

FLYING DUST FIRST NATION

POST-SECONDARY STUDENT SUPPORT PROGRAM

POLICY MANUAL

October 2017

FOREWORD

Our goal is to provide Flying Dust First Nation (FDFN) membership with quality education or technical skills that will develop their academic and employment potential while encouraging personal well-being. Each person is equally worthy in the eyes of the Creator and deserves an equal chance to succeed and to have a happy and fulfilling life. Students must develop pride in themselves and their cultural origin; growing always in integrity and respect for those who walk in the same path through our Elder's guidance.

This document describes the policies and procedures of the FDFN Post-Secondary Program. The objective of the program is to ensure that all post-secondary students are able to achieve their academic and vocational goals. Our program policies and staff will be dedicated to assisting students to graduate with the qualifications and skills needed to pursue individual careers and interests.

Flying Dust First Nation will continue to do its utmost to implement this program on the basis of our Treaty right to education – including post-secondary education. Unfortunately, this collective right is not fully honoured by the Crown. In the area of education, because the Indian Act, section 4(3), limits the application of the Act to Indians between the ages of 7 and 17 ordinarily residing on a reserve, the federal government is negating its Treaty responsibilities regarding the post-secondary education and training. While FDFN continues to approach the Crown on the issue, the current reality is that FDFN has limited funds to cover all our membership's post-secondary and training needs. Due to the Crown's default on its Treaty responsibilities, FDFN is required to set priorities and policies relating to financial assistance for our post-secondary students.

In accordance with Flying Dust First Nation custom, laws and policies, the Chief and Council have the overall mandate and authority over FDFN governance affairs, including the education portfolio and post-secondary policies. The Chief and Council, through policy, have designated the Education Advisory Commission to oversee policy development and application. The Post-Secondary Education Coordinator is the lead official for FDFN in the administration of the program and reports to their supervisor and the Education Advisory Commission.

It is intended that this document will provide for effective program management while assisting students in achieving their personal goals.

Disclaimer: Where the FDFN PSSSP policy conflicts with INAC Guidelines, the INAC Guidelines will supersede the FDFN PSSSP Policy.

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1.0 DEFINITIONS

- 1.1 “**DFN**” means the Flying Dust First Nation which administers the Post-Secondary Student Support Program.
- 1.2 “**Treaty/Status Indian**” means a person whose name has been entered in the Indian Register in accordance with the Indian Act and/or a person recognized as possessing First Nation membership status in accordance with the laws of the Flying Dust First Nation.
- 1.3 “**Post-Secondary Institutions**” means a nationally recognized post-secondary institute according to the National Policy Guidelines. DFN will maintain a list of recognized post-secondary institutions.
- 1.4 “**Program of studies**” includes all post-secondary programs, at least eight (8) months in duration leading to a certificate, diploma, Undergraduate Degree, Master’s Degree or Doctorate (Ph.D). Pre-requisite courses or classes to post-secondary programs are included. Eligible programs must have an entrance requirement of secondary school completion or its equivalent (gr.12, Adult 12 or GED 12)
- 1.5 “**Public Institution**” is a post-secondary institution which receives the majority of its funding from federal and provincial governments.
- 1.6 “**Private Institution**” is a Canadian or foreign institution which does not receive its funding from federal or provincial governments but from other sources.
- 1.7 “**Full Time Students**” as defined by DFN. First year university students are required to carry a class load of 3 classes per term or acquire 18 credits per academic year to maintain their Full Time Student status or 60% of a full time class load. All other university students (2nd year and up) are required to carry a class load of a minimum of 4 classes per term or acquire 24 credits per academic year to maintain their Full Time Student status or 80% of a full time class load. College and Technical Institutes Full Time Student status is as defined by the institution.

