

NUNATSIAVUT GOVERNMENT



EDUCATION DIVISION

Student Handbook

5th Edition August 2023

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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 will have one application form. We are aiming to make a more streamlined approach to administration.

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

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

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

How to reach the Education Division Staff

education@nunatsiavut.com

Makkovik Office

Phone: (709) 923-2105 x204

Toll Free: 1-877-923-2171

Fax: (709) 923-2347

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Makkovik

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Local:

(709) 896-2477

After Hours/Emergency Line: (709) 897-5525**BettyAnn Norman****Jeff Hollett**bettyann@mokamitravel.comjeff@mokamitravel.com

PART I: Definitions and Terminology

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

Academic Year – defined by the Post-Secondary Institution, and may vary by program.

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

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

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

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

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

Dependent:

- a) A person who satisfies **all** the following criteria:
 - i) lives in a household maintained by the student;
 - ii) who is wholly financially dependent on support of the student; and
 - iii) whose net income¹ was:
 - (1) less than the student's basic personal amount²; or
 - (2) if the Dependent qualifies under section 1b)i)(3) of this Declaration, less than the student's basic personal amount plus \$2,273;
- b) and that person must be **one** of the following:
 - i) the student's child, grandchild, brother, or sister, by blood, marriage, common-law partnership, or adoption, and who is:
 - (1) the age of 19 years or younger; or
 - (2) over the age of 19 years and is attending high school as a full time student; or
 - (3) over the age of 19 years and is wholly financial dependent on the student by reason of mental or physical disability;but does not include a child placed in a foster home.

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

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

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

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

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

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

Full-Time Sponsored Student – sponsored student under the NG enrolled in Post-Secondary studies on a regular Full-Time basis as defined by the Post-Secondary Institution and program the student is enrolled in. **Full-Time Sponsored Student can have a part-time job (no more than 20 hours/week) but cannot have a full-time job during their studies.**

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

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

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

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

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

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

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

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

Semester – part of an Academic Year as defined by the Post-Secondary Institution, usually about four months in duration. Fall semester (September – December), Winter Semester (January – April), and Spring Semester (May – August).

Session – part of an Academic Year as defined by the Post-Secondary Institution, usually about 6-8 weeks in duration. Intersession (May – June) and Summer Session (July – August).

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.

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

PART II: Application Process

***You do not have to be accepted into a program before you apply for funding.**
If you are unsure about going to college/university, etc., apply for funding anyway!

Who can apply?

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

- ☐ Be a Beneficiary of the Labrador Inuit Land Claims Agreement;
- ☐ Reside in Canada;
- ☐ Have been accepted into a recognized Post-Secondary Institution; and
- ☐ Not be employed full-time 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.):

The 3-2-1 Rule

During the application process, a lot of time is spent by staff tracking down missing paperwork and required information from students. Effective immediately, the 3-2-1 Rule will be enacted to ensure students keep in contact with our staff. If information is not received by the specific deadline or after an initial request has been made, there will be:

- 3** e-mails sent out on different days, repeating the original request;
- 2** phone calls (or phone messages left) on different days, repeating the original request; and
- 1** last chance e-mail sent 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 or they will be **REMOVED** from the Applicant List due to Loss of Contact.

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

What kinds of programs are covered?

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

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

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

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

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 (see **APPENDIX A** on page 74);
- Application deadlines:
 - Fall Semester March 1st
 - Winter Semester November 1st
 - Spring Semester/Intersession/Summer Session Case-By-Case
- Once an application is received at the Administering Office, applicants will be sent a receipt of application letter as well as copies of the **required documents** that need to be completed in order to process the application. All documents may be submitted electronically (see **APPENDIX B** on page 77 for deadline dates);
- Applicants who meet the eligibility criteria will be sent conditional acceptance letters .
- Full acceptance for funding will be determined only after **all** required documents are received and the application process has been completed (see table below); and
- Failure to submit required information may result in a voided application.
- **Applications received between July 1st and August 31st, for a Fall Semester start date will be accepted, but will not begin to be processed until September 1st.**

What do we need from you?

	Required Documents	Due date
Step 1	<ul style="list-style-type: none"> ➤ Completed application 	Fall Semester: March 1 st Winter Semester: November 1 st Spring Semester Intersession Case-By-Case Summer Session Continuous Intake Short Programs: 4 weeks before start date
Step 2	<ul style="list-style-type: none"> ➤ Completed Applicant Worksheet ➤ Receipt of application and/or conditional acceptance from the Post-Secondary Institution ➤ Direct Deposit information ➤ Completed Declaration (if claiming dependents) 	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. If you don't submit your documents, you go to the bottom of the list!
Step 3	<ul style="list-style-type: none"> ➤ Information Sessions or Computer-Based Learning Modules ➤ Proof of final acceptance or eligibility to register from Post-Secondary Institution 	These final two pieces of information are required in order to give final approval for funding. 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!

