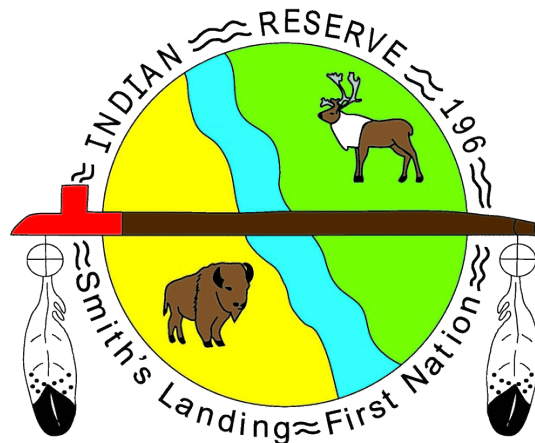


Smith's Landing First Nation Education Department FUNDING HANDBOOK



PO Box 1470
Fort Smith, NT
X0E 0P0
Phone: (867) 872-4002
Fax: (867) 872-2504
Email: education@slfn196.com

Table of Contents

SECTION 1: MANDATE AND SERVICES	6
OUR MANDATE	6
A SHARED RESPONSIBILITY	6
OUR FUNDING PROGRAMS AND SERVICES.....	6
OTHER FUNDING AGENCIES	7
OUR STAFF RESPONSIBILITIES.....	7
PROVIDING US WITH FEEDBACK	7
SECTION 2: ARE YOU ELIGIBLE FOR FUNDING?.....	8
GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS	8
ELIGIBILITY REQUIREMENTS FOR FULL-TIME STUDIES FUNDING.....	8
ELIGIBILITY REQUIREMENTS FOR TRAINING/CERTIFICATION FUNDING	8
ELIGIBILITY REQUIREMENTS FOR INCENTIVE TOP-UP FUNDING	9
ELIGIBILITY REQUIREMENTS FOR PART-TIME STUDIES FUNDING.....	9
ELIGIBILITY REQUIREMENTS FOR COURSE REIMBURSEMENT FUNDING	9
SECTION 3: APPLYING FOR FUNDING PROGRAMS	10
HOW TO APPLY	10
COMPLETE THE CORRECT APPLICATION FORM	10
APPLICATION FOR FULL-TIME STUDIES FUNDING	10
APPLICATION FOR TRAINING/CERTIFICATION FUNDING	11
APPLICATION FOR INCENTIVE TOP-UP FUNDING.....	11
APPLICATION FOR PART-TIME STUDIES FUNDING.....	11
APPLICATION FOR COURSE REIMBURSEMENT FUNDING.....	11
APPLICABLE FORMS	12
FORM A – TRAVEL CLAIM	12
FORM B - CONSENT FOR THE RELEASE OF INFORMATION.....	12
FORM C – FUNDING CONTRACT	12
FORM D - STUDENT ENROLLMENT FORM.....	12
FORM E - PAYMENT AUTHORIZATION	12
STEPS OF THE APPLICATION PROCESS.....	13
WHAT HAPPENS ONCE YOU'VE SUBMITTED YOUR APPLICATION?	13
APPLICATION DEADLINES.....	14
FULL-TIME STUDENTS	14
TRAINING/CERTIFICATE COURSES	14

Smith's Landing First Nation Education Department Funding Handbook

INCENTIVE TOP-UP.....	14
PART-TIME STUDENTS	14
COURSE REIMBURSEMENT.....	14
WHAT HAPPENS IF YOU MISS THE APPLICATION DEADLINE?	15
YOUR PERSONAL INFORMATION.....	15
TELL US IF THINGS CHANGE.....	15
SECTION 4: FUNDING PROGRAMS AND SERVICES	16
BASIC LIVING ALLOWANCE: FULL-TIME STUDIES FUNDING	16
WHAT IS IT?	16
WHAT ARE THE REQUIREMENTS?	16
BASIC LIVING ALLOWANCE FOR DEPENDENT CHILDREN	16
BASIC LIVING ALLOWANCE: FULL-TIME STUDIES FUNDING AMOUNTS	17
RECEIVING ASSISTANCE BETWEEN SEMESTERS	17
PAYMENTS FOR BASIC LIVING ALLOWANCE	17
BASIC LIVING ALLOWANCE: TRAINING/CERTIFICATION FUNDING.....	18
WHAT IS IT?	18
WHAT ARE THE REQUIREMENTS?	18
BASIC LIVING ALLOWANCE FOR DEPENDENT CHILDREN	18
BASIC LIVING ALLOWANCE: TRAINING/CERTIFICATION FUNDING AMOUNTS	19
PAYMENTS FOR BASIC LIVING ALLOWANCE	19
INCENTIVE TOP-UP FUNDING	20
WHAT IS IT?	20
WHAT ARE THE REQUIREMENTS?	20
INCENTIVE TOP-UP FUNDING AMOUNTS	20
PAYMENTS FOR INCENTIVE TOP-UP	20
PART-TIME STUDIES FUNDING	21
WHAT IS IT?	21
WHAT ARE THE REQUIREMENTS?	21
WHAT COSTS ARE ELIGIBLE?	21
PART-TIME STUDIES FUNDING AMOUNTS.....	21
PAYMENT FOR PART-TIME STUDIES.....	21
COURSE REIMBURSEMENT FUNDING	22
WHAT IS IT?	22
WHAT ARE THE REQUIREMENTS?	22