- 1.8 “Part Time Students”** as defined by FDFN. First year university students who carry less than 3 classes per term or acquire less than 18 credits per academic year are considered Part Time Students. All other university students who carry a class load of less than 4 classes per term or acquire less than 24 credits per academic year are considered Part Time students. College and Technical Institutes Part Time Student status is as defined by the institution.
- 1.9 “Academic Year”** is as defined by the post-secondary institution, but will not be less than 8 months in duration.
- 1.10 “Term/Semester”** refers to a part of the academic year, as defined by the post-secondary institution. Term/Semester usually covers the periods from September to December (Fall), January to April (Winter), May & June (Spring), and July & August (Summer).
- 1.11 “Dependant Spouse”** means a person who is married to the student or a person who is living common law with the student. This person is dependent upon the student and is not in receipt of any income. **If a student claims a dependent spouse, legal documentation must be provided to FDFN to support that claim** (ie: commissioned letter, health card, drivers licence, status card, etc.)
- 1.12 “Dependant”** means a child who is dependent upon the applicant as defined by Revenue Canada. This will include dependents 18 years of age and up to 21 years of age if they are attending a high school program and not in receipt of any other forms of financial assistance.
- 1.13 “Wait List”** is a list of applicants whose applications have been deferred due to the programs limits of funding. These applications will be prioritized in accordance with the category they fall under in Section 6 of this policy manual. Applications of Wait List are active for 10 months from submission date.
- 1.14 “Full-time employment”** employment with a fixed schedule that works up to 8 hours a day, 40 hours per week, except in the case of prior approved averaging or modified work schedules.
- 1.15 “Part-time Employment”** means employment with a fixed schedule who works less than 20 hours per week.

2.0 INTRODUCTION

- 2.1** This policy manual has been approved and ratified by the Flying Dust First Nation Chief and Council upon advisement of the Education Advisory Commission.
- 2.2** FDFN asserts that post-secondary education is a Treaty Right and nothing in this policy shall neither contradict nor condense the treaty and trust responsibilities of the Government of Canada.
- 2.3** The FDFN Post-Secondary Student Support Program supports FDFN Treaty/Status membership in pursuing post-secondary studies in recognized and authorized post-secondary institutions and training programs.
- 2.4** The objectives of the Post-Secondary Student Support Program are to encourage and support qualified, eligible Flying Dust members:
- To acquire university, technical, college or professional qualifications.
 - To become economically self-sufficient.
 - To develop their own individual potential to further their aims.
 - To contribute to the progress of the First Nation community, the province and the country.
- 2.5** This policy manual provides direction for FDFN membership and provides operating guidelines for the FDFN Post-Secondary Student Support Program.
- 2.6** This policy manual will be reviewed annually.

3.0 FUNDING APPLICATION PROCESS

- 3.1 All new applicants are required to submit a ***Flying Dust PSSSP Application*** with all required documentation before the deadline. All applicants are encouraged to speak with the Post-Secondary Education Coordinator regarding their choice of study. Prior to submitting an application for funding the applicant must :
- Read, understand and meet all conditions listed in Section 4.0 *Criteria for Student Eligibility*.
 - Read and understand the categories listed in Section 6.0 *Priority of Categories for Approval*.
 - Read and understand Section 7.1 *Application Support* in regards to any fees associated with the application process.
- 3.2 All Continuing Students are required to submit a ***Continuing Studies Notification Form*** one month prior to the start of the next term/semester.
- 3.3 Flying Dust PSSSP Application and Continuing Studies Notification Form are available on the Flying Dust website www.flyingdust.net or can be sent via email or fax upon request.
- 3.4 The FDFN Education Advisory Commission will approve the applications providing all funding requirements are met and are within the programs limits of funding. Successful applicants will be informed in writing of the decision.
- 3.5 Due to limited funding some students will be put on a Wait List in their priority category. Applicants who are placed on the Wait List will be informed in writing of the decision.
- 3.6 Any applicants who do not meet the Post-Secondary Student Support funding requirements will be notified in writing of the decision.