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

Late Applications

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

Late applications:

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

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

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

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:

A	B	C
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

	A University/College non trades			B Trades, ABE and Straight through programs			C Self-paced (Athabasca, Flight school, real-estate licensing)				
Applications	<u>Fall</u> Mar 1	<u>Winter</u> Nov 1	<u>I/S/S</u> Case by case		<u>Fall</u> March 1	<u>Winter</u> Nov 1	<u>I/S/S</u> Case by case		<u>Fall</u> March 1	<u>Winter</u> Nov 1	<u>I/S/S</u> Case by case
Renewals	<u>Fall</u> Mar. 15	<u>Winter</u> Nov 15	<u>I/S/S</u> March 15		None required			Annual renewal March 1 with course plan for year.			
SACC/Residence Account Summary	<u>Fall</u> Sep 10	<u>Winter</u> Jan 10	<u>I/Sp</u> May 10	<u>Sum</u> July 10	Within 7 calendar days of start date AND any address or course changes as they arise.			Within 7 calendar days of start date AND any address or course changes as they arise.			
Marks/Progress report	<u>Fall</u> Jan 10	<u>Winter</u> April 30	<u>I/SP</u> June 30	<u>Sum</u> Sept 10	Same deadline as Column A , but if you don't have courses finished, give update on your courses in progress. Next Submission would be a progress report, including passed courses and new course in progress.			Progress report at every Monthly Check-in. Submit any new marks at this time.			
					<u>Fall</u> Jan 10	<u>Winter</u> April 30	<u>I/SP</u> June 30	<u>Sum</u> Sept 10			
Book/Tools/ Equipment Reimbursement	<u>Fall</u> Feb 15	<u>Winter</u> June 15	<u>I/S/S</u> Case by case		No later than 45 calendar days after completion of program. Anything received after this will not be reimbursed.			Within 30 calendar days of the end of the each fiscal year.			
	*nothing past 45 calendar days after semester										

	A University/College non trades	B Trades, ABE and Straight through programs	C 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 Kerry & Roxanne by end of each month.

Student Address & Course Confirmation (SACC) Form

This form (**see APPENDIX E on page 81**) is **extremely important** and must be sent in to the Administering Office once you start classes (see list of deadline dates in APPENDIX B on page 77) 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 conform that you are eligible for either full-time or part-time funding)

Your SACC cannot be submitted until after your first day of class, but if you don't send it in by the deadline, your file will be placed on hold (see further explanation on page 24) and you will not get paid.

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 enrolled in Masters or PhD programs, a copy of your enrollment verification must be attached to your SACC each time you submit it.

Renewal Procedure

If you want to keep your funding going, you will need to submit a Renewal Form (see **APPENDIX C** on page 78 and only send in your corresponding renewal (A, B, or C)) 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 renewals are not received by January 15th (for Winter), April 15th (Spring/Intercession/Summer) and September 15th (Fall), or 15 days after any other program start date, your name will be removed from the Sponsorship List.**

Renewals may be approved provided the following conditions are met:

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

Break In Studies

If you take a break from your studies for one semester/term, 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 15th, for the semester/term that you are returning.

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

For any break in studies, please make sure you send in a Discontinuation/Break In Studies form (see APPENDIX V on page 105), notify your school, and send us your latest marks.

Official Transcripts/Marks

It is **your responsibility** to make sure that the Administering Office receives a **.pdf or screen shot** (.pdf preferred) of your marks at the end of each Semester/Term, by the applicable deadline date. Attachment **MUST** include: **your name, institution name/logo, semester/term, course and their final grades, and academic standing.**

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, (e.g.: if you are registered in a yearlong course and a grade is not available in December), it is your responsibility to get a written document from your instructor/professor with a mark-to-date in the course.

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

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

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 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.

If your work term is unpaid, you will continue to receive your regular living allowance. If your work term is paid, you WILL NOT receive a living allowance (unless your pay from your placement is lower than our living allowance rate – then we will give you a top-up).

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 I** on page 85) 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.

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 D** on page 79) 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 no where 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.

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. 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.

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

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 the your name and the nature of the request in the subject line.
- Always use the education@nunatsiavut.com e-mail when sending in any requests. This will ensure that it gets to the right person, of 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.

The 3-2-1 Rule

Too much time is spent by staff tracking down missing paperwork and required information from students. Effective immediately, the 3-2-1 Rule will be enacted to ensure students keep in contact with our staff. If information is not received by the specific deadline or after an initial request has been made, there will be:

3 e-mails sent out on different days, repeating the original request;

2 phone calls (or phone messages left) on different days, repeating the original request; and

1 last chance e-mail sent 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 or they will be **REMOVED** from the Sponsorship List due to Loss of Contact.