Smith's Landing First Nation Education Department Funding Handbook

WHAT COSTS ARE ELIGIBLE?	22
COURSE REIMBURSEMENT AMOUNTS.....	22
PAYMENT FOR COURSE REIMBURSEMENT	22
TRAVEL	23
DETERMINING START AND END DESTINATIONS	23
TRAVELLING BY PLANE	24
TRAVELLING BY LAND/WATER.....	25
DRIVE AND FLY	25
PAYMENT FOR TRAVEL.....	26
TUITION AND FEES	27
WHAT ARE THE REQUIREMENTS?	27
TUITION AND FEE AMOUNTS	27
PAYMENT FOR TUITION AND FEES	27
BOOKS	28
WHAT ARE THE REQUIREMENTS?	28
BOOK AMOUNTS	28
PAYMENT FOR BOOKS.....	28
SECTION 5: STUDENTS AND INCOME TAX	30
SECTION 6: REASSESSMENT AND VERIFICATION	32
COMMON REASONS FOR REASSESSMENT	32
REASSESSMENTS ARE CONDUCTED IN THE CURRENT SCHOOL YEAR ONLY...	32
VERIFICATION AND AUDIT	32
SECTION 7: ACADEMIC PROBATION AND RECOVERIES.....	34
REASONS FOR ACADEMIC PROBATION	34
LENGTH OF ACADEMIC PROBATION	34
IF YOU DROPPED A FEW CLASSES	34
RECOVERY OF SLFND FULL-TIME STUDIES FUNDING	35
HOW WILL I KNOW IF I OWE SLFN MONEY?	35
ARE YOU ELIGIBLE FOR SLFND FUNDING, IF YOU OWE MONEY TO THE FIRST NATION?	35
GETTING OFF ACADEMIC PROBATION	36
REINSTATING A SEMESTER OF FUNDING	36
FALSE INFORMATION	36
SECTION 8: APPEALS.....	38

APPEALING A DECISION	38
THE APPEAL PERIOD.....	38
APPEALS: LEVEL 1 – INTERNAL REVIEW.....	38
APPEALS: LEVEL 2	39
SUPPORTING DOCUMENTATION FOR AN APPEAL	39
SECTION 9: STUDENT RESPONSIBILITIES	40
KEEP COPIES OF YOUR DOCUMENTS	40
PROVIDE ACCURATE INFORMATION	40
TELL US IF THINGS CHANGE.....	40
HEALTH CARE.....	40
DRIVER'S LICENSE AND VEHICLE REGISTRATION	41
POSTSECONDARY STRIKE.....	41
CALENDAR DAYS CONSIDERED IN SCHOOL MONTHLY LIVING ALLOWANCE	41
CHANGING PROGRAMS/INSTITUTIONS PARTWAY THROUGH THE ACADEMIC YEAR.....	41
EXTENDING A SEMESTER	42
AUDITS OF STUDENT FILES	42
SECTION 10: CONTACTING US	44
COMMUNICATING WITH SLFNED	44
CAREER PLANNING	44

SECTION 1: MANDATE AND SERVICES

OUR MANDATE

Smith's Landing First Nation Education Department (SLFNED) provides financial assistance to eligible Smith's Landing First Nation Members to assist them with their post-secondary education, training and certification related expenses.

A SHARED RESPONSIBILITY

The basic principle of the Smith's Landing First Nation Education Department is that the cost of post-secondary education is a shared responsibility. As such, the assistance you receive is meant to supplement your own resources. It is essential that you plan your finances carefully before you pursue post-secondary education to be sure you have sufficient resources to cover all costs during your schooling.

If you have questions about any of the words and terms used in the SLFNED Funding Handbook contact:

Smith's Landing First Nation
Education Department
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4950
Fax: (867) 872-5154
Email: education@smithlanding.com

OUR FUNDING PROGRAMS AND SERVICES

SLFNED Funding Programs and Services	Basic Living Allowance	Incentive Top-up	Travel	Tuition and Fees	Books
Full-time Studies	•	•	•	•	•
Training/Certification	•		•	•	•
Part-time Studies				•	•
Course Reimbursement				•	•

OTHER FUNDING AGENCIES

Smith's Landing First Nation Education Department ***requires all applicants to apply for sponsorship from at least one other funding agency.*** SLFNED can guide you towards an agency that can help with other types of assistance, such as:

- NWT Student Financial Assistance
- Apprenticeship agency in your province/territory
- Free Horse Family Services Centre – intended for Edmonton residents
- ASETS (Formerly AHRDA)
- Income Assistance
- Student Child Care User Subsidy
- Employment Insurance

OUR STAFF RESPONSIBILITIES

The Education Coordinator will be your primary contact at Smith's Landing First Nation, as well as assist you with the following services:

- Provide information on all available programs and services
- Respond to questions from you and educational institutions
- Create, assess, and process each application
- Review entitlement to financial assistance upon request
- Forward appeals to the SLFN Chief and Council for review and decision
- Perform audits on files to ensure the information provided is correct and current
- Ensure that all information is kept confidential
- Follow through with all decisions made by the SLFN Chief and Council
- Collect any overpayments as per SLFNED Policies and Procedures

PROVIDING US WITH FEEDBACK

If you have a comment, question or suggestion, let us know!

Smith's Landing First Nation
Education Department
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4002
Fax: (867) 872-2504
Email: education@slfn196.com

SECTION 2: ARE YOU ELIGIBLE FOR FUNDING?

GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS

- You must be a registered Smith's Landing First Nation Member, aged 18 years or older
- Any previous SLFNEED outstanding debts must be paid, as well as, any outstanding debts with Smith's Landing First Nation (Payment arrangements may be considered – speak to the SLFNEED Education Coordinator)
- Must not be on SLFNEED Academic Probation (*See Section 7: Academic Probation and Recoveries*)
- You must submit all required documents for the specific funding that you are seeking (*See Section 4: Funding Programs and Services*)
- You must apply with the correct application by your applicable deadline (*See Section 3: Applying for Funding Programs*)

ELIGIBILITY REQUIREMENTS FOR FULL-TIME STUDIES FUNDING

You must meet the **General Eligibility Requirements for All Applicants**, as well as, the following requirements to be considered eligible for SLFNEED Full-time Studies funding:

- During your coursework you must be enrolled in:
 - 60% of a 100% full course load
- Must be denied funding by at least one another funding agency (*See Section 1: Other Funding Agencies*)
- You must submit official transcripts
- You must provide proof of enrollment in a post-secondary institution, which will lead to a license, certificate, diploma, undergrad, masters or doctoral degree
- Each semester of studies must be at least 12 continuous weeks long, but no longer than 26 continuous weeks

ELIGIBILITY REQUIREMENTS FOR TRAINING/CERTIFICATION FUNDING

You must meet the **General Eligibility Requirements for All Applicants**, as well as, the following requirements to be considered eligible for SLFNEED Training/Certification funding:

- Your studies must be leading to a license or certification
- Each training/certification course must be less than 12 continuous weeks in duration

ELIGIBILITY REQUIREMENTS FOR INCENTIVE TOP-UP FUNDING

You must meet the ***General Eligibility Requirements for All Applicants***, as well as, the following requirements to be considered eligible for SLFNED Incentive Top-up Funding:

- During your coursework you must be enrolled in:
 - 60% of a 100% full course load
- Each semester of studies must be at least 12 continuous weeks long, but no longer than 26 continuous weeks

ELIGIBILITY REQUIREMENTS FOR PART-TIME STUDIES FUNDING

You must meet the ***General Eligibility Requirements for All Applicants***, as well as, the following requirements to be considered eligible for SLFNED Part-time Studies funding:

- During your coursework you must be enrolled in:
 - 40% of a 100% full course load
- You must be attending a program at a recognized postsecondary school
- Your studies must be leading to a license, certificate, diploma, undergraduate, masters or doctoral degree

ELIGIBILITY REQUIREMENTS FOR COURSE REIMBURSEMENT FUNDING

You must meet the ***General Eligibility Requirements for All Applicants***, as well as, the following requirements to be considered eligible for SLFNED Course Reimbursement funding:

- You are taking distance learning at a public/private institution
- Must be denied funding by another funding agency (***See Section 1: Other Funding Agencies***)
- Your studies must be leading to a license, certificate, diploma, undergraduate, masters or doctoral degree
- You must submit an official transcript(s), which indicates you have successfully completed the course according to the institution's requirements

SECTION 3: APPLYING FOR FUNDING PROGRAMS

HOW TO APPLY

We review SLFNED Funding eligibility one academic year at a time so you must reapply for assistance for each of your academic years. You can apply by obtaining a copy of the SLFNED Funding Handbook and the correct application(s) from:

Smith's Landing First Nation
Education Department
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4002
Fax: (867) 872-2504
Email: education@slfn196.com

Upon completion, please return to the above. If you have any questions or concerns during the application process, please contact us.