4.0 CRITERIA FOR STUDENT ELIGIBILITY

- 4.1 The applicant must be a member of Flying Dust First Nation and be listed on the Band Registry. This includes Bill C-31 and Bill C-3 applicants.

- 4.2 Treaty/registered First Nation individuals who have been resident in Canada for 12 consecutive months prior to date of application for funding.
- 4.3 The applicant must meet post-secondary institution entrance requirements and be accepted for enrolment in a recognized post-secondary institution for an eligible program of studies.
- 4.4 The applicant must be enrolled in a program at least 8 months in duration that leads to a recognized certificate, diploma, undergraduate or master's degree or a doctorate (Ph.D.).
- 4.5 Support will be provided within the limits of the funds available in accordance with FDFN funding arrangements. If demand for funding exceeds availability, applications will be put on a Wait List according to priorities set out in this policy manual.
- 4.6 Applications must have been received at the FDFN Administration Office by the following deadline dates:
- Fall Term (September enrolment) May 31st
 - Winter Term (January enrolment) November 30th
 - Spring and Summer Session March 30th
- 4.7 Only applicants defined in Section 6.1: **Continuing Students** are eligible for funding during Spring and Summer sessions.
- 4.8 All applicants must sign all forms within the funding application to be considered for funding.

5.0 STUDENT ACCOUNTABILITY

- 5.1 Students enrolled in an Arts and Science Degree program must declare a major after four (4) terms/semesters. Further funding will be withheld if students do not declare their major at that point in their studies.
- 5.2 All students are required to provide an updated Program Plan/Tracking Sheet/Planning Guide to the Post-Secondary Coordinator at the end of

every academic year. An Academic Advisor at your college or university will be able to assist you with this.

- 5.3** Students must report any changes in program/area/specialization of studies to the Post-secondary Coordinator prior to registering for classes in their newly chosen program/area/specialization
- 5.4** If a student receives an F(Fail), WF(Withdraw Fail) or ABF(Absent Fail) in a class after 2 consecutive attempts, tuition on a 3rd attempt will not be covered by FDFN PSSSP.
- 5.5** A student is considered negligent or misusing FDFN support when any of the following occur:
- The student reports any misinformation to obtain or maintain sponsorship. This includes any misrepresentation of their dependant(s), marital status, medical condition, academic transcripts or student status.
 - The student has not reported to the Post-Secondary Coordinator that they have either formally withdrawn or are deemed to have quit or abandon their program of studies and continues to collect any financial support from FDFN for education or training purposes.
 - The student's status has changed from a full time student to that of a part time student without informing the Post-Secondary Coordinator of this change and they continue to collect any financial support from FDFN for education or training purposes.
- 5.6** If a student is found negligent in any of the above circumstances the following consequences will occur:
- Funding will be discontinued immediately and the student will be notified by email or telephone.
 - The student will be required to pay back all funding support received and paid on their behalf for the entire school year in which the negligent activity occurred.
 - If not paid back immediately, the full amount will be deducted from any post-secondary student support given in the future.
- 5.7** FDFN Post-Secondary Coordinator has the right to withdraw financial support immediately if:

- If a student falls below the **required 65% overall GPA (grade point average)** per term.
- There is sufficient evidence that the student has no chance of meeting required academic performance of the post-secondary institution (within current term/semester and prior to being RTD (Required to Discontinue) from the institution).
- There is sufficient evidence that the continuance of funding will constitute an overpayment on a student's file.
- A student does not report any changes in program/area/specialization of studies to the Post-secondary Coordinator prior to registering for classes in their newly chosen program/area/specialization.

6.0 PRIORITIES OF CATEGORIES FOR APPROVAL

Priorities for approval of applications for student funding are based on the following categories with 6.1 being the first priority for approval, 6.2 being the second priority for approval and so forth.