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
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Department of Health & Social Development NIHB Dental, Vision, Medical Travel, etc.	(709) 896-9750
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Hope for Wellness	1-855-242-3310
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Kids Help Phone	1-800-668-6868
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NL Sexual Assault Crisis & Prevention Centre Crisis Line	1-800-726-2743
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Mental Health Crisis Line	1-888-737-4668 811
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Gambling Help Line	1-888-899-4357
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Smokers Help Line	1-800-363-5864
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LifeWise Peer Support Warm Line	1-855-753-2560
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Notes (for your own comments, questions you need to ask, etc.):

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
Old Supports		
Tuition & Mandatory Fees	√	√
Health & Dental Insurance	√	√
Textbooks	√	√
Equipment/Tools/Supplies	√	√
Travel	√	
Extra Trip	√	
Tutorial Support	√	√
Licensing Exam Fees & Travel	√	√
Bereavement Travel	√	
Excess Baggage	√	
Ground Transportation	√	
New Supports		
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)	√	√

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 E on page 81).** This form must be sent in to the Administering Office once you start classes (see list of deadline dates in APPENDIX B on page 77) 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 other payments, such as reimbursements, **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 Thursday **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 Thursday **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 5th. They have not sent in their renewal (which was due back in November) or their SACC. They have sent in their marks. By January 13th (the Thursday before the next payday – which is on January 19th), 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 13th. Their living allowance will be processed and they will receive their payment on January 19th.

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

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.**

All required documents must also be received before any reimbursements are processed.

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 Thursday **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).

Keep in mind, for all funding related costs, receipts received 45 calendar days after the end of a semester which they apply and beyond, 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)
- Vehicle Insurance/registration
- Airport parking
- Penalties/Fines
- Pet care/travel fees
- Parking passes
- Professional Development courses
- Gym Memberships

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.

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 there is the possibility that there may be payment delays or the exchange rate could impact fees during the actual payment process.

To minimize errors, you may be required to send in your tuition invoice and we send you the payment for you to give to your school. Then, if there is an outstanding balance remaining because the amount changed in the time it took for the payment to be made, you can pay it and send in the receipt for reimbursement.

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.

If you are unable to pay for your textbooks 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. 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.

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:

- 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 F** on page 82) 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.

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 Student Purchase Request Form (see **APPENDIX G** on page 83). Students also have to submit a detailed required supply list noting the mandatory equipment and supplies, a detailed cost breakdown, and a detailed receipt of purchase. This list must be attached to every request for advance and/or reimbursement.

These tools/equipment/supplies are **yours to keep** and use for the duration of your studies and beyond.

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

If you are unable to pay for any equipment or supplies up front, you may contact the Administering Office for a \$500.00 advance. 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 23). 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.

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.

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.

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 H** on page 84 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.

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 (**APPENDIX I** on page 85) 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.

Travel Entitlement

Regular Trip

Standard travel at the beginning and end of each semester/term for students 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.

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 I on page 85).

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 I** on page 85).

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.

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 I** on page 85) 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 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. They 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.

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 I**) at **least 14 days before your departure date**, outlining dates requested for travel as well as who will be traveling with you.

Graduation Travel

Once you have met all your graduation requirements, **and if you have to travel in order to attend your in-person convocation ceremony**, the NG Education Division will pay for return travel for yourself and one guest to attend your convocation. This includes up to two 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 I), 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 page 25).

NG Meal Rates		
Breakfast	Dinner/Lunch	Supper
\$10.00	\$18.00	\$26.00

You will receive your meal money up front for you and your guest (if applicable) prior to your departure. If you are able to cover costs of your hotel or private accommodations up front, you may submit receipts upon return, for reimbursement. If you are unable to cover costs up front, you can contact the Administering Office to request a travel advance. You will need to submit receipts upon return.

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

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

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

Conditions:

- All travel and accommodation arrangements **MUST** be made at least **4 weeks in advance** in order to avoid higher air and hotel fares.
- A guest may travel from a different location than the student 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, 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.

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 I**) **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.

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

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

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

This support may be accessed up to **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.

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.

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 Academic Year and a maximum of \$200.00/person traveling at the end of your Academic Year.

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

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).

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.):

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 J** on page 87). 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 88) before we determine your living allowance rate.

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

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 17 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 44.

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

Employment Insurance (EI)

All students, both Full-Time and Part-Time, who are EI eligible are encouraged to apply for EI and receive benefits while in school.

Applying for EI is solely **your** responsibility. However, if you will be applying for EI benefits, you must notify the Administering Office **immediately** for further instructions. If you are successful in receiving benefits, you can follow the EI Claimant Reporting Instructions found in **APPENDIX L** on page 92.

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 E** on page 81). **This form must be sent in to the Administering Office once you start classes** (see list of deadline dates in **APPENDIX B** on page 77). 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 \$150 bi-weekly. This additional money can be used for your own personal expenses such as toiletries, social activities, etc.
- You will receive your first \$150 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 (C.NA)/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 \$150 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 \$150 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 \$150 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 and offer no options for the weekends, the student can request additional support for meals. 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.

Residence Confirmation Fees

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

The reimbursement for this fee can only be processed in the same fiscal year that you will be funded. So for example, if you paid for your confirmation fee in February, you will get your reimbursement in April.

If you are unable to pay the confirmation fee up front to hold your assigned residence room, you must notify the Administering Office at least **fourteen (14)** days before payment is due and will be given further instructions to set up payment.

