H** on page 91).

**IF YOUR REQUEST IS NOT SUBMITTED WITHIN THE REQUIRED TIME FRAME, YOU MAY NOT RECEIVE YOUR TRAVEL ADVANCE BEFORE YOU LEAVE, THEREFORE IT IS IMPORTANT THAT YOU SUBMIT YOUR REQUEST IN TIME.**

### For students traveling between destinations WITH airports

Students will receive the equivalent amount of a one-way airline ticket from the location of their vehicle/home community to their school for each person who is not traveling by plane. This amount will also be based on the airfare for an advance booking of two weeks. **Receipts will not be required.** If your transportation costs exceed the amount provided, you will be responsible for that portion of the cost.

**NOTE:** 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 the amount of a one-way ticket from Goose Bay to St. John's if booked two weeks in advance. This amount will be deposited into your account on the last regular deposit day prior to your departure date.

### For students traveling between destinations WITHOUT airports

For students who are driving to/from locations without airports, the cost will be based on the flight from the nearest airport to your home community to the nearest airport of your school location. For example, someone driving from Corner Brook to St. John's will be advanced the cost of a one-way ticket from Deer Lake to St. John's.

In the event that the closest airport to your home community is also the airport closest to your school location, travel allowance will be calculated using a mileage rate of \$0.40/km.

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

- Driven by a spouse or dependent who is moving with you
- 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.**

#### For students BOTH driving and flying

Student with multiple travel legs sometimes are required to fly and then choose to drive the remaining distance. For example, a student living in Nain and attending school in Corner Brook may be required to fly to Goose Bay, then choose to drive from Goose Bay to Corner Brook. In this situation, the student must inform the Administering Office if they wish to book their air travel through Mokami Travel or have the cost of the airfare included in their travel advance for their additional leg.

If you choose to make the travel arrangements yourself and pay with your advanced funds, you must submit boarding passes to confirm any travel legs that you did fly. If you do not submit proof of air travel, this amount will be required to be repaid.

If you choose to book your flight through Mokami Travel, then you will be advanced the funds to cover the distance you will be driving only. No proof of travel will be required if Mokami Travel is involved.

#### 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 & Disclaimer (**APPENDIX H** on page 91) to the Administering Office at least **14 days** before the original travel period is scheduled.

Any student traveling **four (4) weeks or longer** before your program start date, you must cover your travel up front and you may submit receipts for reimbursement (up to the rate of flights booked through Mokami Travel) after you submit your SACC at the start of your semester/term.

**NOTE:** When traveling early, living allowance, rent and other supports will not commence until the semester begins.

## Required Travel for Online/Distance Students

With an increase in the availability of online post-secondary options, many students have chosen this route. Despite the majority of all classwork being delivered online, some programs or courses may require a student attend a portion of the course in-person.

If this is required, then the student may request travel and accommodations for the duration of their required in-person attendance. This travel support is for the student only and does not include dependents due to the short duration of required in-person attendance. You must submit a Student Travel Request Form and proof of required in-person attendance a **minimum of four (4) weeks** prior to travel. This is available to both full-time and part-time students, as the in-person attendance is a requirement for their program. It is important for the student to notify the Administering Office as soon as they become aware of any travel requirements, as appropriate planning and budgeting may have to be approved, depending on the frequency of travel required.

For Full-Time students, support will include travel to and from the location of the in-person session, accommodations (hotel or private), taxi to and from the airport to your accommodations (provide receipt for reimbursement) and \$30/day taxi allowance for transportation to and from your class location.

For Part-Time students, the supports are the same as for Full-Time students, with the addition of a meal allowance at the NG rates. Meals are covered for Part-Time students as they are not receiving a living allowance like Full-Time students are.

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

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## 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;
- If you are unable to travel due to weather, you can use the trip at another time (within that academic year);
- However, if you depart from your institution location and do not reach your destination, then you cannot rebook at another time (e.g. you leave St. John's but because of weather you only make it as far as Goose Bay and not the Coast, you cannot rebook).
- This trip cannot be banked and used at an alternate time (such as at the end of the year, or into another academic year).

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 H**) at **least 14 days before your departure date**, outlining dates requested for travel as well as who will be traveling with you. **If the request is received fewer than 14 days prior to travel, you will be required to cover the travel costs yourself and submit receipts for reimbursement.**

For students studying outside of Canada who request an extra trip, these requests will be reviewed on a case-by-case basis. You will need to include documentation from your institution that confirms the duration of the scheduled break. This information will be compared to travel time required to reach your home community, and a decision will be made if it is determined that you will have enough time at home to justify the travel.

## 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**, the NG Education Division will pay for return travel for yourself and one guest to attend your convocation. This includes up to two consecutive nights of accommodations (hotel, Air B&B, or private) and meals (at NG rates) and taxi to/from the airport. NOTE: if your graduation involves an additional ceremony (such as a pinning ceremony) that takes place on a different date, an additional night accommodation can be approved.

A Student Travel Request Form & Disclaimer (APPENDIX H), proof of graduation as well as date, time and location of convocation ceremony must be provided a minimum of **4 weeks** in advance. All air travel and accommodation (unless staying private) arrangements must be made through Mokami Travel. Any student using an alternate mode of transportation may receive a travel advance as per the normal alternate travel policy stated above.

As stated above, Mokami Travel will try to ensure direct or connecting flights that minimize travel time. In the event that a through fare flight (connecting in the same day) cannot be confirmed and an **overnight stay is required** along the way, private accommodations or hotel bookings can be covered. Meals (at NG rates) and taxis (to/from the hotel/airport) for these layovers are covered.

However, **if you request** to schedule a layover (e.g. fly from Nunatsiavut to Goose Bay, then spend a night or two in Goose Bay before flying on to your final destination), then accommodations will not be covered. In addition, the difference in price between a through fare ticket and a separated ticket will be the responsibility of the student and must be paid for at the time of booking.

**Note:** In the event of any unscheduled overnight stays due to delays in flights, schedule changes, etc., accommodations will be covered, **if they are not already covered by the airline**. If this happens while you are traveling, you must check with the airline first, and only if they are not covering accommodations, will we cover it. You may need to cover the cost of a hotel up front, but you can submit the receipt for reimbursement.

**IT IS IMPORTANT TO NOTIFY US AS SOON AS YOU RECEIVE YOUR NOTICE OF CONVOCATION DATE/TIME, IF YOU PLAN TO ATTEND.**

Failure to submit the request for graduation travel a minimum of 4 weeks prior to the ceremony may result in increased costs for accommodations and flights. Therefore, any requests for graduation travel that are received late, the student will be required to cover their travel and accommodations and can submit receipts for reimbursement. The exception to this would be if there was a delay in convocation notification from the school. When booking on your own, you will still be required to go through Mokami Travel or risk not getting the best rates and therefore not getting a full reimbursement (see paragraph 3 under Travel on the top of page 35).

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 and 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"> <li>• Make reservations for you and your guest through Mokami Travel.</li> <li>• Will need to pay for taxis from airport to your accommodations and back to the airport. These receipts can be</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Administering office at <b>least 14 days prior to departure</b>.</li> <li>• Book flight to location of vehicle (if required) through Mokami Travel.</li> </ul>

<p>submitted for reimbursement when you return home.</p> <ul style="list-style-type: none"> <li>Any flight changes must be pre-approved by the Administering Office. Student may have to cover change fees.</li> </ul>	<ul style="list-style-type: none"> <li>Will receive amount of return ticket per person traveling to cover all transportation costs while driving: gas, food, accommodations and ferry crossings. <b>No receipts are required.</b></li> </ul>
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**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.

Conditions:

- All travel and accommodation arrangements **MUST** be made at least **4 weeks in advance** in order to avoid higher air and hotel fares.
- If a guest lives in a different community than the student, that guest may travel from their home community to the convocation, as long as the cost doesn't exceed what it would cost for a guest to travel from the student's home community;
- If a guest does travel from a different location than the student's home community, they must return to their original departure location;
- If possible, hotels must be booked close to the location of the convocation, as taxis are covered to/from the airport only. The student must cover transportation to/from their convocation ceremony;
- Hotel accommodations must be made at locations where there is a Nunatsiavut Government rate. If there is no NG rate at any hotels in the location of your convocation, all effort must be made to book in advance, at an economical hotel or Air B&B to receive the most cost effective rates;
- Hotels in downtown areas are usually at a much higher cost than hotels located outside of the city center. For hotels booked in the downtown core, a maximum of \$300/night is all that we will cover.
- If you are covering travel/accommodations, receipts must be submitted for reimbursement within 45 days of the date of convocation or the costs will not be reimbursed.
- Excess baggage fees will not be covered for graduation travel.

**Travel for Licensing Exams/Thesis Defense**

Graduates needing to travel for the purpose of writing a required exam or defending a PhD thesis are entitled to return travel from your home community to the location of the exam/defense session (for the student only). You will be required to submit a Student Travel Request Form &

Disclaimer (see **APPENDIX H**) at least **14 days before your departure date**, as well as proof of the required exam outlining the date and location of exam/defense session.

Accommodations (hotel or private), meals (at NG rates), taxis to/from the airport, as well as \$30/day taxi allowance to/from the exam/defense location are covered. You will receive your meal money up front prior to your departure, but you will need to cover your taxis and submit your receipts when you return. If you are able to cover your accommodation costs up front, you may submit and receipts upon return, for reimbursement.

If you are unable to cover the taxi or accommodation costs up front, you can contact the Administering Office and arrangements will be made for you.