- 6.1 Continuing Students** - applicants who are returning to their program of studies and have met or exceeded the required 65% grade point average in the previous academic year.
- 6.2 High school Graduates, Adult Education Graduates** – applicants who have never been funded by FD PSSSP.
- 6.3 Graduated Returning Students** – applicants who have completed their programs and are returning to study in a higher level of education, which is considered a normal succession of programming. However, there is a (2) year waiting period to apply from a Level 2 to a Level 3, and a Level 3 to a Level 4 program. (*see Section 8.2 for Levels*)
- 6.4 Returning Students** – applicants who ceased studies in a program and are now returning to complete the same program of studies.
- 6.5 Change of Program Students** – applicants who did not complete their studies in a program and are applying for a completely different program.

There is a Wait List for all categories. Those on the Wait List will be a priority when reviewing applications for funding approval (granted no changes have been made to their application and they are still eligible for enrolment). Applications remain active on the Wait List for 10 months from submission date.

7.0 TYPES OF FUNDING SUPPORT AND ALLOWANCES

7.1 Application Support

- Applicants must pay the fees associated with applying to any post – secondary institution.
- The FDFN Post-Secondary Coordinator will issue a confirmation letter on behalf of the sponsored student to the post-secondary institution that guarantees “payment for tuition”. FDFN will be directly invoiced by the institution.
- FDFN will issue a confirmation letter to the approved applicant regarding the amounts of funding they are entitled to.

7.2 Living Allowance

- The living allowance rate sheet and entitlement will be set by the FDFN annually upon policy manual review. (*see Appendix A*)
- Living allowance is expected to cover costs such as rent, groceries, utilities and child care.
- Additional assistance *may* be provided in September for students with dependants who attend K-12 public school of a maximum of \$80 for registration fees, books & shoes, however, NO assistance is available for those students attending private schools
- Only students who are considered full time students by definition of this policy manual are eligible to receive living allowance.
- Students who are employed full time will not be eligible for living allowance. They will only receive tuition and book allowance. However, part-time employment is encouraged and students will be eligible to receive a living allowance.

7.3 Tuition and Book Allowance

- This includes the student's fees for tuition, compulsory tutorials, initial professional certification and examination fees and actual cost of books and supplies which are listed as required by the post-secondary institution.
- All mandatory tuition expenses will be paid in full for all sponsored students.
- Post-Secondary students who are applying to attend a private institution will be eligible for tuition support at the same rate charged by a public institution nearest to the student's place of residence which offers a comparable program at time of application. If this applies, the onus is on the applicant to provide those rates before their application will be considered for funding.
- Spring and summer sessions are eligible to be funded for Continuing Students only; providing these classes are in their program requirements. Refer to Section 4.7.
- Students who receive a failing grade in a specific class on their 2nd attempt must pay their own tuitions fees for that class on their 3rd attempt. Refer to Section 5.4.
- FDFN will provide \$500 per term for books and supplies for Winter and Fall Terms. For spring and summer session, that amount will be \$150.
- It is the responsibility of the student to provide an official book list with prices of required texts to the Post-secondary Coordinator to cover any expenses over and above the allocated book allowance.
- Students enrolled in a program that invoices FDFN for tuition and books and supplies will not receive any additional book allowance.
- Students who receive scholarships and bursaries to attend post-secondary institutions will be eligible for funding from the program.

7.4 Practicum/Internship Support

- Only those practicum/internships that take place in Canada will be supported.
- Students will be eligible for one round trip to their field placement at the current FDFN mileage rate. They will receive half of this support at the beginning of their field placement and the balance upon completion of their practicum/internship.
- Students will be eligible for a \$100 resource purchase allowance.

- Students will be eligible for a clothing allowance in the amount of \$250 for a practicum/internship that is longer than 1 month in duration.
- Students will be eligible for an accommodation allowance when they are required to secure a separate arrangement for accommodations during their practicum/internship. Any accommodation allowance will be issued to the landlord/property manager.