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

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

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 M** on page 93) must be completed and submitted by the start of each Academic Year. A copy of the rental agreement and a list of renters/roommates will be required in order to determine your portion of the rental cost. This document **must** be signed and dated by **all** tenants and the landlord. If you have a mortgage, then a copy of your mortgage summary detailing the monthly payment is required.

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

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

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

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 a letter (as noted above) that is signed by the sub letter (you), the sub lessee (the original tenant), and the Landlord. All three signatures have to be notarized, unless being signed and notarized at the same time.

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 is received and cannot be claimed retroactively.

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: Your 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 N** on page 94) must be submitted along with proof of monthly rent/mortgage cost.

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

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

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

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.

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

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 O** on page 95 for rates).

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.

To apply:

- ☐ Childcare Request Form must be completed at the start of **each** academic year (see **APPENDIX P** on page 96);
- ☐ 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 I**) **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 O**.

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.

If you are not be able to purchase your items up front, you may submit a Student Purchase Request Form (see **APPENDIX G** on page 83) 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 Q** on page 98).

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 M).

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

Orientation Chaperone

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

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.

The chaperone must travel with you, and accommodations (hotel or private), meals (at NG rates) and taxi allowance will be provided for the chaperone for a maximum of **3** days 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 34.

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

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

*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 \$200/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. **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.

A Disability Support Request Form (see **APPENDIX R** on page 100) 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 S** on page 102) and once approved, you or the tutor may submit a Tutoring Claim Form (see **APPENDIX T** on page 103) for payment/reimbursement. The following set of guidelines has been established and must be followed by all students.

- Tutoring may be provided for up to 5 hours per week per course;
- All tutors must submit a resume and be approved by the Administering Office;
- You are required to sign only for the amount of time you were tutored;
- If you book a tutoring session but do not attend and payment is issued to the tutor, this amount will be deducted from your next deposit;
- Should long-term tutoring be identified as a need, this may be approved on a case-by-case basis.

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

Commuting Allowance

You may request a commuting allowance, provided that your place of residence (permanent address or address while at school) is 15km or more, one-way, from the Post-Secondary Institution that you are attending in-person (this does not apply to online classes).

You may submit a Commuting Allowance Request Form (see **APPENDIX U** on page 104) 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.

Bus Pass

If you do not have a vehicle, you may purchase a monthly or semester bus pass. Receipts may be sent in for reimbursement.

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.

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

Management of Educational Benefits

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

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

If you receive any money that you are not entitled to, you are required to return these funds immediately. This can be done by sending an EMT to 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.

This image shows a full page of blank, lined paper. It features approximately 28 horizontal black lines spaced evenly across the page, typical of notebook paper. The lines are thin and extend from the left edge to the right edge. There are no margins, text, or other markings on the page.

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 meant that this is the end of the amount of funding you may receive.

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

- If you are entering a program that it is at a higher funding level (see page 10), you can apply immediately for funding for the following semester after you complete your initial program.
- If you wish to apply for a second program at the same funding level or lower funding level, you must wait for a period of three (3) years from the time of graduation before being eligible for additional full-time funding. This requirement **may be waived** should the second program be directly related to first program completed and help make the student more employable. For example, a student who completes a Heavy Equipment Operator program may be approved to enroll in a Crane Operator program without waiting the three years.
- You can apply for part-time funding for any funding level at any time.

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

Part VI: Short Programs

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

Deadline for applications

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

Standard supports

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

Types of Short Programs

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

Short Program Level 1

Duration: 14 days and under

Types of training

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

Specified Supports

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

Short Program Level 2

Duration: 15 days to 6 weeks

Types of training

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

Specified Supports

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

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

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

Short Program Level 3

Duration: 6 weeks + 1 day or longer (determined on a case-by-case basis)

Types of training

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

Specified Supports

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

These supports could include living allowance, rent, childcare, and living away from home allowance. Amounts will be prorated based on the set bi-weekly rates for Full-Time Sponsored Students enrolled in programs longer than 6 weeks in duration.

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

Part VII: Self-Paced Programs

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

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

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

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

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

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 D** on page 79).

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/Break In Studies

If you choose to discontinue your studies you must immediately notify the Administering Office and submit a Discontinuation Form (see **APPENDIX V** on page 105). 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.

If you are just taking some time off and intend to return to studies, please follow these guidelines:

- 1 semester break (not including Intersession/Spring/Summer) – submit a renewal for the following semester (e.g. you take the Winter off, just submit your renewal during the fall semester and indicate you are returning the following Fall semester)
- 2+ semester break (not including Intersession/Spring/Summer) – you will need to send in a new funding application and follow the regular application process again (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).

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.

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

During the Probation Period, you will be expected to bring all of your required workload up to date, attend regularly scheduled classes and labs and write/complete all assignments/reports/papers and exams when due and to maintain a satisfactory level of academic performance. Basically, you must get back on track. You may also be required to check in with our Post-Secondary Student Counsellor from time to time throughout the semester that you are on probation, and this will be laid out for you in your probation letter.