As stated above, Mokami Travel will try to ensure direct or connecting flights that minimize travel time. In the event that a through fare flight (connecting in the same day) cannot be confirmed and an **overnight stay is required** along the way, private accommodations or hotel bookings can be covered. Meals (at NG rates) and taxis (to/from the hotel/airport) for these layovers are covered.

However, **if you request** to schedule a layover (e.g. fly from Nunatsiavut to Goose Bay, then spend a night or two in Goose Bay before flying on to your final destination), then accommodations will not be covered. In addition, the difference in price between a through fare ticket and a separated ticket will be the responsibility of the student and must be paid for at the time of booking.

**Note:** In the event of any unscheduled overnight stays due to delays in flights, schedule changes, etc., accommodations will be covered, **if they are not already covered by the airline**. If this happens while you are traveling, you must check with the airline first, and only if they are not covering accommodations, will we cover it. You may need to cover the cost of a hotel up front, but you can submit the receipt for reimbursement.

<b>If Flying (both ways)</b>	<b>If Driving (both ways)</b>
<ul style="list-style-type: none"><li>• Make reservations through Mokami Travel.</li><li>• 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.</li><li>• Any flight changes must be pre-approved by the Administering Office. Student may have to cover change fees.</li></ul>	<ul style="list-style-type: none"><li>• Notify Administering office at <b>least 14 days prior to departure</b>.</li><li>• Book flight to location of vehicle (if required) through Mokami Travel.</li><li>• Will receive amount of return ticket to cover all transportation costs while driving: gas, food, accommodations and ferry crossings. <b>No receipts are required.</b></li></ul>

**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 **three 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.

**Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed.**

### 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. This support applies to Full-Time online students as well, in the event that the funeral will take place in a different location that where the student is living.

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. This is limited to locations within Canada.

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

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## 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/person traveling at the beginning of your Semester and a maximum of \$200.00/person traveling at the end of your Semester.

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 calendar 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. **Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed.**

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, accommodations, 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 and accommodations are covered,) 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.

In order to claim Bad Weather Allowance, you will be required to submit your **original itinerary** with original travel date, as well as a copy of your **boarding pass or ferry ticket on the day you**

**actually traveled** to confirm amount of reimbursement you are entitled to receive. Receipts for reimbursement would include hotels (for ferry and flight delays) and taxis (for flight delays only). Meal allowance will be calculated using actual travel times and NG meal rates.

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). However, if you extend your stay at your own cost/request, then this voids your eligibility for Bad Weather Allowance for your return portion of your travel.

### Non-Related/Required Travel

Students who engage in trips that are not required as a part of their studies but are offered through their Institution (e.g. optional field trips, conferences, etc.) must provide notification to the Administering Office. This must include duration of time missed from regular classes (if longer than three (3) days of scheduled classes), as well as support from all instructors whose classes will be missed. Travel and other related costs are not covered for any non-required trips or activities.

## 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.**

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

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## Living Allowance

Full-Time Sponsored Students will be provided a living allowance. A living allowance is provided 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 whether or not you live in residence as well as your family make up (refer to **APPENDIX I** on page 93). If your spouse is also funded by the NG Education Division Funding Program, only one of you are eligible to claim your dependents and the other will receive the single student rate.

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.

## Payroll Options

1. You have the option to have income tax deducted from your living allowance. If you want to do this, please inform the Student Liaison at any time during the application process.
2. For programs that DO NOT follow the standard semester format, there are typically only short breaks between courses/modules/terms. Any break in classes longer than 4 weeks requires a suspension of living allowance. For students in this scenario, if you would like to continue to receive a living allowance during your break, you may opt for an adjusted living allowance rate. We will still pay you the same amount of living allowance that you are entitled to while you are in classes, but will stretch this over the full duration, including the break in studies. If you would like to have an adjusted living allowance amount, please contact the Administering Office for instructions.

You will receive a pay stub via e-mail prior to the money going into your account. This pay stub is password protected and your password is your Social Insurance Number (SIN). **DO NOT GIVE YOUR SIN TO ANYONE ELSE AND ONLY OPEN YOUR PAY STUB YOURSELF.** If you do not receive a pay stub on any given pay week, contact the Administering Office ASAP.

If you are claiming dependent child(ren), you will be required to submit a Applicant Declaration (see **APPENDIX K** on page 94) before we determine your living allowance rate.

### **Children in Care**

*If you are caring for a child in care and are receiving funds and supports from an outside agency for that child, you cannot claim them as a dependent child on your Applicant Declaration. Additionally, if you have any of your own children placed in the foster care system and you are not financially responsible for their well-being, then you also cannot claim them as a dependent on your Applicant Declaration.*

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.



Your living allowance can sometimes be withheld. This is usually because we are missing information or required documents from you. This is almost always your SACC, renewal form or your marks. Please see Page 23 for further explanation on payment holds.

**Living allowance (and all other supports) 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 49.

#### Working while in school

You are not eligible to receive Full-Time Supports while receiving a full-time income, however 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 K** on page 98.

**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, workers compensation, partial salary, 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.

If a student has an income source, they must provide proof of income in order for the Administering Office to determine next steps.

## Residence

There are many advantages to living in a campus residence. It's convenient for getting to class, it's comfortable, the food is usually pretty amazing with lots of options, there are lots of ways to get involved, and there's always lots of people around when you need a hand 😊

***If you do decide to live on campus, you do need to understand that if you choose to move out of residence in the middle of a semester, there may be consequences. You may not get a refund so you will be out that much money. You will have also received all of your funding from us for the semester, so if you don't get a refund from the school, you will need to find money to cover your living arrangements for the rest of the semester.***

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 D** on page 87). **This form must be sent in to the Administering Office once you start classes** (see list of deadline dates in **APPENDIX A** on page 83). You will also need to submit a copy of your student account which outlines your residence fees. There are different residence options depending on the school you attend. Please pay close attention to the different ways you can be supported to stay in residence.

### Regular Residence Room & Required Meal Plan

If you are living in a **regular residence setting** (not family residence or campus apartments) and are **required** to purchase a meal plan:

- **YOU MUST NOTIFY** the Administering Office as soon as you confirm your residence room.
- Your residence and meal plan fees will be paid **DIRECTLY** to the institution by us.
- If your residence 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. Anything over this amount, you will be responsible for.
- You will also receive an additional living allowance of \$250 bi-weekly. This additional money can be used for your own personal expenses such as toiletries, social activities, etc.
- You will receive your first \$250 living allowance payment, but in order to continue to receive these payments, as well as other supports you may be eligible to receive, your Student Address and Course Confirmation (SACC) Form **MUST** be submitted once you start classes. If we do not receive your SACC form, future living allowance payments will be placed on hold.

## Family Residence/Chalet/Campus Apartments/Graduate Student Housing

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 (based on your family make up) 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 (follow procedures outlined in the Rental/Mortgage Support section below and if available, please submit a Student Occupancy Agreement in place of a lease). 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 \$250 bi-weekly additional living allowance.
- You will be eligible to apply for the Set-Up Allowance and can indicate this on your Rental/Mortgage Support Request Form.
- You will receive your first living allowance payment, but in order to continue to receive these payments, as well as other supports you may be eligible to receive, your Student Address and Course Confirmation (SACC) Form **MUST** be submitted once you start classes. If we do not receive your SACC form, future living allowance payments will be placed on hold.

## Regular Residence Room – NO MEAL PLAN REQUIRED

If you are living in a **regular residence room** 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 (follow procedures outlined in the Rental/Mortgage Support section below and if available, please submit a Student Occupancy Agreement in place of a lease). 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 \$250 bi-weekly additional living allowance.
- You will receive your first living allowance payment, but in order to continue to receive these payments, as well as other supports you may be eligible to receive, your Student Address and Course Confirmation (SACC) Form **MUST** be submitted once you start classes. If we do not receive your SACC form, future living allowance payments will be placed on hold.

## College of the North Atlantic (C.NA) Single Student Residence

Students who attend one of the C.NA campus' that have a single student residence:

- You are required to set up direct billing for their room and meal plan. **You will need to contact the student housing office and set this up.**
- As your room and meal plan will be paid directly by us to the school, you will also receive an additional living allowance of \$250 bi-weekly. This additional money can be used for your own personal expenses such as toiletries, social activities, etc.

- However, if you are employed as a Residence Assistant, you are not charged for your room. In this case, you will receive the regular single student living allowance rate and **you will be responsible to pay for your meal plan.**
- You will receive your first living allowance payment, but in order to continue to receive these payments, as well as other supports you may be eligible to receive, your Student Address and Course Confirmation (SACC) Form **MUST** be submitted once you start classes. If we do not receive your SACC form, future living allowance payments will be placed on hold.
- For any student receiving EI, then it is up to them to set up payment for residence. No additional living allowance will be provided from the Education Division.

### Limited Meal Plans

For students living in a residence that only provide meals from Monday-Friday or have their cafeteria services suspended for breaks such as reading week, and offer no meal options, the student can request additional support for meals. Requests for additional support for meals must be made a **minimum of four (4) weeks** in advance to give finance staff enough time to process the request. If the request is received without enough time to process, you will still receive your support but it may be delayed. All institutions have their calendars for the year set out, so you will know far in advance of any closures. It is your responsibility to put in your request on time.

The student must:

- Submit their SACC to confirm that they are living in residence
- Provide confirmation of what their meal plan covers or limitations of meal plan (e.g.: number of meals per week, limited cafeteria hours, etc.)
- The amount of additional support will then be determined using the NG meal rates and number of meals not included in the meal plan. This extra meal money will be added to the student's bi-weekly living allowance.