7.5 Travel Support

- Students will be eligible for travel support for one round trip during the Fall term and one round trip during the Winter term if their permanent residence is in FDFN.
- FDFN will provide support for public transportation where it is not included in their tuition. Students must provide proof of purchase for their public transit system pass for which they will be reimbursed immediately.
- Travel support does not include moving expenses such as the removal or transportation of household effects.
- FD PSSSP will not provide nor reimburse for any parking fees.

7.6 Part-time and Online Studies Support

- Students who are considered part-time as per the post-secondary institutions guidelines are eligible for support to cover tuition, books and supplies only.
- Students enrolled in online, correspondence or other distance courses may be eligible for tuition, books and supplies only.

7.7 Special Needs Student Support

- Students with special needs (ie: physically disabled person) requiring additional assistance related to their studies shall have their request considered on an individual basis with supporting medical documentation.
- Approval of assistance shall take into consideration the following factors:
 - actual cost of intervention services;
 - availability of assistance from other sources either public (government) or private (association or non-profit group);

- practicality and convenience

7.8 Damage and Utility Support

- Students may be eligible for an **advance** in the amount that is equivalent to one month's rent for damage deposit to be payable to the land lord/property management company. This will be issued only once to eligible students. Such an advance will be recovered from the students monthly living allowance immediately and must be paid in full by the end of the current academic year.
- Students may be eligible for an **advance** for any required utility hook-up fees. Such an advance will be recovered from the students monthly living allowance immediately and must be paid in full by the end of the current academic year.

7.9 Medical Emergency or Bereavement Support

- Students will be issued an **advance** when emergency travel is required due to a critical illness, sudden hospitalization or death in the family. Such an advance will be recovered from the students monthly living allowance immediately and must be paid in full by the end of the current academic year.

7.10 Specialized Counselling and Tutorial Support

- Specialized counselling services are available free of charge at most post-secondary institutions. A complete list of support services to meet your academic and personal needs will be available at Student Services and Aboriginal Centers on campus.
- Students are eligible for tutorial support up to a maximum of \$300 per year. A letter from the professor/instructor needs to be provided to indicate tutoring is required. An invoice from the tutor is required for FDFN to issue payment.

8.0 LIMITS OF FUNDING

8.1 General

The following provisions must be carefully considered by students:

- Students must be aware of the limits of assistance when making decisions regarding their education or training plans.
- The time period FDFN PSSSP will fund a specific full-time course of study is the official length of the program as identified by the post-secondary institution. It is very important that each student understand that FDFN PSSSP expects students to take a full class load and to **maintain a minimum 65% GPA** (grade point average) in classes they are enrolled in.
- Students who wish to transfer must notify the Post-Secondary Coordinator prior to approval for additional funding. Any transfers will only be supported based on previous academic success.
- When students transfer from one program within one of the levels, the months used for each program within this level will be counted for support purposes.

8.2 Levels of Post-Secondary Education

Level 1 – Community College /Technical diploma or certificate programs;

Level 2 – Undergraduate university programs (ie: B.Ed., B.A. B.SC)

Level 3 – Advanced or professional degree programs or Master’s program

Level 4 – Doctoral programs

- Assistance may be provided to students to complete only one program at each level.
- Where students change programs within one of the levels or temporarily pause their studies, the academic years or terms/semesters used for each program within each level will be counted for assistance purposes
- Exceptionally, Level 2 may include assistance for additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.
- The duration of assistance will accord with the official length of the program as defined by the post-secondary institution, in which the student is enrolled, as long as the student maintains a minimum 65% GPA in their program. According to INAC’s Guidelines, 40 months of funding has always been the number of eligible months per student, however, special circumstances may be reviewed on a case by case basis.