If you **do not** show a noticeable improvement in your academic performance or fail to regain clear standing with your Post-Secondary Institution, you will be placed on **strict probation** for the following semester. The same conditions apply, however the number of times you will be required to check-in will be increased. After your second semester on probation, should your academic status still not improve, you **may** be removed from the Sponsorship List. You will then be required to wait **one full semester** before being eligible to receive funding again.

Once funded again, you will be placed on strict probation upon your return. Hopefully your marks will improve, however should you fail to pass all of your courses again, you **may** be removed a second time from the Sponsorship List and required to wait **two full semesters** before reapplying for funding. **This is a last resort for us and we will work with you to avoid this option.**

If your marks are low enough that you are required by your Post-Secondary Institution to withdraw, you will also be removed from the NG Education Division funding program. Once you have been accepted back into your program or Post-Secondary Institution, you can reapply for funding and will be required to go through the application process again. **Note:** You can apply for funding while you are waiting to hear from your Post-Secondary Institution.

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

This is very doable and most students on probation are back to normal funding conditions after one semester.

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. 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 W** on page 106)

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 X** on page 107.

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 Y** on page 109) 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 Z** on page 110), along with a personal statement detailing how they have met the requirements of this award and why they should receive this award. Each applicant must provide two letters of support: an education reference from an education representative and a personal reference from an individual (non-relative) who is familiar with the applicant's personal character. Both references should be able to verify that the student has met the conditions of this award.

Deadline for applications for all scholarships is March 1st.

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

education@nunatsiavut.com

Fax: (709) 923-2347

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

PART XII: Appeals Process

To ensure fairness and equitable treatment to all students, the NG has an appeal process. If you believe that the NG Education funding guidelines are being unfairly applied to your situation, then you can have access to an appeal hearing.

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

1. Refusal of assistance due to unavailability of funds;
2. Failure to meet conditions of probation after being re-admitted on an appeal except for death in the immediate family, family break-up, or serious illness. These events need to be documented during the period of studies and regular contact has been maintained with NG staff;
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
A0P 1J0

Or emailed to jodie.lane@nunatsiavut.com

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

PART XIII: Appendices

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

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

APPLICATION FOR EDUCATIONAL ASSISTANCE

PERSONAL INFORMATION:

Full Name:		Preferred Name:
Street Address:		Telephone #:
P.O. Box #:		(H): (W):
Current Town/City:		Cell #:
Province:		Home Town/City (if different than current):
Postal Code:	Primary Email address:	
Date of birth:	Gender:	Preferred Pronoun:
D ____ M ____ Y ____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Social Insurance Number:	Beneficiary Number:	
N		
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Common Law # of years: ____ <input type="checkbox"/> Widowed		
Spouse's Name (if applicable):		Spouse's Date of Birth:
Has your spouse applied for or are they currently being funded by the Nunatsiavut Government? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any dependants in your care? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please list dependants names & birthdates:		
Full Name:		Birthdate(DD/MM/YYYY):
# Of People Travelling including yourself (if travel is required): ____		
Next of Kin:		Relationship:
Do you give permission for our Division to speak to this person about your application? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(Please note: We will not speak to anyone else other than yourself if/when you have been accepted for funding)		
Do you consider yourself to have a disability or a barrier to education?		If yes, please indicate:
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> visual <input type="checkbox"/> hearing <input type="checkbox"/> learning disability <input type="checkbox"/> dependant care
		<input type="checkbox"/> transportation <input type="checkbox"/> lack of education <input type="checkbox"/> Code of Conduct
		<input type="checkbox"/> Other _____

EMPLOYMENT INFORMATION**CURRENT EMPLOYMENT STATUS:**

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

Current or Previous Employer: _____

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

Reason for Leaving (if applicable): _____

EMPLOYMENT DETAILS WHILE IN TRAINING:

☐ Full-time employed ☐ Part-time employed ☐ Self-employed ☐ Casually employed ☐ Unemployed ☐ Receiving EI
☐ Other Please Specify: _____

EMPLOYMENT INSURANCE DETAILS:

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

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

PROGRAM INFORMATION/TRAINING DETAILS:

Program of Studies applying for: _____

Program
Length: _____

Year of
Study: _____

Start Date: _____

End Date: _____

Program Type:

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

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

Institution (1st choice): _____

Location: _____

Institution (2nd choice, if applicable): _____

Location: _____

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

Delivery: ☐ In Class ☐ Online ☐ Both

of courses in Semester: _____

Semester:

☐ Fall ☐ Winter ☐ Spring ☐ Intersession ☐ Summer

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

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

PREVIOUS EDUCATION & TRAINING DETAILS:

Are you currently attending High School: _____

☐ Yes ☐ No

Year of Graduation (if applicable): _____

Education since High School: _____

Did you complete the program? ☐ Yes ☐ No

If yes, date of completion(DD/MM/YYYY): ____/____/____

Other _____

Do you hold any Safety Certifications? ☐ Yes ☐ No

If yes, please list: _____

Have they expired? ☐ Yes ☐ No

If No, please indicate date of expiry(DD/MM/YYYY): ____/____/____

Do you hold a valid Drivers' License? _____

☐ Yes ☐ No

Class(s): _____

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



NUNATSIAVUT GOVERNMENT - EDUCATION DIVISION



Consent to Release of Information

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

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

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

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

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

I 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 travel.