### 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.

**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 L** on page 99) must be completed and submitted by the start of each Academic Year, which for our purposes is September (Note: students who start the Summer Semester DO NOT need to submit another request in September). 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.

A student with a spouse is entitled to a maximum of \$600 per month, as their spouse is not considered a roommate. So if you have a spouse and just the two of you are renting an apartment for \$1000, you are still entitled to \$600. If your spouse is also funded by the NG Education Division Funding Program and is living in the same dwelling as you while in studies, only one of you are eligible to apply for the rental support.

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).

**NOTE: Students who live in Campus Apartments, a Student Occupancy Agreement is the same as a lease.**

Rental Support Requests and supporting documentation must be received a minimum of eight (8) calendar days prior to the rental pay period (the last Thursday of each month). Approvals are made only after all required documents are received.

### Subletting an apartment

If you are sub-letting an apartment from someone, this means that you are renting from someone who already has the room rented from a Landlord and is renting the room to you. We need to make sure that everyone is transparent with permissions, rent amounts, etc. so, if a rental agreement is not available to sign, you must provide **one** of the following:

- a letter (as noted above) that is signed by the sub letter (you), the sub lessee (the original tenant), and the Landlord **OR**
- a letter that is signed by the sub letter (you), the sub lessee (the original tenant) **and** confirmation from the Landlord (via separate letter or e-mail from their own account).



Landlord Name  
Landlord address  
Town, Province  
POSTAL CODE

## SAMPLE LETTER

Date

To Whom It May Concern:

This letter is to confirm that I, **NAME OF LANDLORD**, am renting a **ROOM/BASEMENT APARTMENT/DETACHED APARTMENT** to **NAME OF STUDENT** at the following address: **INSERT ADDRESS OF RENTAL UNIT HERE.**

The term of this agreement is a **MONTH-TO-MONTH/YEAR-TO-YEAR** at a rate of **AMOUNT** per month and includes the following: **LIST AMENITIES** (such as heat & light, laundry facilities, parking, cable/internet, etc.).

Sincerely,

SIGNATURE OF LANDLORD

SIGNATURE OF COMMISSIONER FOR OATHS/  
JP/NOTARY PUBLIC

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF STUDENT

\*SIGNATURE OF COMMISSIONER FOR OATHS/  
JP/NOTARY PUBLIC

\_\_\_\_\_

\_\_\_\_\_

\*NOTE: Only **one** Notarized signature is required if the tenant **and** landlord are **together** when this letter is signed. The second space for a Notarized signature is only for when the landlord and tenant are in different communities.

**IT IS NOT THE RESPONSIBILITY OF THE NG EDUCATION DIVISION FUNGING PROGRAM STAFF TO COMMUNICATE WITH YOUR LANDLORD. THIS IS SOLELY YOUR RESPONSIBILITY.**

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 87) that outlines the maximum rental support you may receive, based on family structure.

Approvals are made based on the date the Rental/Mortgage Support Request Form and all required documents are received and cannot be claimed retroactively. **For example**, if we receive your request form on September 4<sup>th</sup>, but do not received a copy of your lease until October 6<sup>th</sup>, your rental support will be approved effective October 6<sup>th</sup> and you will not be able to receive rental support for September.

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.

**NOTE:** You rent can sometimes be withheld. This is usually because we are missing information or required documents from you. This is almost always your SACC, renewal form or your marks. Please see Page 20 for further explanation on payment holds.



## 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 M** on page 100) must be submitted along with proof of monthly rent/mortgage cost. Approvals will be effective the date all forms and required documents are received. In addition, if your spouse is also funded by the NG Education Division Funding Program, only one of you are eligible to apply for this support.

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.

**NOTE:** Your LAFHA can sometimes be withheld. This is usually because we are missing information or required documents from you. This is almost always your SACC, renewal form or your marks. Please see Page 20 for further explanation on payment holds.

## Child Care

If you are a Full-Time Sponsored Student with young children who require daycare, an in-home babysitter, or after school care, a childcare allowance can be provided based on the number of children requiring childcare, as well as the type of childcare provided (see **APPENDIX N** on page 101 for rates). You must apply at the start of **EACH** academic year (September) for childcare support and only submit a new application if anything changes from your original approval date. Approvals are made only after all required documents are received. If your spouse is also funded by the NG Education Division Funding Program, only one of you are eligible to apply for this support.

Childcare covers the time period that a student is attending school full-time. It is not covered over semester breaks or times when the student is enrolled in part-time studies. Childcare covers weekdays and scheduled holidays only. It **does not** cover weekends. Students are also responsible for any childcare fees beyond your academic end date for the year.

There are four types of childcare that we can cover:

- **Registered daycares**
  - \$20/day for NL registered childcare centers and up to 80% of actual costs for daycares outside of NL. This includes holidays.
  - Must provide proof of registration including dates
- **Private Childcare/Babysitters**
  - \$50/day for one child and an additional \$30/day total for any additional children
  - Childcare provider must sign childcare request form
  - Childcare provider must be age of majority and cannot be a minor dependent of the student
- **Registered After School Care**
  - 80% of actual costs
  - Must provide proof of registration including dates
- **Private After School Care**
  - \$15/day for one child, and \$25 total for two or more children
  - Provider must be age of majority and cannot be a minor dependent of the student

#### To apply:

- Childcare Request Form must be completed at the start of **each** academic year (see **APPENDIX O** on page 102);
- If requesting private childcare, the request form must be signed by the student and the childcare provider;
- Make sure that an Applicant Declaration is on file. If not, one must be received before childcare request can be approved.

#### Approval Process:

- Childcare Request will be approved and a set bi-weekly rate will be determined. This amount will be added to your bi-weekly living allowance;
- Student will be responsible to make childcare payments;
- No further action is required of the student **UNLESS** there is a change in childcare provider or type/amount of childcare service required at which time a new Childcare Request Form must be submitted);
- Childcare payments will be issued based on approval date and this support cannot be claimed retroactively.

#### Childcare Provider

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. The Childcare Provider must be age of majority and **CANNOT** be a minor dependent of the student. **Travel for the childcare provider** will be covered for one person for

one round-trip per semester only. You are required to submit a Student Travel Request Form & Disclaimer (see **APPENDIX H**) **at least 14 days before their departure date** (as their travel date may differ from yours). Any additional travel for the childcare provider must be covered by you or the individual themselves. Payment of the childcare allowance to the childcare provider will be your responsibility and we will provide payment to you for your childcare provider in accordance with the Private Childcare Rates outlined in **APPENDIX N**.

**In the event that your childcare provider changes, a new Childcare Request Form must be submitted. We will only cover the travel for one childcare provider per semester/term, so if you change childcare providers, you may be responsible for their travel.**

## 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. This support is based on a per program availability, therefore if you switch institutions but remain in the same program, additional support is not available. Technical Allowance is available only for students enrolled in a program of study on either a full-time or part-time basis; it is not intended for students who are taking an individual course without enrollment in a program, or for preparatory programs.

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. **Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed.**

If you are not be able to purchase your items up front, you may submit a Purchase Request Form (see **APPENDIX F** on page 89) 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 P** on page 105).

#### Conditions:

- The internet charges must clearly be identified on the bill, separate from any other charges. Bills from months prior to being accepted for funding will not be reimbursed.
- Any unused funds at the end of a program will not be paid out and this support has no cash value.
- Any purchases under this support that were made prior to the start of the program or prior to being approved for funding, will not be reimbursed. The exception to this is any purchase pre-approved by the Assistant Director or Director.
- Reimbursements will not be processed unless all required documents have been received (see Page 17).
- All purchases must be made no later than three months prior to the end of the program.

#### Set-Up Allowance

If you have to leave your home community to attend post-secondary studies, and will be living in an apartment (can also include student apartments on-campus), 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 L).

#### Conditions:

- may be accessed **once per academic year** (from September-August).
- can only receive this support each year if you live in a different apartment than last year.
- if you are already living in an apartment/house when you begin your studies, you do not qualify for this support. If you move, you can apply for it.
- if you complete one program and start another, or if you switch programs **and** locations, an additional set-up allowance can be requested and approved within the same academic year, for a maximum of two.
- if you move multiple times in one year while in the same program, you only get the set-up allowance once that academic 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 (APPENDIX H) must be completed **4 weeks prior to travel**. Approvals are made only after all required documents are received.

This support may only be accessed **up to two times** total. For example, first year in Goose Bay, then second year in St. John's. This support is only for students entering their first program, not for students who have had previous exposure to post-secondary studies.

Mokami Travel will try to ensure direct or connecting flights that minimize travel time. In the event that a through fare flight (connecting in the same day) cannot be confirmed and an **overnight stay is required** along the way, private accommodations (NG rate) or hotel bookings can be covered. Meals (at NG rates) and taxis (to/from the hotel/private accommodations/airport) for these layovers are covered.

However, **if you request** to schedule a layover (e.g. fly from Nunatsiavut to Goose Bay, then spend a night or two in Goose Bay before flying on to your final destination), then accommodations will not be covered. In addition, the difference in price between a through fare ticket and a separated ticket will be the responsibility of the student and must be paid for at the time of booking.

The chaperone must travel with you when you leave for school – they cannot travel out to you after you are already at your destination. Accommodations (hotel or private), meals (at NG rates) and taxi allowance will be provided for the chaperone for a maximum of **3** days once you arrive 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 (if flying) 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 or for gas.

**If traveling by vehicle and/or by boat, you must follow the steps outlined under Alternate Mode of Transportation found on Page 37.**

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

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

\*If the Orientation Chaperone is driving one way and returning by air (or vice versa), this must be outlined on the Student Travel Request Form.