- Students enrolled in a level 2 program may be assisted for up to one additional academic year if such an extension is supported in writing by the post-secondary institution's dean or the department head.
- Students who are subjected to extenuating circumstances may request an extension to their funding in writing.
- All requests for extensions will be reviewed by the Education Commission.
- Students may be assisted in Level 1 studies after non completion of Level 2 studies if not previously funded for Level 1.
- Students who have completed a Level 2, 3 or 4 program, **with or without assistance from FDFN**, are ineligible for FDFN PSSSP funding in a program of a lower level.
- Students in a Level 3 or 4 program, are not eligible for living allowance. Tuition and books will only be funded.
- Students on the Wait List who have previously completed a portion of post-secondary studies **without assistance from FDFN** may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
- Student support will not exceed the limits set out in the paragraphs above.

8.3 Attending a Foreign Institute

- Students may enrol in any foreign post-secondary institution that's recognized as an Eligible Institution within the National Program Guidelines (the list of institutions is available INAC's website).
- A program of studies at a foreign institution is comparable to a program of studies at a Canadian public institution when the following conditions are met:
 - The minimum academic prerequisites are equivalent
 - The number of credit hours are equivalent
 - The course content generally covers the same subject matter
- The student will provide documentation which identifies the most comparable program in the nearest Canadian public institution to their place of residence. It must include registration, tuition and mandatory student activity fees of the Canadian public institution.
- All forms of post-secondary support and allowances will be paid in Canadian dollars (ie: tuition, books, student fees, living allowance, etc.). **It will be the student's responsibility to cover the exchange rate difference when required.**

8.4 Incentives and Scholarships

The Flying Dust First Nation will award incentives and scholarships and establish a process for administration and disbursement. Incentives and scholarships may include all or some of the following types of awards:

- **Academic Achievement Scholarship** – In recognition of academic excellence, scholarships may be awarded to one (1) sponsored post-secondary student per level with the highest academic performance. Students will be eligible for this scholarship upon successful completion of one year of studies. The scholarship will be awarded on the basis of outstanding academic achievement with a minimum GPA of 70% as determined by the institution. The Academic Excellence Scholarships are \$250 per academic year.
- **Graduation Incentive** – In recognition of program completion, each student will be eligible to receive a graduation incentive in the amounts of:
 - \$1000 for an Undergraduate, Masters or Doctorate degree
 - \$500 for Diploma program (2 years)
 - \$300 for Certificate (1 year).
 - \$500 for Journeyman Status in selected trade.
 - Only students who are sponsored by FDFN in the current academic year are eligible for these amounts.

9.0 APPEALS PROCEDURE

9.1 Any appeals regarding this policy manual should be directed to the Post-Secondary Coordinator.

9.2 The appeal, if unresolved after discussion with the Post-Secondary Coordinator, will be forwarded to the FDFN Appeal Board who must reply within 14 days. The Appeal Board shall consist of members of FDFN:

- A student representative (non-relative)
- FDFN Education Portfolio Holder (Councillor)
- Education Commission member (non-relative)
- Elder (non-relative)
- FDFN Education Staff Member

- 9.3** Every student has a right to reasonably appeal a program decision. However, when a student's application for funding has been deferred because available funds are fully committed, this appeal process will not be considered.
- 9.4** Policy guidelines of the FDFN Post-Secondary Program shall govern the Appeal Board.
- 9.5** Student responsibilities in launching an appeal include:
- Filing the appeal within four (4) weeks of the situation.
 - The appeal letter should be detailed in explaining the issue/problem with specific reference to the section of this policy manual that is disputed.
 - The following must be attached to the letter of appeal:
 - Attendance of student if available
 - All transcripts of marks, certificates, licences, diplomas and degrees earned by the student.
 - Relevant supporting documentation such as character and support letters from institute professors, teachers, counsellors, doctors, etc.
 - A breakdown of total months supported by FDFN and the number of months left for program completion.
- 9.6** The student has the right to attend the appeal hearing in person or by designate, but no professional legal counsel will be permitted at appeal hearings.
- 9.7** FDFN will not be responsible for any student's expenses related to an appeal hearing.
- 9.8** FDFN Policy Manual and National Policy Guidelines must be adhered to.