COMPLETE THE CORRECT APPLICATION FORM

You will need to apply on the correct application form. Whether you are applying for Full-time Studies, Training/Certification, Incentive Top-up, Part-time Studies, or Course Reimbursement, SLFNED will require certain documents along with your application depending on the funding you are seeking. See below for the required documents:

APPLICATION FOR FULL-TIME STUDIES FUNDING

If you are applying for full-time studies, please complete and return the ***Application for Full-time Studies Funding*** with the following documents:

- ***Application for an Incentive Top-up*** including the required documentation for this type of funding (See ***Application for Incentive Top-up Funding*** on the following page)
- ***Form D - Student Enrollment Form***
- Letter of acceptance from your educational institution
- Letter of denial from another funding agency
- Health Care Card copies of dependents listed in the application

APPLICATION FOR TRAINING/CERTIFICATION FUNDING

If you are applying for Training/Certification Funding, where the course is less than 12 weeks in duration, please complete and return the ***Application for Training/Certification Funding*** with the following documents:

- ***Form D – Student Enrollment Form*** or a letter of acceptance from your educational institution
- Letter of Interest explaining why you want to take the training/certification
- Copy of Health Care Cards of dependents listed in the above application

APPLICATION FOR INCENTIVE TOP-UP FUNDING

If you are applying for Incentive Top-up Funding, please complete and return the ***Application for Incentive Top-up Funding*** with the following documents:

- Must provide proof from funding agency confirming that you are being funded

APPLICATION FOR PART-TIME STUDIES FUNDING

If you are applying for Part-time Studies Funding, please complete and return the ***Application for Part-time Studies Funding*** with the following documents:

- ***Form D - Student Enrollment Form*** or a letter of acceptance from your institution
- Official transcript from the last academic year in which you received SLFNEF Funding, if applicable

APPLICATION FOR COURSE REIMBURSEMENT FUNDING

If you are applying for Course Reimbursement Funding, please complete and return the ***Application for Course Reimbursement Funding*** with the following documents:

- Official transcript which indicates you have successfully completed the course according to the institution's requirements
- Receipts (examples: tuition, fees and books)

APPLICABLE FORMS

FORM A – TRAVEL CLAIM

If you qualify for travel assistance, and you plan on traveling at your own expense then request reimbursement later, you will need to complete and submit the **Form A - Travel Claim** to the SLFNED office once you have completed your travel. Attach the form to your original airline or bus tickets or submit the form separately for ground or water travel. You must submit a form for each eligible trip you make. *(See Section 5.4 - Travel, for more information)*

PRE-AUTHORIZED AIRLINE RESERVATIONS

If you qualify for travel assistance you must send a copy of your letter of acceptance from your institution before SLFNED can authorize you to travel. You can travel to your school up to three weeks before your start date. As airline reservations are requested through a travel agent, we require at least two weeks of notice before intended travel. (This travel benefit is not for local transportation while you are in school.)

FORM B - CONSENT FOR THE RELEASE OF INFORMATION

You may want to send SLFNED a copy of the **Form B - Consent for the Release of Information** to allow SLFNED staff to release information about you to other people. For example, you are in class all day and can't make it to a phone, you can ask someone you have allowed access to your file to contact us and get the answer for you.

FORM C – FUNDING CONTRACT

Upon approval for funding from SLFNED, you will be required to sign, complete and return the **Form C - Funding Contract** before any funds will be issued.

FORM D - STUDENT ENROLLMENT FORM

You are required to send a **Form D - Student Enrollment Form** to SLFNED for each semester you are in school. You can send this form in up to one calendar month before each semester begins. The form must be completed in full and signed by you and your institution.

FORM E - PAYMENT AUTHORIZATION

You must complete and return **Form E - Payment Authorization** to the SLFNED office, so we can either deposit your monthly assistance into your bank account or mail it to your address on file. At this time, we are only able to deposit into accounts with Bank of Montreal. You will only need to complete this form once unless you change your banking information.

STEPS OF THE APPLICATION PROCESS

Please make sure to fill out all sections on the application. If a section does not apply to you, you must put a N/A for “non-applicable”, or draw a line through the section. Please print your name on the bottom of each page of the application and always provide supporting documentation and other required information and/or forms with your application.

WHAT HAPPENS ONCE YOU'VE SUBMITTED YOUR APPLICATION?

1. If you apply in person, by mail or fax, always keep a record, which provides proof of delivery.
2. If you applied with a paper application, your application is data entered.
3. If your application is incomplete, it will be put on hold and you will be contacted, in writing, about the additional information you need to provide.
4. The Education Coordinator will assess your completed application and you will receive a “conditional approval” or “denial” letter within five weeks from the date we received your application.
5. If you receive a letter that indicates “conditional approval”, this means the SLFNED office requires more information from you. Once all of the information is received, verified and approved, you will receive a final approval for SLFNED Funding.
6. If you receive a denial letter, you may ask the SLFNED office to reassess your application. If you are still not satisfied and believe the SLFNED Funding Handbook has been applied incorrectly, you may appeal to the SLFN Chief and Council, the decision using the appeal form enclosed with your denial letter.
7. Once we have received all of the information and documents required (such as the completed application form(s), official transcript(s), acceptance letter(s), Form D - Student Enrollment Form, etc.) and you are approved, your SLFNED Funding will be paid within ten working days of receiving the last required document, but not before your official first day of school.
8. If you have applied for course reimbursement, and once we have received all of the information and documents required and you are eligible, your SLFNED Funding reimbursement will be paid within ten working days.
9. The SLFNED will electronically deposit your SLFNED Funding if you provided a completed Form E - Payment Authorization. If a form has not been received, cheques will be mailed to you at your address on file or can be released to the student at the SLFN Band Office. Form B – Consent for the Release of Information will be needed for release of SLFNED Funding to anyone other than the funded student.