\*\* Hotel accommodations must be made at locations where there is a Nunatsiavut Government rate. If there is no NG rate at any hotels in the location, all efforts must be made to book in advance, at an economical hotel or Air B&B to receive the most cost effective rates; Hotels in downtown areas are usually at a much higher cost than hotels located outside of the city center. For hotels booked in the downtown core, a limit of \$300/night is all that we will cover.

**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. Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed. **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.

## 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 only after all required documents are received. A Disability Support Request Form (see **APPENDIX Q** on page 107) 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 R** on page 109) and once approved, you or the tutor may submit a **bi-weekly** Tutoring Claim Form (see **APPENDIX S** on page 110) for payment/reimbursement. Any claim for hours outside of the two-week period will not be reimbursed.

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;
- Tutors not vetted through your Institution 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. Approvals are made only after all required documents are received.

## Commuting Allowance

Full-time students 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 or location of a required work term/placement that you are attending in-person (this does not apply to online classes).

You may submit a Commuting Allowance Request Form (see **APPENDIX T** on page 111) 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 \$0.40/km, up to a maximum of \$150/week and will be deposited into your account bi-weekly on regularly scheduled deposit days. Approvals are made only after all required documents are received.

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.

### Bus Pass

Full-time students who do not have a vehicle may purchase a monthly or semester bus pass. Receipts may be sent in for reimbursement. If you cannot cover the cost of a semester bus pass up front, please contact the Administering Office for options. **Receipts must be received within 45 calendar days of the date of purchase or they will not be reimbursed.**

### Conditions:

- You cannot be reimbursed for a bus pass while receiving a commuting allowance.
- You cannot substitute a bus pass for a parking pass.
- You cannot redeem this support for cash.
- You cannot be reimbursed for a bus pass if it is already covered in your tuition fees.

<b>New Requests for Supports can be submitted starting:</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring/Summer /Interession</b>
<ul style="list-style-type: none"> <li>➤ Rental Support Request (if applicable)</li> <li>➤ Childcare Support Request (if applicable)</li> <li>➤ Living Away From Home Allowance Request (if applicable)</li> <li>➤ Commuting/Bus Pass</li> <li>➤ Technical Allowance</li> <li>➤ Equipment/Supplies</li> </ul> <p><b>*NOTE:</b> Supports will not be issued until the beginning of a semester and all required documents have been received (see Page 20).</p>	August 1 <sup>st</sup>	December 1 <sup>st</sup>	April 1 <sup>st</sup>

### 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 [finance.education@nunatsiavut.com](mailto:finance.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.):

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## PART V: 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 mean 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.
- You may apply for a second program at the same funding level or lower funding level. The following conditions apply:
  - If the program is directly related to the one you just completed and help make you more employable, you can apply for funding for the second program after one (1) year has elapsed from the time you graduated from the last program. For example, a student who completes a Heavy Equipment Operator program may be approved to enroll in a Crane Operator program after one (1) year.
  - If the program is not related to the one you just completed, you must wait for a period of three (3) years from the time of graduation before being eligible for additional full-time funding. For example if a student completes Early Childhood Education and then wishes to enroll in Hairstyling, then they will be required to wait three (3) years.
- You can apply for part-time funding for any funding level at any time.

### Previously Funded but Were Removed

Students who have been removed from the NG Education Division Funding Program for various reasons usually have a requirement on their file that they have to wait a certain amount of time before being eligible to apply for full-time funding again. In this case, you cannot apply for part-time funding while you are waiting out this time requirement.

# Part VI: Short Programs & Employment Readiness

With funds received from the Government of Canada through Employment and Skills Development Canada (ESDC), the NG Education Division Funding Program is able to provide supports to Beneficiaries for employment programs and services that prepare for, obtain and maintain employment. These programs include Short Programs, Job Start Supports, Mobility Assistance, and Work Experience Programs.

## 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. It can include safety training, pre-employment readiness courses, or short term training that may lead to certification in a specific field.

### 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.

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

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## 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.

## Job Start Supports

This support is available to any Beneficiary to allow them to accept an offer of full-time employment. Applicants are not required to have been previously funded by the NG Education Division Funding Program to be eligible to apply.

Assistance can be provided to cover the costs associated with the following:

- Required tools/equipment
- Required work clothing or Personal Protective Equipment that may not be provided by the employer

Applicants must submit a Job Start Supports application (see **APPENDIX U** on page 112), be currently unemployed or under employed, and provide proof of offer of permanent full-time employment. They must also provide a list of required tools/equipment/supplies from the employer with estimated costs and/or possible purchase locations.

Applications for Job Start Supports and supporting documentation must be received by the Administering Office **four (4) weeks prior** to the start of their employment.

## Mobility (Travel) Assistance

This support is available to any Beneficiary who has secured full-time permanent employment (preferably in their field of study/training) and is required to relocate from their home community to another community elsewhere in Canada in order to accept that employment. Applicants are not required to have been previously funded by the NG Education Division Funding Program to be eligible to apply.

Supports include the cost of one-way travel for the applicant and any dependents that will be moving permanently with the applicant from their current place of residence to the location of the full-time employment offer.

Applicants must submit a Mobility Assistance application (see **APPENDIX V** on page 114), be currently unemployed or under employed, and provide proof of offer of permanent full-time employment which must include confirmation from the employer the location of the position offered to the applicant. Applicants must also provide an estimate of costs associated with travel and moving expenses

Applications for Mobility Assistance and supporting documentation must be received by the Administering Office **four (4) weeks prior** to the estimated date of travel.

## Work Experience Program

The Nunatsiavut Government Education Division offers funding to organizations/employers to hire unemployed individuals who are beneficiaries of the Labrador Inuit Land Claims Agreement in order to develop skills required to prepare for future meaningful, full time employment. This program offers an opportunity for these individuals to obtain valuable work experience in their desired occupations as well as gain exposure to the work environment to enhance career development. This will hopefully result in an increase in their economic participation and independence. It is also an opportunity for individuals with little or no labour force attachment to be integrated into the labour market.

### **Eligible participants must be:**

- a beneficiary of the Labrador Inuit Land Claims Agreement;
- unemployed or working less than an average of 20 hours per week;
- legally entitled to work in Canada; and
- in need of assistance to prepare to enter the labour market, obtain a job, or become self-employed.

### **Eligible organizations/employers may be:**

- Government Agencies
- Nunatsiavut Government partner companies
- Not for profit organizations
- Private companies
- Other organizations

Individuals will be considered unemployed for purposes of participating in the Work Experience Program if, at the time of applying for assistance, they:

- are actively seeking meaningful, full time employment, and/or
- are working less than 20 hours per week

Funds are not meant to cover the same positions beyond the 16 week duration of the program. Previously supported beneficiaries are not eligible for to apply for support for the same position more than once, however they may be eligible for support to gain work experience in a different position.

Employers may submit a Work Experience Application (see **APPENDIX W** on page 116) and may access support for the same positions, with different eligible individuals, however there will be a reduction in the amount of funds approved for each 16 week period.



## PART VIII: Conditions of Support

### Social Media

Students who receive funding from the NG Education Division Funding Program are expected to communicate any questions, concerns or clarify information directly with Education Division Staff. Posting one-sided complaints that does not always provide all information about a decision or ruling on a student request/support can be misleading and result in further misinformation. Please be mindful of what you post and remember that you are one student out of hundreds and what you are complaining about may be out of the control of staff.

### 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.

### Additional Studies

Once a person graduates from a program of studies, they may apply immediately for funding at a higher level. If you wish to apply for a second program at the same funding level, you must wait for a period of three (3) years before being eligible for additional full-time funding. However, consideration to waive the three-year waiting period can occur when the second program builds on the initial program, thereby increasing your employability (e.g. crane operator after completing HEO, scaffolding after completing carpentry, esthetics after completing hairstyling, cooking after completing baking, etc.). This will most often occur with programs at Level 4.

Part-time funding for a second program at the same level can always be considered if the applicant is not approved for full-time funding.

### Foundation/Non-Credit Courses

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



### Dropping/Exempt Courses

#### **LET US KNOW BEFORE YOU MAKE ANY CHANGES!!!**

If you want to drop 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.

### Switching Courses & Programs

We recognize that not everyone has a clear career path and may already be part way through a program before realizing that it is not an area that they wish to pursue a career in. Therefore, you are permitted to switch areas of concentration within a program, switch programs within a level, or even switch between levels.

When you wish to switch programs, you must first follow the appropriate steps to do so at your Institution. Once it is confirmed, you must complete and submit a Change of Status Form (see **APPENDIX C** on page 85).

There currently is no limit to the number of times you may switch programs and/or levels, however the Post-Secondary Student Counsellor will be required to follow-up with you after each switch. This is to ensure that on-going career counselling is taking place and you are aware of the new program requirements. If you switch programs more than three times over two academic years, the Post-Secondary Student Counsellor must schedule a counselling session with you to review your career goals and make a plan.

**NOTE: If you have 75% or more of your course requirements completed in your current program, you will not be permitted to switch, as you are far closer to graduation than if you were to start over.**

### 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 118). 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** however, if you do not inform us immediately that you have discontinued, you may still continue to receive funds which you are no longer entitled to. If this happens, **this amount only**, will need to be repaid. For example, you withdraw from studies and don't tell us, so you continue to receive a living allowance when you are no longer in school. This living allowance will have to be repaid, but that's it.

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.

### Rewrites & Supplemental Exams

We recognize that sometimes we fail courses and may have the opportunity to write a supplemental exam or take the exam over again. If there is a cost to this, we will cover the fee **up to three times per course**. After that, you will be responsible for any fees should you need to take the exam again.