10.0 GRIEVANCE PROCEDURE

If a student has a grievance regarding the post-secondary program that is not about funding, the grievance procedure is as follows:

- The student submits by registered mail a written report with supporting documentation to the FDFN Education Commission.
- The Education Commission has 14 days from the receipt of the report to make their decision.
- The Education Commission's decision is final.

11.0 CONFIDENTIALITY

11.1 The FDFN Post-Secondary Program will maintain documentation with respect to student identifying information, academic records, and support provided. Disclosure of academic information requires the informed consent of the student. Personal information is subject to the terms of privacy provisions.

11.2 The FDFN Post-Secondary Program will maintain a student registry for statistical submission purposes to INAC Education Branch in Ottawa as required by the post-secondary education data and information system.

12.0 POLICY REVIEW

12.1 There shall be an annual policy review in April.

12.2 FDFN policy review procedures shall apply except that student representation at the annual review meetings will be sought.

12.3 FDFN Policy Manual and all its amendments will be published and available to all band members.

12.4 Any student who is attending post-secondary programs at the time policies are amended will be supplied a copy of the policy manual with all amendments therein.

APPENDIX A
Living Allowance Rate Sheet

<u>STUDENT DESCRIPTION</u>	<u>MONTHLY ALLOWANCE</u>
Single Student	\$1,200
Single Student with 1 Dependant	\$1,545
Single Student with 2 Dependents	\$1,705
Single Student with 3 Dependents	\$1,855
Each additional Dependant	\$50
Married Student with employed spouse	\$1,125
Married Student with employed spouse and 1 Dependant	\$1,300
Married Student with employed spouse and 2 Dependents	\$1,480
Married Student with employed spouse and 3 Dependents	\$1,655
Each additional Dependant	\$50
Married Student with Dependant spouse	\$1,395
Married Student with Dependant spouse and 1 Dependant	\$1,545
Married Student with Dependant spouse and 2 Dependents	\$1,705
Married Student with Dependant spouse and 3 Dependents	\$1,855
Each additional Dependant	\$50

Appendix B
Contingency Assistance Request Form

Name: _____ Institution/Program _____

Please check contingency assistance you are requesting.

1. _____ **Graduation Expenses** - \$500.00 Max. for University Degree Programs. - \$300.00 for Certificate & Diploma Programs **Post-Secondary courses. All other courses are subject to review by the board.*
2. _____ **Damage Deposit** (According to 1st month's rent and to be reimbursed) One time only per student.
3. _____ **Practicum/Internship assistance**
 - a) _____ One (1) round trip to field placement. (*Only if placement is in a different community other than one currently residing in*) Half mileage will be received at beginning of the field placement and remainder upon completion of practicum/internship.

Distance from current home community to field placement community in kilometers (return)
_____ kms x .50 = \$ _____
 - b) _____ Daily travel to final field placement - \$350.00 max/month. (Only if distance is 50 kilometers or more)
 - c) _____ 2nd residency support - \$300.00 max/month. (Student must provide proof of maintaining 2 residences) Any accommodation allowance will be issued to the landlord/property manager.
 - d) _____ clothing allowance, issued only once - \$250.00 max.
 - e) _____ resource purchase allowance - \$100.00
4. _____ **Emergency travel** due to death/critical illness in immediate family. (Nuclear family inclusive of grandmother, grandfather, aunt, uncle niece, nephew) This is an advance and will be recovered from monthly living allowance.
5. _____ **Specialized counseling services or tutorial assistance** on the advice of the Dean, program head, or post-secondary counselor with supporting letter. Tutorial support - \$300.00/year. (Documentation must be provided by tutor.)
6. _____ **Registration fees, books & supplies** for school age children - \$80.00 max/dependent (Student will be reimbursed upon receipt.) **Ineligible for students attending private schools.*
7. _____ **Other** (Cultural camp, etc.) Explain (Use other side of sheet)

Signature of Student

Date