APPLICATION DEADLINES

FULL-TIME STUDENTS

You must complete and submit the ***Application for Full-time Studies Funding***, with the required documentation, by the application deadlines shown below to be eligible for SLFNED Funding:

Your academic year begins	Your application deadline is
August/September	July 15
January	November 15
All other months	One calendar month prior

TRAINING/CERTIFICATE COURSES

You must complete the ***Application for Training/Certification Funding***, if you are planning to attend any training/certification courses that are less than 12 weeks in duration.

The deadline to apply is one month prior to the training/certification course.

INCENTIVE TOP-UP

You must complete the ***Application for Incentive Top-up Funding***, if you would like to apply for the Incentive Top-up funding by the application deadline in the above table.

PART-TIME STUDENTS

You must complete the ***Application for Part-time Studies Funding***, if you are applying for funding as a part-time student. The deadlines to apply for Part-time Studies are shown in the above table.

COURSE REIMBURSEMENT

You must complete the ***Application for Course Reimbursement Funding***, if you are applying for funding as a student enrolled in a distance learning course at a private/postsecondary institution. The deadline to apply for a Course Reimbursement funding is within one year of the course(s) start date. You must submit all required documentation within that time.

WHAT HAPPENS IF YOU MISS THE APPLICATION DEADLINE?

You must fill out the correct application, by your applicable deadline, for every academic year you attend school. Your academic year is a period of 12 continuous months beginning on the start date of your semester as indicated in your application. If you miss the applicable deadline for full-time applications, you may still qualify to receive funding for the semester. Late applications are considered a low-priority and will be assessed only once all students that applied by the deadline have been evaluated and paid. This process can take 90 days or more and you will be responsible for all expenses that you incur during this time. You may also need to start your program without any assurance of eligibility for funding/re-imbursement of any costs.

YOUR PERSONAL INFORMATION

It is your responsibility to provide us with personal information updates such as financial status, change of address, change in school enrollment, phone number and banking information to ensure that your application is completed accurately and truthfully.

Every effort is made to protect the confidentiality of your personal information. As such, we will not release it to anyone without your written consent. However, there are times when you may want others to access your personal information (your parents, spouse or other individual or organization). You may also want us to release information about you to employers, government departments for the purpose of being kept up to date about employment, training opportunities or other financial assistance that may be available to you. We would be pleased to provide your information to the people you authorize. Simply notify us in writing or complete the standard ***Form B - Consent for the Release of Information***.

As further evidence of our commitment to protect your personal information, we verify any request that we receive over the phone for your information by asking the caller to answer several personal questions to which only you would know the answers. For example, we might ask for your social insurance number, your date of birth and your Treaty Card number. We would require the same level of verification for requests that we receive over the fax machine.

TELL US IF THINGS CHANGE

It is important to contact the Education Coordinator as soon as possible if:

- Your financial status changes
- You are thinking of dropping a class or withdrawing from school, and/or
- You are thinking of changing programs or institutions

Any of these changes may mean you will no longer be eligible to receive the benefits you were originally assessed.

SECTION 4: FUNDING PROGRAMS AND SERVICES

There are several different types of financial assistance available from Smith's Landing First Nation Education Department.

BASIC LIVING ALLOWANCE: FULL-TIME STUDIES FUNDING

WHAT IS IT?

The Basic Living Allowance: Full-time Studies Funding is a Smith's Landing First Nation subsidized, non-repayable grant to be used towards assisting in your day-to-day expenses. It is intended to assist those students who are enrolled full-time in a course/program leading to a license, certificate, diploma, undergraduate, masters or doctoral degree that is 12 weeks in duration or longer.

WHAT ARE THE REQUIREMENTS?

You must meet all of the requirements under **Section 2: Eligibility Requirements for Full-time Studies**, complete and submit the **Application for Full-time Studies**, with the required documents listed in **Section 3: Application for Full-time Studies** by the deadline shown in **Section 3: Deadlines, Full-time Students**.

BASIC LIVING ALLOWANCE FOR DEPENDENT CHILDREN

You will receive a living allowance based on the number of dependent children you have, when you have full care and control of them 100% of the time. You are required to submit copies of your dependents' Health Care Cards with your application.