We will not provide full-time benefits for periods of time prior to the exam where you are studying, unless you are also enrolled in full-time studies during that same time.

### 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.

For Full-Time students, if you fail **two (2)** 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. For Part-Time students, if you fail **two (2)** courses in one semester, **OR one (1)** course per semester for two consecutive semesters, then you will be placed on probation for your next semester of studies, whether that be Full-Time or Part-Time.

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 you are removed from the Sponsorship List a third time, this is an indication that you are not committed to your career plan and/or not academically or personally ready to commit to your studies. Therefore, you will be required to wait for a period of two (2) full calendar years (six (6) semesters) before being eligible for funding again.

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.

## PART IX: Graduation Process

Once a student meets all of the academic requirements for their respective program, they will be eligible to graduate. Typically, in their last semester of studies, you will receive information from your institution that 1.) you are eligible to graduate, and 2.) information on how to apply for graduation.

Once you have received information confirming that you are eligible to graduate, you must notify the Administering Office via e-mail at [education@nunatsiavut.com](mailto:education@nunatsiavut.com). Upon receipt of this notification:

1. The Student Liaison will connect with you and provide you with information on Graduation Travel if you decide to attend your convocation (see info on Page 29);
2. You will also be required to submit the following information once you graduate:
  - a. final transcript of marks
  - b. copy of certificate/diploma/degree
  - c. grad photo (or recent photo if grad photo is not available)
  - d. completed Graduate Release Form (see **APPENDIX Y** on page 119)

## PART X: 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. This is a record of funds that you received from the NG Education Division Funding Program, for your post-secondary education. This information can be used when filing your taxes, however, the funds received are **not taxable** and therefore will not have much impact on your return.

Funds that are administered by the NG Education Division Funding Program, fall under the Scholarship & Bursary category for income tax purposes. All supports from any of these programs are reported in Box 105 on the T4A and are **not taxable**.

### Income Tax/T4a Summary

- The **total** amount received from NG for post-secondary education funding will be found in Box 105
- This amount includes **all** supports we paid out to you, including tuition, books, travel, living allowance, etc.
- These funds are **NOT TAXABLE**, therefore no taxes were deducted from any of it
- This also means that if prompted to enter an amount for tuition, **you must leave that section blank, as they did not pay the tuition.**
- The only thing you can claim is the **number of months** you attended either full-time or part-time studies. This information can be found on a T2202 form that you can get from your institution.

## PART XI: 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 120.

### 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 122) 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 124), 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](mailto:education@nunatsiavut.com)

Fax: (709) 923-2347

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

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## PART XII: Appeal 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;
3. Loss of NG Education Division Funding due to revoked membership status (an appeal can be made to the Office of the Registrar and if membership is reinstated, the beneficiary can re-apply for funding); or
4. 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](mailto: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 XIII: Appendices

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

APPENDIX	Name	Page
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C	Change of Status Form	85
D	Student Address & Course Confirmation Form	87
E	Second-Hand Book/Tools/Equipment Receipt Form	88
F	Purchase Request Form	89
G	NG Education Division & Travel Contact Information	90
H	Student Travel Request Form & Disclaimer	91
I	Living Allowance & Rental Support Rates	93
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K	EI Claimant Reporting Instructions	98
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AA	Sharon Baikie Memorial Scholarship Application	122
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**Deadline Dates**

	<b>A</b> University/College non trades				<b>B</b> Trades, ABE and Straight through programs			<b>C</b> Self-paced (Athabasca, Flight school, real-estate licensing)		
Applications	<b>Fall</b> Mar 1	<b>Winter</b> Nov 1	<b>I/S/S</b> Feb 1		<b>Fall</b> March 1	<b>Winter</b> Nov 1	<b>I/S/S</b> 4 weeks before start date	<b>Fall</b> March 1	<b>Winter</b> Nov 1	<b>I/S/S</b> 4 weeks before start date
Renewals	<b>Fall</b> Mar. 15	<b>Winter</b> Nov 15	<b>I/S/S</b> Feb 15		None required			Annual renewal March 1 with course plan for year.		
SACC/Residence Account Summary	<b>Fall</b> Sep 10	<b>Winter</b> Jan 10	<b>I/Sp</b> May 10	<b>Sum</b> July 10	Within 7 days of start date <b>AND</b> any address or course changes as they arise.			Within 7 days of start date <b>AND</b> any address or course changes as they arise.		
Marks/Progress report	<b>Fall</b> Jan 10	<b>Winter</b> April 30	<b>I/SP</b> June 30	<b>Sum</b> Sept 10	Fall: Jan 10 End of Program: within 15 calendar days of the end of program (or last day of exams).			Individualized progress reports scheduled with Jerry.  Submit any new marks at this time.		
Book/Tools/ Equipment Reimbursement	<b>Fall</b> Feb 15	<b>Winter</b> June 15	<b>I/S/S</b> Case by case		No later than 45 calendar days after purchase date. Anything received after this will not be reimbursed.			Within 45 calendar days after purchase.		
	*nothing past 45 calendar days after purchase									
Rent	Can be submitted at any time, however support will cover from date application received onward only.				Can be submitted at any time, however support will cover from date application received onward only.			Can be submitted at any time, however support will cover from date application received onward only.		
Full Program Schedule	N/A				Submit with first SACC			Submit with first SACC		
Mandatory Monthly Check-in	N/A				N/A			Send to Jerry by end of each month.		

Revised June 2024

**Renewal Form**

Student Name: _____ Student #: _____ <b>Living Arrangements (while in training):</b> Check <b>one</b> box per semester: <input type="checkbox"/> renting/boarded <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: _____ Primary Phone #: (____) _____
--	---

<b>Status</b> (Check all that apply to you)		
<input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>PhD/Masters</b> (Course outline required) <input type="checkbox"/> <b>Flight school</b> (Course outline required)		
<input type="checkbox"/> <b>Self-paced</b> (Asynchronous, course outline req'd) <input type="checkbox"/> <b>Self-paced</b> (Synchronous. Athabasca U or similar, course outline req'd)		
# of courses _____ (if applicable)	# in-person _____	# online _____
<input type="checkbox"/> <b>This is a paid work term</b> <input type="checkbox"/> <b>This is an unpaid work term</b> <input type="checkbox"/> <b>This is not a work term</b>		
*A confirmation of work term stating: Start/end date, salary, location must be send to <a href="mailto:education@nunatsiavut.com">education@nunatsiavut.com</a>		

<b>Semester Entering (please check one):</b> <i>If renewing for more than one semester, please send in separate renewal forms.</i>		
<input type="checkbox"/> <b>Fall</b> (Sept-Dec) <input type="checkbox"/> <b>Winter</b> (Jan-Apr) <input type="checkbox"/> <b>Spring</b> (May-Aug) <input type="checkbox"/> <b>Intersession</b> (May-Jun) <input type="checkbox"/> <b>Summer</b> (Jul-Aug)		
<input type="checkbox"/> <b>Self-paced/PhD/Masters:</b> ____/____/____ to ____/____/____ <i>(Periodic progress updates required)</i> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Day</span> <span>Month</span> <span>Year</span> <span>Day</span> <span>Month</span> <span>Year</span> </div>		
<b>REMINDER: Verification of Enrollment required when submitting SACC for Intersession and Summer.</b>		

Textbook advance needed? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> if yes, amount requesting (up to \$500): _____
--

Are you due to graduate at the end of this semester/term? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> if yes, when? _____
--

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: \_\_\_\_/\_\_\_\_/\_\_\_\_  

Day Month Year

Verified by: _____	Date: _____
SVF Sent by: _____	Date: _____
Notes: _____ _____ _____	
Revised June 2024	



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



**Change of Status Form**

\*Student Name: \_\_\_\_\_ \*Program: \_\_\_\_\_  
 \*Student #: \_\_\_\_\_ \*Institution: \_\_\_\_\_  
 \*Primary Email Address: \_\_\_\_\_ \*Phone #: \_\_\_\_\_

**Marital Status Change:**

The marital status on my original application was:

Single       Married       Divorced       Separated       Common-Law       Widowed

Please change to (please submit copy of marriage certificate if applicable):

Single     Married     Divorced     Separated     Common-Law # of years: \_\_\_\_     Widowed

---

**Change in Dependents:**

Please **add**: \_\_\_\_\_ as my spouse      Date of Birth: \_\_\_\_\_

And/or \_\_\_\_\_ as my dependent      Date of Birth: \_\_\_\_\_

Additional Dependents (if applicable): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\*NOTE: If adding a spouse or additional dependent(s), please **also** submit a new Applicant Declaration.

**Please remove:**

\_\_\_\_\_ as my spouse.

The following as my dependent: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Additional Dependents (if applicable): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse is also funded by the Nunatsiavut Government-Education Division:     Yes     No

**Change in Address/Home Community**

Original Address on application: \_\_\_\_\_

New address: \_\_\_\_\_

**Name Change:**

Original name on application: \_\_\_\_\_

Change to: \_\_\_\_\_

Proof of name change attached:  Yes  No

---

**Program of Studies/Courses Change:**

Please change:  # of courses from: \_\_\_\_\_ to \_\_\_\_\_

funding status from:  Full-time to  Part-time  
 \*\*Part-time to  Full-time

funding status from:  Full-time in-person to  Full-time online  
 Full-time online to  Full-time in-person

Program within the same Institution from: \_\_\_\_\_ to \_\_\_\_\_

\*\*Institutions: From \_\_\_\_\_ to \_\_\_\_\_

Location under the same Institution from: \_\_\_\_\_ to \_\_\_\_\_

\*\*If changing from part-time to full-time studies or changing institutions, please submit a new application for funding (Sections A&B only) with this form.