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

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

Applicant Signature: _____ **Date:** _____

For office use ONLY:

Funding allocation: Tuition/Childcare: ☐ PSSSP ☐ ISETP (☐ EI Part II ☐ CRF) ☐ IPSE
Remaining Supports: Tuition/Childcare: ☐ PSSSP ☐ ISETP (☐ EI Part II ☒ CRF) ☐ IPSE
Has this client been assisted with completing a resume? ☐ Yes ☐ No

Deadline Dates

	A University/College non trades				B Trades, ABE and Straight through programs				C Self-paced (Athabasca, Flight school, real-estate licensing)		
Applications	<u>Fall</u> Mar 1	<u>Winter</u> Nov 1	<u>I/S/S</u> Case by case		<u>Fall</u> March 1	<u>Winter</u> Nov 1	<u>I/S/S</u> Case by case		<u>Fall</u> March 1	<u>Winter</u> Nov 1	<u>I/S/S</u> Case by case
Renewals	<u>Fall</u> Mar. 15	<u>Winter</u> Nov 15	<u>I/S/S</u> March 15		None required				Annual renewal March 1 with course plan for year.		
SACC/Residence Account Summary	<u>Fall</u> Sep 10	<u>Winter</u> Jan 10	<u>I/Sp</u> May 10	<u>Sum</u> July 10	Within 7 days of start date AND any address or course changes as they arise.				Within 7 days of start date AND any address or course changes as they arise.		
Marks/Progress report	<u>Fall</u> Jan 10	<u>Winter</u> April 30	<u>I/SP</u> June 30	<u>Sum</u> Sept 10	Same deadline as Column A , but if you don't have courses finished, give update on your courses in progress. Next Submission would be a progress report, including passed courses and new course in progress.				Progress report at every Monthly Check-in. Submit any new marks at this time.		
					<u>Fall</u> Jan 10	<u>Winter</u> April 30	<u>I/SP</u> June 30	<u>Sum</u> Sept 10			
Book/Tools/ Equipment Reimbursement	<u>Fall</u> Feb 15	<u>Winter</u> June 15	<u>I/S/S</u> Case by case		No later than 45 calendar days after completion of program. Anything received after this will not be reimbursed.				Within 30 calendar days of the end of the each fiscal year.		
	*nothing past 45 calendar days after semester										
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 Kerry & Roxanne by end of each month.		

Renewal Form

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

****Semester/Term Entering (please check one):***

- ☐ **Winter** (Jan-Apr) ☐ **Spring** (May-Aug) ☐ **Intersession** (May-Jun) ☐ **Summer** (Jul-Aug) ☐ **Fall** (Sept-Dec)
- ☐ **Other** From: _____ to _____

*Start Date: _____ *End Date (or last date of exam schedule): _____

*Number of courses: _____ Year of Study: _____ of _____

Will **any** of these courses be completed online?

☐ Yes ☐ No

Are you Full time or Part Time funded?

☐ Full time ☐ Part time

Textbook advance requested? ☐ Yes ☐ No

Amount Requested (up to \$500): _____

Is this semester a Work Term? ☐ Yes ☐ No

Is this work term paid? ☐ Yes ☐ No

Confirmation of Work Term attached: ☐ Yes ☐ No

*Are you due to graduate at the end of this semester/term? ☐ Yes ☐ No If yes, when? _____

I will notify the NG Education Division of any/all changes to my student/program status.

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

*Student Signature: _____ Date: _____

<p>Verified by: _____</p> <p>Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Date: _____</p>
--	---------------------------

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: _____

My spouse is also currently being 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:

Student Address & Course Confirmation (SACC) Form

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

Student Address:

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

Course Confirmation

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

Current Semester (check one box per semester):

- ☐ Fall (Sept-Dec)
 ☐ Winter (Jan-Apr)
 ☐ Spring (May-Aug)
 ☐ Intersession (May & June)
 ☐ Summer (Jul-Aug)
☐ Work Term (☐ Paid ☐ Unpaid)
 ☐ Other _____ to _____

Course Name, Code and credit value: E.g.: MATH 1090 (3)

Name	Course Code	Credit Value	On campus	Online
E.g. Math	1090	3	Yes	

*If you are registered for more than five courses, please attach a full course list.