Please Note: If you are going to school for 9 months, but will only have full custody of your child(ren) for 3 of those months, SLFNEED will give you a basic living allowance for you and your child(ren) for those 3 months. For the other 6 months, you would get a basic living allowance as a single student. If you have joint custody of your child(ren), the amount will be prorated to reflect the amount of days per month the child(ren) are in your care.

BASIC LIVING ALLOWANCE: FULL-TIME STUDIES FUNDING AMOUNTS

The following table shows the maximum amounts that a student can receive, depending on your living arrangements:

Student Living Arrangement	Single	Single Parent	Spouse with No Income	Spouse with Income
Single	\$ 850	N/A	N/A	N/A
0 Dependents	N/A	N/A	\$ 900	\$ 850
1 Dependant	N/A	\$ 1,050	\$ 1,250	\$ 1,050
2 Dependents	N/A	\$ 1,250	\$ 1,450	\$ 1,250
3 Dependents	N/A	\$ 1,450	\$ 1,650	\$ 1,450
Each additional dependent	N/A	\$ 75	\$ 75	\$ 75

Please Note: The Basic Living Allowance: Full-time Studies funding will be provided to eligible applicants for a maximum of 12 semesters. Academic Upgrading will only be funded for eligible applicants to a lifetime maximum of 6 semesters.

RECEIVING ASSISTANCE BETWEEN SEMESTERS

If you are a full-time student going to school for both the fall and winter of the same academic year, your living allowance will continue as a full-time student. For example, if you go to school from September until December 14 and then start again on January 4, we will give you a full living allowance for the months of December and January.

PAYMENTS FOR BASIC LIVING ALLOWANCE

The Basic Living Allowance will be paid directly to you on the first Friday of every month. The funding can be deposited into your bank account within 10 working days of receiving the last document we need from you, but not before the first day of classes. We will require you to complete **Form E - Payment Authorization**, if you choose this option.

In order to release funding, to the people you authorize, we require that you notify us in writing or complete **Form B - Consent for the Release of Information**.

BASIC LIVING ALLOWANCE: TRAINING/CERTIFICATION FUNDING

WHAT IS IT?

The Basic Living Allowance: Training/Certification Funding is a Smith's Landing First Nation subsidized, non-repayable grant to be used towards assisting in your day-to-day expenses. It is intended to assist those students who are enrolled in training/certification leading to a license or certificate that is less than 12 weeks in duration.

WHAT ARE THE REQUIREMENTS?

You must meet all of the requirements under **Section 2: Eligibility Requirements for Training/Certification Funding**, complete and submit the **Application for Training/Certification Funding**, with the required documents listed in **Section 3: Application for Training/Certification Funding**, by the application deadline of at least one month prior to the training/certification start date.

BASIC LIVING ALLOWANCE FOR DEPENDENT CHILDREN

You will receive a living allowance based on the number of dependent children you have when you have full care and control of them 100% of the time. You are required to submit copies of your dependents' Health Care Cards with your application.

Please Note: If you are going to school for 9 months, but will only have full custody of your child(ren) for 3 of those months, SLFNEED will give you a basic living allowance for you and your child(ren) for those 3 months. For the other 6 months, you would get a basic living allowance as a single student. If you have joint custody of your child(ren), the amount will be prorated to reflect the amount of days per month the child(ren) are in your care.

BASIC LIVING ALLOWANCE: TRAINING/CERTIFICATION FUNDING AMOUNTS

The Basic Living Allowance: Training/Certification monthly funded amount will be pro-rated to reflect the days of training/certification based on the following table:

Student Living Arrangement	Single	Single Parent	Spouse No Income	Spouse Income
Single Student	\$ 850	N/A	N/A	N/A
0 Dependants	N/A	N/A	\$ 900	\$ 850
1 Dependant	N/A	\$ 1,050	\$ 1,250	\$ 1,050
2 Dependents	N/A	\$ 1,250	\$ 1,450	\$ 1,250
3 Dependents	N/A	\$ 1,450	\$ 1,650	\$ 1,450
Each additional dependent	N/A	\$ 75	\$ 75	\$ 75

Please note: The Basic Living Allowance: Training/Certification funding will be provided to eligible applicants for a maximum of 12 courses/licenses/certificates.

PAYMENTS FOR BASIC LIVING ALLOWANCE

The Basic Living Allowance will be paid directly to you on the first Friday of every month. The funding can be deposited into your bank account within 10 working days of receiving the last document we need from you, but not before the first day of classes. We will require you to complete **Form E - Payment Authorization**, if you choose this option.

In order to release funding, to the people you authorize, we require that you notify us in writing or complete **Form B - Consent for the Release of Information**.

INCENTIVE TOP-UP FUNDING

WHAT IS IT?