**\*Student Signature:** \_\_\_\_\_

**\*Date:** \_\_\_\_\_

**Verified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised June 2024

## Student Address & Course Confirmation (SACC) Form

**\*\*Must be submitted after classes have started\*\* All areas of this form must be completed\*\***

Student Name: _____ Student #: _____ <u>Living Arrangements while in training:</u> Check <b>one</b> box: <input type="checkbox"/> Renting/boarding <input type="checkbox"/> Living with parents/family <input type="checkbox"/> Campus residence <input type="checkbox"/> Own home Primary Email: _____	Program: _____ Institution: _____ Mailing Address (while in training): _____ _____ City/Town: _____ Province: _____ Postal Code: _____ Primary Phone #: ____ (____) _____
---	--

Year of Study: \_\_\_\_ of \_\_\_\_ (example: in your 2<sup>nd</sup> yr of a 4 yr program) \*Term start and end dates are required\*

Term Start: \_\_\_\_/\_\_\_\_/\_\_\_\_ Term end: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year Day Month Year

**Status** (Check all that apply to you)

**Full-time**  
  **Part-time**  
  **PhD/Masters** (Course outline required)  
  **Flight school** (Course outline required)  
 **Self-paced** (Asynchronous, course outline required)  
  **Self-paced** (Synchronous. Athabasca U or similar, course outline required)

**NOTE: Verification of Enrollment required when submitting SACC for Intersession and Summer**

**Course Confirmation** \*If you are in a registered for more than 7 courses, please attach a full course list.

Course Name	Course Code	Credit Value	On Campus	Online
CHEM	2400	3		yes

Current Semester: (Check the box for the semester you are currently in)

Fall (Sept-Dec)  
  Winter (Jan-Apr)  
  Spring (May-Aug)  
  Intersession (May-Jun) VOE req'd  
  Summer (Jul-Aug) VOE req'd  
 This is a paid work term  
  This is an unpaid work term (must forward proof of work term to [education@nunatsiavut.com](mailto:education@nunatsiavut.com))  
 Self-paced/PhD/Masters: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (Periodic progress updates with the Education Division is required)  
Day Month Year Day Month Year

Why is a SACC important? ANS: All information in this document is important for your file with the E.D. *Course Confirmation* assists in identifying your FT/PT status, or the need to communicate with an academic advisor or to submit supporting documents. Your *Status* helps to identify your direction with the E.D.; what supports your sponsorship can cover and what other information is required from you. *Y.o.S, Start/End dates* confirm the period your supports can be given, and if you are required to make changes to your program of choice. This form tells the E.D. that you have started classes, therefore cannot be submitted before classes have started.

**\*\*Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Office Use Only:</b> Verified By: _____ Date: ____/____/____ Received: ____/____/____ Notes: _____	Revised June 2024
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**Nunatsiavut Government – EDUCATION DIVISION**  
 P.O. Box 116 Makkovik, NL A0P 1J0 Telephone: (709) 923-2105  
 Email: [education@nunatsiavut.com](mailto:education@nunatsiavut.com) Toll Free: 1-877-923-2171  
 Website: www.Nunatsiavut.com Fax: (709) 923-2347



### Second-Hand Book/Tool/Equipment Receipt

**Student Information:**

**Seller's Information:**

Name:	Name:
Address:	Address:
City/Town:	City/Town:
Postal Code:	Postal Code:
Email:	Email:
Phone #:	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: \_\_\_\_\_

(\*or attach e-mail from seller as proof of payment)

**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

Revised June 2024

**Purchase Request Form**

**ONLY COMPLETE IF YOU NEED US TO PURCHASE ITEMS. DO NOT USE FOR REIMBURSEMENTS.**

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

\*Student Signature : \_\_\_\_\_ 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.

### Staff Contact Information

#### **Makkovik Administering Office Staff**

P.O. Box 116 Makkovik, NL A0P 1J0  
Phone: (709) 923-2105 Ext. 204 Toll Free: 1-866-923-2171 Ext.. 204 Fax: (709) 923-2347  
E-mail: [education@nunatsiavut.com](mailto:education@nunatsiavut.com)

**Jodie Lane** – Director of Education

[jodie.lane@nunatsiavut.com](mailto:jodie.lane@nunatsiavut.com)

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

[tracy.evans-rice@nunatsiavut.com](mailto:tracy.evans-rice@nunatsiavut.com)

**Roxanne Nochasak** – Asst. Director, Secondary Education

[roxanne.nochasak@nunatsiavut.com](mailto:roxanne.nochasak@nunatsiavut.com)

**Vacant** – Financial Manager

**Michelle Dyson** – Internship Placement &  
Partnership Coordinator

[michelle.dyson@nunatsiavut.com](mailto:michelle.dyson@nunatsiavut.com)

**Jerry Nochasak** – Post-Secondary Student Counsellor

[jerry.nochasak@nunatsiavut.com](mailto:jerry.nochasak@nunatsiavut.com)

**Meagan Green** – Student Liaison

[meagan.green@nunatsiavut.com](mailto:meagan.green@nunatsiavut.com)

**Kerry Mitchell** – Student Supports Coordinator

[kerry.mitchell@nunatsiavut.com](mailto:kerry.mitchell@nunatsiavut.com)

**Amalia McNeill** – Education Advisor

[amalia.mcneill@nunatsiavut.com](mailto:amalia.mcneill@nunatsiavut.com)

**Christine Nochasak** – Inuktitut Curriculum Advisor

[christine.nochasak@nunatsiavut.com](mailto:christine.nochasak@nunatsiavut.com)

**Ruth Broomfield** – Accounting Clerk II

[ruth.broomfield@nunatsiavut.com](mailto:ruth.broomfield@nunatsiavut.com)

**Ocean Lane** – Accounting Clerk II

[ocean.lane@nunatsiavut.com](mailto:ocean.lane@nunatsiavut.com)

**Abby Ford** – Secretary/Receptionist

[abby.ford@nunatsiavut.com](mailto:abby.ford@nunatsiavut.com)

#### **Facebook Accounts**

**NG Post-Secondary Counsellor**

**Nunatsiavut Edu Counsellor**

#### **Facebook Page**

**Nunatsiavut Government Education Division**

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#### **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](mailto:jeff@mokamitravel.com)

Betty Ann Norman: [bettyann@mokamitravel.com](mailto:bettyann@mokamitravel.com)

Dawn Penton: [dawn@mokamitravel.com](mailto:dawn@mokamitravel.com)

Revised June 2024

**Student Travel Request Form (must submit both pages)**  
**NOT REQUIRED FOR REGULAR AIR TRAVEL AT BEGINNING AND END OF SEMESTER**

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

- Purpose of Travel:**
- |   |   |
|---|---|
| <input type="checkbox"/> Required travel for Online studies | <input type="checkbox"/> Alternate Mode of Transportation                                 |
| <input type="checkbox"/> Graduation                         | <input type="checkbox"/> Graduation Guest   |
| <input type="checkbox"/> Work Term                          | <input type="checkbox"/> Short Course   |
| <input type="checkbox"/> Orientation Chaperone              | <input type="checkbox"/> Extra Trip   |
| <input type="checkbox"/> Licensing/Certification Exam       | <input type="checkbox"/> Childcare Provider   |
| <input type="checkbox"/> Early Departure                    | <input type="checkbox"/> Alternate Travel Time (may include Childcare Provider or Spouse) |

**NOTE:** If I will be traveling by \_\_\_\_\_ instead of by airline, 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.

**If this form is not received a minimum of 4 weeks prior to requested travel, you will be required to cover all costs up front and submit receipts for reimbursement (\*not applicable to beginning/end of semester travel).**

**\*REQUIRED FOR ALL TRAVEL**

Travelling from: _____	Travelling to: _____
Departure Date: _____	Return Date: _____
Mode of Transportation: _____	# of people traveling: _____
Accommodations (if applicable): <input type="checkbox"/> Private <input type="checkbox"/> Hotel	

**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

**\*Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GUEST INFORMATION**

Graduation Guest     Orientation Chaperone Information (if applicable):     Childcare Provider     Spouse/Dependent

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Phone #: \_\_\_\_\_

All Travelling from: \_\_\_\_\_  
Departure Date: \_\_\_\_\_  
Mode of Transportation: \_\_\_\_\_

Travelling to: \_\_\_\_\_  
Return 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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised June 2024

### 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	Maximum 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 income<sup>3</sup> was:
    - (1) less than the student's basic personal amount<sup>4</sup>; 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.
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

<sup>3</sup> 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.

<sup>4</sup> 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.

months. This includes any period the student and the common-law partner were separated for less than 90 days because of a breakdown in the relationship.

3. **Spouse** means a person to whom the student is legally married.

**Dependents**

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

---

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

---

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

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

---

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

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

\_\_\_\_\_

Name of dependent

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

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

---

---

---



---

Name of dependent

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

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

---

---

---

---

Name of dependent

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

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

---

---

---

---

Name of dependent

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

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

---

---

---

---

Name of dependent

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

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

---

---

---

---

Name of dependent

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

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

---

---

---

Name of dependent

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreements**

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

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

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

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

DECLARED at \_\_\_\_\_  
Community

in the Province of \_\_\_\_\_  
Province

this \_\_\_\_\_ day of \_\_\_\_\_  
Day Month

A.D. \_\_\_\_\_, before me:  
Year

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Beneficiary Number

\_\_\_\_\_  
Date

### 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 x204.

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.