*Student Signature: _____ Date: _____

For Office Use Only:

Verified by: _____ Date: _____

Entered by: _____ Date: _____

Funding Allocation: Tuition/Childcare: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE
 Remaining Supports: ☐ PSSSP ☐ ISETP (☐ EI ☐ CRF) ☐ IPSE

Second-Hand Book/Tool/Equipment Receipt

Student Information:

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

Seller's Information:

Name:
Address:
City/Town:
Postal Code:
Email:
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

Student Purchase Request Form

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

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

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

From _____ in the amount of _____ (taxes included)

Retail store or website

Web ID/SKU #: _____

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

*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 AOP 1J0
Phone: (709) 923-2105 Ext. 204 Toll Free: 1-866-923-2171 Ext.. 204 Fax: (709) 923-2347
E-mail: education@nunatsiavut.com

Jodie Lane – Director of Education

jodie.lane@nunatsiavut.com

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

tracy.evans-rice@nunatsiavut.com

Roxanne Nochasak – Asst. Director, Secondary Education

roxanne.nochasak@nunatsiavut.com

Michelle Dyson – Financial Manager

michelle.dyson@nunatsiavut.com

Vacant – Internship Placement &
Partnership Coordinator

Jerry Nochasak – Post-Secondary Student Counsellor

jerry.nochasak@nunatsiavut.com

Kailey Webb – Student Liaison

kailey.webb@nunatsiavut.com

Kerry Mitchell – Student Supports Coordinator

kerry.mitchell@nunatsiavut.com

Amalia McNeill – Education Advisor

amalia.mcneill@nunatsiavut.com

Ruth Broomfield – Accounting Clerk II

ruth.broomfield@nunatsiavut.com

Ocean Lane – Accounting Clerk II

ocean.lane@nunatsiavut.com

Vacant – Secretary/Receptionist

education@nunatsiavut.com

Facebook Accounts

NG Post-Secondary Counsellor

Nunatsiavut Edu Counsellor

Facebook Page

Nunatsiavut Government Education Division

Travel Agency Contact Information

Mokami Travel Services Ltd.

P.O. Box 491, Stn. C

Goose Bay, NL

AOP 1C0

Phone: (709) 896-2477

Fax: (709) 896-5557

Toll free: 1-888-665-2641

Emergency line: (709) 897-5525

Contacts: Jeff Hollett: jeff@mokamitravel.com

Betty Ann Norman: bettyann@mokamitravel.com

Student Travel Request Form

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

Purpose of Travel: ☐ Regular Beginning or End of Semester Travel ☐ Required travel for Online studies
☐ Alternate Mode of Transportation ☐ Graduation ☐ Graduation Guest ☐ Work Term
☐ Orientation Chaperone ☐ Extra Trip ☐ Licensing/Certification Exam ☐ Childcare Provider
☐ Early Departure ☐ Alternate Travel Time (may include Childcare Provider or Spouse) ☐ Short Course

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.

***REQUIRED FOR ALL TRAVEL**

Travelling from: _____ Travelling to: _____
 Departure Date: _____ Return Date: _____
 Mode of Transportation: _____ # of people traveling: _____

Accommodations (if applicable): ☐ Private ☐ 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 ☐ Childcare Provider ☐ Spouse/Dependent
Information (if applicable):

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: _____

Travelling to: _____

Departure Date: _____

Return Date: _____

Mode of Transportation: _____

Guest:

As a guest, travelling with: _____

I understand that:

- The Nunatsiavut Government-Education Division, will cover expenses related to my travel that include ground transportation (if driving *note: if flying, flights will be prepaid), accommodations (private &/or hotel), meals (according to NG rates), and taxi (only applicable for Orientation Chaperone & Bad Weather allowance).
- I HEREBY WAIVE, RELEASE, DISCHARGE AND AGREE NOT TO SUE the Nunatsiavut Government and its affiliates, successors, heirs, executors, and assigns from any and all claims including, but not limited to, claims for travel expenses, causes of action based on personal injury (including death) and damages to personal property, that I may have in the future against the Nunatsiavut Government and its affiliates, successors, heirs, executors, assigns, officers, employees, representatives and agents, which may result directly or indirectly from travelling with the student as their guest.

*Signature of Guest: _____

Date: _____

For Office Use Only:

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

Amount deposited into Student account: _____

Amount deposited into Guest Account: _____

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

Has guest bank information been provided: ☐ Yes ☐ No

Notes:

Living Allowance Rates

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

Rental/Mortgage Support based on Structure

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

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

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

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

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

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

Dependents

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

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

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

Name of dependent

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

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

Name of dependent

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

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

Name of dependent

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

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

Name of dependent

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

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

Name of dependent

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

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

Name of dependent

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

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

Name of dependent

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

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

Agreements

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

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

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

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

DECLARED at _____
Community

in the Province of _____
Province

this _____ day of _____
Day Month

A.D. _____, before me:
Year

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

Applicant Signature

Beneficiary Number

Date

El Claimant Instructions

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

When reporting your EI, answer questions as listed below:

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

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

Rental/Mortgage Support Request Form

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

Is this the same address as last semester? ☐ Yes ☐ No

Will you be claiming Set-Up Allowance? ☐ Yes ☐ No

Will you have **roommates** while you are in training? ☐ Yes ☐ No

Please list roommates (if applicable): (1) _____ (2) _____ (3) _____

Do you have any **dependents**? ☐ Yes ☐ No

Please list dependents: (1) _____ (2) _____ (3) _____ (4) _____

Will any dependents be residing with you while you are in training? ☐ Yes ☐ No

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

Total Rent/Mortgage Costs per month: _____

Your share of the Rent/Mortgage: _____

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: _____

For office use only:

Proof of Rent/Mortgage Received: ☐ Yes ☐ No

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

Set-Up Approved: ☐ Yes ☐ No **Extension approved:** ☐ Yes ☐ No **From:** _____ **to** _____

Signature: _____ Date: _____

Financial:

Entered by: _____ Date: _____

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

Living Away from Home Allowance Request Form

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

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

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

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

Childcare Request Form

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

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: _____
Dates:	
From: _____	To: _____

Child 2:

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

Child 3:

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

Child 4:

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

A new Childcare Request Form must be submitted at the start of every academic year or if the current childcare provider changes throughout the year. Once the Childcare Provider request form is submitted and approved, you will receive the same rate bi-weekly and you will be responsible for paying your childcare provider.

Childcare will only be provided from the date that the Childcare Request has been approved.

***Student Signature:** _____ **Date:** _____

Private Childcare Provider Signature: _____ Date: _____

Private Childcare Provider Signature: _____ Date: _____

For Office Use Only:

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

Approved by: _____ **Date:** _____

Entered by: _____ **Date:** _____

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

Technical Equipment Loan-to-Own Agreement

The Nunatsiavut Government (“NG”) hereby provides _____ (the

Student Name

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

Conditions:

1. It is the Student’s responsibility to care for the Equipment, to ensure that it is maintained properly and keep it operational while in the Student’s possession.
2. This Equipment is solely for academic use.
3. Use of the Equipment to access, create, or store material that the NG considers inappropriate may result in the cancellation of this agreement and the Student’s loss of use of the Equipment.
4. The Student agrees to indemnify the NG against any loss of any nature whatsoever occurring during or resulting from the Student’s possession or use of the Equipment.
5. The Student agrees that if damaged, lost, sold, or destroyed, the Student will not be eligible for additional funds.
6. The Student must not install or utilize any software other than the software pre-installed on the Equipment or required to be installed by the Student for use during their studies. The Student must not make any unauthorized use of modifications of such software.
7. The NG is not responsible for any electronic viruses or malware that may be transferred to or from the Equipment as a result of the Student’s use of the Equipment and the Student agrees to use best efforts to assure the Equipment is not damaged or rendered inoperable by any such electronic virus or malware.
8. 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
Student Name

conditions as outlined. I agree to accept the Equipment on loan, until the completion of my program of study, at which time I will assume full ownership of the above named Equipment. I understand that the Equipment is on loan to me for academic purposes.

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: _____

Verified by: _____ **Date:** _____

Notes:

Disability Support Request Form

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

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

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

Nature of disability:

- ☐ ADD/ADHD ☐ Hearing Impairment ☐ Mobility Impairment ☐ Visual Impairment
☐ Speech Impairment ☐ Learning Disability ☐ Prosthesis
☐ Other permanent disability (ex: physical injury, mental illness) Specify: _____

Support Requested:

Assessment: Complete the following if you require an assessment

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

Equipment:

- ☐ Computer ☐ Computer related ☐ Assistive Software ☐ Technical Aids
☐ Other Specify: _____

In-Person Support:

- ☐ Education Assistant ☐ Note Taker ☐ Tutor
☐ Interpreter (Specify need): _____
☐ Other Types of In-Person Supports. Please Specify: _____

Program/Educational Supports:

☐ Program Extension* ☐ Reduced Course Load*

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

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

Please provide supporting documentation from your health care provider

Academic/Medical Profession Contact Information:

Name: _____

Phone #: _____

Address: _____

Email Address: _____

Comments/Notes:

*Student Signature: _____

Date: _____

For Office use only:

Documents Received: ☐ Yes ☐ No

Approved: ☐ Yes ☐ No

Approved by: _____

Date: _____

Notes:

Tutor Request Form

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

*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:

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)

For Office Use Only:

Approved: ☐ Yes ☐ No Amount Approved: _____

Approved by: _____ Date: _____

Entered by: _____ Date: _____

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

Commuting Allowance Request Form

Student Name: _____ Student #: _____

Institution: _____ Program: _____

Street address while in training: _____ Institution Street Address: _____

Email: _____ 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. I have attached a copy of my schedule for this semester:

☐ Fall Semester ☐ Winter Semester ☐ Spring Semester ☐ Intersession ☐ Summer Semester
☐ Other Start: _____ End: _____

Supporting Documents Attached: ☐ Current 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

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:

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: _____ <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>
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: _____

For office use only:

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

Approved by: _____ **Date:** _____

Notes:

Entered by: _____ **Date:** _____

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

THE SHARON BAIKIE MEMORIAL SCHOLARSHIP APPLICATION

Name: _____

Beneficiary #: _____

Address: _____

Phone #: _____

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):

*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:

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

*Student Signature

Date

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