The Incentive Top-up Funding is a Smith's Landing First Nation subsidized, non-repayable grant to be used towards further assisting with your day-to-day expenses. It is intended to assist those students who are enrolled full-time in a course/program leading to a license, certificate, diploma, undergraduate, masters or doctoral degree that is a minimum of 12 continuous weeks in duration or longer.

Students receiving SLFNEF Funding for Full-time Studies or equal to/similar funding as a Basic Living Allowance are eligible to receive this assistance.

WHAT ARE THE REQUIREMENTS?

You must meet all of the eligibility requirements under **Section 2: Eligibility Requirements for Incentive Top-up Funding**, complete and submit the **Application for Incentive Top-up Funding**, with the required documents listed in **Section 3: Application for Incentive Top-up Funding** by the deadline shown in **Section 3: Deadlines, Full-time Students**.

INCENTIVE TOP-UP FUNDING AMOUNTS

The maximum amount that a student can receive is \$500 dollars per month, to a lifetime maximum of 48 months.

PAYMENTS FOR INCENTIVE TOP-UP

The Incentive Top-up Funding will be paid directly to you on the first Friday of every month. The funding can be deposited into your bank account within 10 working days of receiving the last document we need from you, but not before the first day of classes. We will require you to complete **Form E - Payment Authorization**, if you choose this option.

In order to release funding, to the people you authorize, we require that you notify us in writing or complete **Form B - Consent for the Release of Information**.

PART-TIME STUDIES FUNDING

WHAT IS IT?

Part-time Studies Funding is a Smith's Landing First Nation subsidized, non-repayable grant. Eligible applicants will be funded up to a maximum of \$800 dollars per course, to a lifetime maximum of \$8,000 dollars.

WHAT ARE THE REQUIREMENTS?

You must meet all of the applicable eligibility requirements under **Section 2: Eligibility for Part-time Studies Funding**, complete and submit **Application for Part-time Studies Funding**, by the deadline shown in **Section 3: Deadlines, Part-time Students**.

WHAT COSTS ARE ELIGIBLE?

Part-time Studies Funding will be provided to eligible applicants to cover part-time study costs including tuition, fees and books.

PART-TIME STUDIES FUNDING AMOUNTS

The Part-time Studies Funding provides up to a maximum of \$800 dollars per course, to a lifetime maximum of \$8,000 dollars.

PAYMENT FOR PART-TIME STUDIES

The Part-time Studies Funding for your tuition and fees is paid directly to the institution on your behalf. A letter will be forwarded to the institution upon approval with SLFNED.

COURSE REIMBURSEMENT FUNDING

WHAT IS IT?

Course Reimbursement Funding is a Smith's Landing First Nation subsidized, non-repayable grant. Eligible applicants will be reimbursed for expenses already paid, up to \$800 dollars per course to a lifetime maximum of \$8,000 dollars. Reimbursement takes place after you have successfully completed the course.

WHAT ARE THE REQUIREMENTS?

You must meet all of the applicable eligibility requirements under **Section 2: Eligibility for Course Reimbursement**, complete and submit the **Application for Course Reimbursement**, with the required documents, within one year upon completion of course.

WHAT COSTS ARE ELIGIBLE?

Reimbursement is provided for course costs including tuition, fees and books.

COURSE REIMBURSEMENT AMOUNTS

The Course Reimbursement Funding provides up to a maximum of \$800 dollars per course, to a lifetime maximum of \$8,000 dollars.

PAYMENT FOR COURSE REIMBURSEMENT

The Course Reimbursement Funding can be deposited into your bank account within 10 working days of receiving the last document we need from you. We will require you to complete **Form E - Payment Authorization**, if you choose this option.

In order to release funding, to the people you authorize, we require that you notify us in writing or complete **Form B - Consent for the Release of Information**.

TRAVEL

Travel assistance must be used only for the study period for which you are receiving funds. You cannot accumulate your travel benefit from one year or from semester to semester. If you receive the travel benefit and do not provide proof of registration and attendance at a school, you will automatically forfeit your right to SLFNED Funding for that semester and must reimburse Smith's Landing First Nation for the cost of the ticket or cheque.

- If you are a student with no dependants, you are eligible to one trip per year to go to, and from your home community to the nearest approved institution offering your program.
- If you are taking two or more consecutive semesters, you qualify for another return trip to your home community, typically during intersession, when most institutions have a break between semesters. Where the intersession does not take place over the Christmas/New Year break, students may be eligible to use their benefit during that time.
- If you are a student with dependants, you are eligible to one trip per academic year for you and your dependants to go to and from your home community to the nearest approved institution offering your program.

Please Note: The travel benefit cannot be used at any other time or for any other purpose. Only one parent can claim travel for their dependants when both parents are receiving assistance from SLFNED.