**NOTE: We are not authorized to contact Service Canada on your behalf. Any inquiries re. your claim have to be made by you.**

**However, if Service Canada calls us directly, after receiving permission from you, we can discuss your file with them.**



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



**Rental/Mortgage Support Request Form**

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

Is this the same address as last semester?  Yes  No  
 Will you be claiming Set-Up Allowance?  Yes  No

Do you have a **spouse**?  Yes  No Will they reside with you while you are in training?  Yes  No  
 Are they funded by the NG Education Division Funding Program?  Yes  No  
 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 you have additional **roommates** while you are in training (not spouse/dependents)?  Yes  No  
 Please list roommates (if applicable):  
 (1) \_\_\_\_\_ (2) \_\_\_\_\_  
 (3) \_\_\_\_\_ (4) \_\_\_\_\_

Total Rent/Mortgage Costs per month: \_\_\_\_\_  
 Your share of the Rent/Mortgage: \_\_\_\_\_  
**Attached Required Documents:**  Full rental agreement/lease  Rental Agreement Letter  Student Occupancy Agreement (for campus apartments only)  
 Lease Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**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.**

\*Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For office use only:</b>	
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: _____
<b>Extension approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>From:</b> _____ <b>to</b> _____	
<b>Signature:</b> _____	<b>Date:</b> _____
<b>Financial:</b>	
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	Revised June 2024

**Living Away from Home Allowance Request Form**

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

\*Student 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.**

<b>For office use only:</b>	
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 _____
Signature: _____	Date: _____
<b>Financial:</b>	
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	Revised June 2024

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

<b>Levels of Assistance</b>	<b>Maximum Bi-weekly Rates</b>
<b>NL Registered Daycare rates based on \$20/day/child (80% of actual cost)</b>	
Student with one child	\$200
With 2 children	\$400
With 3 or more children	TBD
<b>Registered Daycares outside of NL based on 80% of actual daily rate per child</b>	Varies
<b>Private Babysitter based on going rate of \$50/day for one child &amp; \$30/day for additional child</b>	
Student with one child	\$500
With 2 children	\$800
With 3 children	\$1100
<b>Private After School Care based on \$15/day for one child &amp; \$25/day for 2 or more children</b>	
Student with one child	\$150
With 2 children or more	\$250
<b>Registered After School Programs based on 80% of actual daily rate per child</b>	Varies

**Childcare Request Form**

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

I am requesting bi-weekly 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: _____ / _____ / _____
Day      Month      Year	Day      Month      Year
Rate per day: _____ X # of Days: _____ = Total bi-weekly amount: _____	
<p><b>I understand that the total amount claimed may not be the amount that will be reimbursed due to set rates by the NG Education Division.</b></p>	
Initials: _____	

**Child 2:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Type of childcare requested:  
 Registered Daycare    Private babysitter    Afterschool Care  
Name of Provider: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_

Dates:  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year Day Month Year

Rate per day: \_\_\_\_\_ X # of Days: \_\_\_\_\_ = Total bi-weekly amount: \_\_\_\_\_

**I understand that the total amount claimed may not be the amount that will be reimbursed due to set rates by the NG Education Division.** Initials: \_\_\_\_\_

**Child 3:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Type of childcare requested:  
 Registered Daycare    Private babysitter    Afterschool Care  
Name of Provider: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_

Dates:  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year Day Month Year

Rate per day: \_\_\_\_\_ X # of Days: \_\_\_\_\_ = Total bi-weekly amount: \_\_\_\_\_

**I understand that the total amount claimed may not be the amount that will be reimbursed due to set rates by the NG Education Division.** Initials: \_\_\_\_\_

If requesting childcare for more than three children please contact: [education@nunatsiavut.com](mailto:education@nunatsiavut.com)



**Conditions:**

1. It is the Student’s responsibility to ensure the information provided on this request is accurate and will submit a new request if the information changes at anytime.
2. It is the Student’s responsibility to make childcare payments.
3. The Childcare Provider must be age of majority and CANNOT be a minor dependent of the student.
4. Childcare payments will be issued on a bi-weekly basis based on approval date. This support cannot be claimed retroactively. All fee’s incurred before this support is approved is the responsibility of the student.
5. This support can be held if required information/documents have not been provided to the Education Division – See the Student Handbook for more details.
6. It is the student’s responsibility to provide proof of registration/fees for registered daycares and afterschool care.
7. The Student is responsible for fees beyond the end of the Academic Year.

I \_\_\_\_\_ have read and agree to the conditions of this support and understand that I will  
Name

refer to the Student Handbook if needed.

\*Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day Month Year

Private Childcare Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day Month Year

Private Childcare Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day Month Year

<p><b>For Office Use Only:</b> <b>Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No      <b>Verified on Applicant Declaration:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Dates Covered From:</b> _____/_____/_____ <b>To:</b> _____/_____/_____ Day Month Year      Day Month Year <b>Amount Approved:</b> \$ _____ <b>Approved By:</b> _____ <b>Date:</b> _____ <b>Entered By:</b> _____ <b>Date:</b> _____ <b>Extension approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No      <b>From:</b> _____ <b>to</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____ <b>Funding Allocation:</b>   <input type="checkbox"/> PSSSP   <input type="checkbox"/> ISETP (<input type="checkbox"/> EI <input type="checkbox"/> CRF)   <input type="checkbox"/> IPSE <b>Revised June 2024</b></p>
---

**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. The student will assume full ownership of the equipment once purchased and it is theirs to keep. Should they discontinue from their program, they will not be required to return the equipment, however, if they return to complete the same program in the future, they will not be entitled to any further Technical Allowance.
9. If the purchase of the equipment exceeds the amount allowable, the student will be responsible for any extra costs.

**\*REQUIRED**

Equipment Description:

	Serial #: _____
	Serial #: _____
	Serial #: _____

**Technical Equipment Loan-to-Own Agreement (p. 2 of 2)**

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

I understand that the full purchase amount will come off of the total allowable for my:  
 Safety Supplies                       Tools/Equipment Allowance                       Technical Allowance

\*Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Verified by:</b> _____ <b>Date:</b> _____
<b>Notes:</b>
_____
_____
_____
_____

Revised June 2024

**Disability Support Request Form**

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

<b>Assessment:</b> Complete the following if you require an assessment	
Type of Assessment: _____	Assessment Cost: _____
Assessment Provider: _____	
Location: _____	Is travel required? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Equipment:</b>
<input type="checkbox"/> Computer <input type="checkbox"/> Computer related <input type="checkbox"/> Assistive Software <input type="checkbox"/> Technical Aids <input type="checkbox"/> Other Specify: _____

<b>In-Person Support:</b>
<input type="checkbox"/> Education Assistant <input type="checkbox"/> Note Taker <input type="checkbox"/> Tutor <input type="checkbox"/> Interpreter (Specify need): _____ <input type="checkbox"/> 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 <b>one</b> box per semester:	Mailing Address (while in training):
<input type="checkbox"/> renting/boarding	_____
<input type="checkbox"/> living with parents	City/Town: _____
<input type="checkbox"/> campus residence	Province: _____
<input type="checkbox"/> own home	Postal Code: _____
Primary Email: _____	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.
- I have a tutor who is employed by my institution (no resume required).

\*Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office use only:**

Documents Received:     Yes  No      Approved:     Yes  No

Approved by: \_\_\_\_\_      Date: \_\_\_\_\_

Funding Allocation:     PSSSP    ISETP ( EI  CRF)    IPSE

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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



**Bi-weekly Tutoring Claim Form**

Student Name: \_\_\_\_\_ Tutor's Name: \_\_\_\_\_  
 Student Address: \_\_\_\_\_ Tutor Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 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)**

<b>For Office Use Only:</b>	<b>Invoice #:</b> _____
<b>Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Amount Approved:</b> _____	
<b>Approved by:</b> _____	<b>Date:</b> _____
<b>Entered by:</b> _____	<b>Date:</b> _____
<b>Funding Allocation:</b> <input type="checkbox"/> PSSSP <input type="checkbox"/> ISETP ( <input type="checkbox"/> EI <input type="checkbox"/> CRF) <input type="checkbox"/> IPSE	<b>Revised June 2024</b>

**Commuting Allowance Request Form**

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_  
 Institution: \_\_\_\_\_ Program: \_\_\_\_\_  
 Street address while in training: \_\_\_\_\_ Institution Street Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

This is to confirm that I will be commuting a minimum of 15km each way per day from my place of residence to my institution to attend training or an alternate location for a required work term. I have attached a copy of my schedule for this semester:

- Fall Semester     Winter Semester     Spring Semester     Intersession     Summer Semester  
 Work Term     Other    Start: \_\_\_\_\_ End: \_\_\_\_\_

**Supporting Documents Attached** (check all that apply):

- Current Class Schedule     Documentation from institution for any required classes not included on class schedule

\*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    Revised June 2024





**Nunatsiavut Government – EDUCATION DIVISION**  
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 Website: www.Nunatsiavut.com Fax: (709) 923-2347



**Application for Job Start Support Assistance**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Social Insurance Number (SIN): \_\_\_\_\_

Beneficiary Number: \_\_\_\_\_ Date of Birth (M/D/Y): \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: Male\_\_\_\_ Female\_\_\_\_ Other \_\_\_\_ Marital Status: Single\_\_\_\_ Married\_\_\_\_

Common-Law\_\_\_\_ Other \_\_\_\_

Telephone #: \_\_\_\_\_ Message # : \_\_\_\_\_

Are you currently EI eligible? YES\_\_\_\_ NO\_\_\_\_ Have you applied for EI? YES\_\_\_\_ NO\_\_\_\_

Are you currently receiving EI benefits? YES\_\_\_\_ NO\_\_\_\_

Social Assistance Recipient? YES\_\_\_\_ NO\_\_\_\_ Other: YES\_\_\_\_ NO\_\_\_\_

**Job Start Support Assistance is only provided to beneficiaries who have permanent employment guaranteed once these Job Start Supports are in place. Please provide Employer Information for verification.**

**Employer Information**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address of Employer: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date of Employment: \_\_\_\_\_

List of Assistance requesting: ex. Tools, safety supplies, air travel, medical, etc.

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Estimated cost for assistance: \$ \_\_\_\_\_

**Please provide Proof of Estimate**

**IN ORDER TO BE ELIGIBLE FOR ASSISTANCE UNDER THIS PROGRAM, I UNDERSTAND, I MUST BE CURRENTLY UNEMPLOYED AND MUST PROVIDE PROOF OF OFFER OF FULL TIME PERMANENT EMPLOYMENT.**

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

I hereby grant permission to employees of Nunatsiavut Government – Education Division (**1190000 Inuit – Makkovik ISETP**) to **exchange/receive** information pertaining to my file to/from the following:

- Nunatsiavut Government – Education Division
- Nunatsiavut Government
- Department of Immigration, Skills & Labour (Income Support & Financial Services)
- Employment Assistance Offices/Employment Services
- Accountability and Resource Management System (ARMS)
- Employers/businesses
- EIBIS

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

I certify that the information given is true and complete. I understand it will be shared with and may be subject to verification by Service Canada, its representative or ISETP provider. Information given will be entered into the Nunatsiavut Government – Education Division ARMS Database. I agree that I may be contacted by the Nunatsiavut Government-Education Division for any employment & training opportunities.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Nunatsiavut Government – EDUCATION DIVISION**

P.O. Box 116 Makkovik, NL A0P 1J0  
Email: [education@nunatsiavut.com](mailto:education@nunatsiavut.com)  
Website: [www.Nunatsiavut.com](http://www.Nunatsiavut.com)

Telephone: (709) 923-2105  
Toll Free: 1-877-923-2171  
Fax: (709) 923-2347



### Application for Mobility Assistance

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Social Insurance Number (SIN): \_\_\_\_\_

Beneficiary Number: \_\_\_\_\_ Date of Birth (M/D/Y): \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: Male \_\_\_\_ Female \_\_\_\_ Other \_\_\_\_ Marital Status: Single \_\_\_\_ Married \_\_\_\_  
Common-Law \_\_\_\_ Other \_\_\_\_

Telephone # : \_\_\_\_\_ Message # : \_\_\_\_\_

Are you currently EI eligible? YES \_\_\_\_ NO \_\_\_\_ Have you applied for EI? YES \_\_\_\_ NO \_\_\_\_

Are you currently receiving EI benefits? YES \_\_\_\_ NO \_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you received EI benefits in the last three years? YES \_\_\_\_ NO \_\_\_\_

Social Assistance Recipient? YES \_\_\_\_ NO \_\_\_\_ Other: YES \_\_\_\_ NO \_\_\_\_

### Employer Information

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address of Employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date of Employment: \_\_\_\_\_

## Travel Details & Costs

Travel from: \_\_\_\_\_ to: \_\_\_\_\_

Mode of transportation: \_\_\_\_\_

Will your spouse/dependents be travelling with you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of people traveling (including yourself): \_\_\_\_\_

Please list people traveling and relationship: (if applicable)

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Estimated cost for requested travel: \$ \_\_\_\_\_ (Please provide proof of estimate)

**IN ORDER TO BE ELIGIBLE FOR ASSISTANCE UNDER THIS PROGRAM, I UNDERSTAND, I MUST BE CURRENTLY UNEMPLOYED AND MUST PROVIDE PROOF OF OFFER OF FULL TIME PERMANENT EMPLOYMENT.**

I understand that any and all personal information collected by the NG Education Division will be used for educational/employment related purposes only.

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

- Nunatsiavut Government
- Department of Advanced Education & Skills (Income Support & Financial Services)
- Employment Assistance Offices/Employment Services
- Accountability and Resource Management System (ARMS)
- Employers/businesses

I hereby agree to allow and comply with follow up telephone calls &/or emails from the NG Education Division.

I certify that the information given is true and complete. I understand it will be shared with and may be subject to verification by Service Canada, its representative or ISETP provider. Information given will be entered into NG Education Division's ARMS Database. I agree that I may be contacted by the NG Education Division for any employment & training opportunities.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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## Work Experience Program Application Form

### Applicant Information:

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_

By checking here, this indicates all work areas associated with this work experience meet Occupational Health & Safety (OH&S) regulations.

### Client Information:

Client Name: \_\_\_\_\_ SIN: \_\_\_\_\_

Beneficiary #: \_\_\_\_\_ Date of Birth (M/D/Y): \_\_/\_\_/\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone #: \_\_\_\_\_

(if client isn't known at the time, leave section blank and provide name once selected)

### Job Description & Budget Breakdown:

Job Title: \_\_\_\_\_

Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed Start Date:** \_\_\_\_\_ **Proposed End Date:** \_\_\_\_\_

**Budget Breakdown**

Wages per hour: \_\_\_\_\_

# of hours per week: \_\_\_\_\_

# of weeks for subsidy: \_\_\_\_\_  
(Maximum 16 weeks)

Subtotal: \_\_\_\_\_

MERC (Subtotal X 11.45%): \_\_\_\_\_

**TOTAL AMOUNT:** \_\_\_\_\_

Please attach a detailed proposal letter with your application requesting assistance (background of employer/business, more information on requirements and details as to why this client was chosen, and information on commitment as to continued employment upon completion of work experience portion) & client's resume.

Attention to: Michelle Dyson  
Internship Placement & Partnership Coordinator

Nunatsiavut Government – Education Division  
P.O. Box 116  
Makkovik, NL  
AOP 1J0  
[michelle.dyson@nunatsiavut.com](mailto:michelle.dyson@nunatsiavut.com)

**For office use only:**

**Approved:**  Yes  No

**Amount Approved:** \_\_\_\_\_

**Start date of program:** \_\_\_\_\_

**End date of program:** \_\_\_\_\_

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

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Discontinuation/Break In Studies Form**

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Institution: \_\_\_\_\_ Program: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of discontinuation: \_\_\_\_\_

Reason for Discontinuing/Break in Studies (please provide brief description):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Return Date (if known): \_\_\_\_\_

\*Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

**Documents Required Upon Return:**  Renewal  New Application

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revised June 2024

### Graduate Release Form

I, \_\_\_\_\_, hereby authorize the Nunatsiavut Government-Education Division to release the following information for potential employment and promotional purposes, as well as, the release of my picture and graduate information for the Nunatsiavut Government – Education Division Graduate album. This authorization shall remain in effect until I notify the Nunatsiavut Government otherwise.

Personal Information:
Name: _____
Current Mailing Address: _____ _____ _____
Current phone number: _____
Alternate phone number: _____
Email: _____

### Graduate Information:

List below your program of studies and applicable information. Space is available if you have completed more than one program of studies.

Program of Studies (Include Major/Minor, if applicable)	Award (Ex: Certificate, Diploma, Degree, other)	Institution	Date of Graduation

\*Graduate Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Scholarship Application

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Program: \_\_\_\_\_  
Academic Year: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Scholarship that you are applying for and your academic average (numerical grade) over two semesters:

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Academic Achievement – Preparatory                       | Average Grade: _____ |
| <input type="checkbox"/> Academic Achievement – College/Trade/Certificate/Diploma | Average Grade: _____ |
| <input type="checkbox"/> Academic Achievement – Undergraduate Degree              | Average Grade: _____ |
| <input type="checkbox"/> Academic Achievement – Masters/Doctoral Degree           | Average Grade: _____ |
| <input type="checkbox"/> Nunatsiavut Government Specified Program                 | Average Grade: _____ |
| <input type="checkbox"/> Special Performance Award                                | Average Grade: _____ |

**For Special Performance Award ONLY**

Please indicate reasons why you should be considered for a Special Performance Award. Reasons can include barriers that you have overcome, successes you have achieved under stressful circumstances, etc. (Please use additional paper if required).

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**THE SHARON BAIKIE MEMORIAL SCHOLARSHIP  
ELIGIBILITY CRITERIA**

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 having met all the criteria. Therefore, this award may not be issued each year.

The Sharon Baikie Memorial Scholarship will be awarded to:

- A full-time post secondary student, who is a beneficiary under the Labrador Inuit Land Claims Agreement;

AND

- has successfully completed at least one full term of a one-year minimum program of post secondary studies, and is continuing in his/her studies on a full-time basis;

AND

- has displayed leadership qualities and who have promoted and strived for the retention of his/her culture and language;

AND

- has been involved in organizing and participating in school and community activities, such as recreation committees, youth groups, sports events, student council, etc.

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

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

Preference will be given to residents of Rigolet.

**Deadline for applications each year is March 1st.**

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

Jodie Lane

[jodie\\_lane@nunatsiavut.com](mailto:jodie_lane@nunatsiavut.com)

Fax: (709) 923-2347

# THE SHARON BAIKIE MEMORIAL SCHOLARSHIP APPLICATION

Name: \_\_\_\_\_

Beneficiary #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

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):

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\_\_\_\_\_  
\*Student 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 #: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Current Institution: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Summary of School/Community Service Activities:

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

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\_\_\_\_\_  
\*Student Signature

\_\_\_\_\_  
Date

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