To maintain fairness and consistency for all applicants, no exceptions are made to travel assistance eligibility. The travel benefit does not:

- Apply to reading weeks, spring break or returning from school early so that you may seek employment
- Your travel benefit can only be used to and from your home community
- Apply to expenses beyond the nearest institution offering your program. If a program is not offered at the nearest typical institution, you must provide official documentation from your school indicating that the school and/or program is unique and the nearest to your home community

DETERMINING START AND END DESTINATIONS

If you want to change your home community you will need to inform SLFNED in writing of a change of permanent address and the reasons why. The Education Coordinator will change a home community address only for special circumstances, such as your family moving from one community to another.

TRAVELLING BY PLANE

If you choose to travel by plane, SLFNED will provide assistance with the basic airfare to and from your home community to the nearest approved institution offering your program. Tickets will be booked through an approved travel agency and will require at least two weeks advance notice of intended travel. Other assistance may be provided for the following:

- Accommodations may be provided on your way home or to your institution, at a rate approved by SLFNED, only if it is not possible to reach your destination in one day.
- Airline charges for a change to your ticket date, only if your reason for changing the date is beyond your control. For example, if your final exam was scheduled for April 23 and you book your flight to your home community for April 25, but the institution later changes the exam date to April 27, SLFNED will pay any charges to change the flight.

CERTAIN EXPENSES ASSOCIATED WITH AIRFARE ARE NOT ELIGIBLE:

- Expenses for food, even if you must overnight
 - Accommodations when it is possible to reach your destination in one day
 - Charges to change ticket dates, which includes emergencies
 - Expenses beyond those approved by the program
 - Travel on airline points, tickets paid for by another agency, company or gift or prize
- Please Note: Transport Canada regulations require anyone who is travelling on a screened flight who appears to be over 12 years of age to produce one piece of government issued identification before boarding. The identification provided must have the person's name, date of birth and gender and the name on the ID must match the name listed on the boarding card. Anyone who appears to be 18 or older will be required to provide one piece of government issued photo ID or two pieces of government issued ID. A list of acceptable pieces of ID can be found on the web at www.passengerprotect.gc.ca. To find out if you will need ID to travel, it is best to contact your air carrier.***

TRAVELLING BY LAND/WATER

The eligible expenses for the student using this method of travel are:

- When traveling by car, motorcycle, snowmobile, boat, etc., reimbursement is based on the Government of the Northwest Territories, Duty Travel Rates or provincial equivalent in the students' home province/territory. The lower private car kilometric rate, at the time of your travel, will be used in determining the amount of reimbursement. These rates are reviewed January 1, April 1, July 1 and October 1st.
- Only one eligible student per vehicle may claim the travel benefit
- You must inform SLFNE in writing as to where and when you travelled to the nearest institution offering your program after you travelled by submitting a copy of **Form A - Travel Claim**, which is available by fax

THE FOLLOWING EXPENSES ASSOCIATED WITH TRAVEL BY LAND/WATER ARE NOT ELIGIBLE:

- Actual fuel costs beyond the approved rate
 - Accommodation and food
 - Repairs to your vehicle
 - Towing charges
 - Moving expenses
 - Local transportation while in school
 - Expenses beyond those approved by the program
-

DRIVE AND FLY

Eligible expenses to combine travel are as follows:

- If you choose to fly one way and drive one way, you are eligible for assistance up to the maximum cost of the one-way travel. For example, if you drove down in the fall and want to fly home in the spring, SLFNE would only assist up to the maximum you are entitled to receive for the one-way air travel portion and reimburse you at the government rate per kilometre for your travel back by road. Each trip is considered one-way.
- Driving includes all modes of land travel such as motorcycle or snowmobile

PAYMENT FOR TRAVEL

The SLFNED must receive certain documents from you before your travel can be authorized – refer to the list below. If you are a:

- New Student – we will require an acceptance letter from your educational institution
- Continuing Student (uninterrupted) – official transcript, and if applicable, an acceptance letter for a new institution and/or program
- Continuing Student (after a break of a year or more) – last official transcript and acceptance letter

If you pay for the ticket yourself, you will have to submit the unused portion of your original ticket and your boarding pass for reimbursement, along with a completed **Form A – Travel Claim** to:

Smith's Landing First Nation
Education Department
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4950
Fax: (867) 872-5154
Email: education@smithlanding.com

If you are required to overnight because you are not able to reach your destination in one day, SLFNED can reserve your hotel and pay for eligible costs directly. If you have to pay for the accommodation yourself because the SLFNED office is closed, we will reimburse you for your eligible portion of the accommodation costs after you have submitted receipts. SLFN will not reimburse food or additional room charges.

You must travel within your academic year. For example, if your academic year is September 1, 2000, to August 31, 2001, and you finish school on April 30, 2001, SLFNED would authorize your return travel anytime on or before August 31, 2001. Should you be faced with a situation where you finish school on or around the last day of your academic year, contact the Education Coordinator for more information. And, if you change your travel dates after the tickets have been issued and paid for, you will be responsible to pay for any applicable fees and taxes.

Please Note: If you decide to go to school and pay for your own tickets before you have handed in your letter of acceptance or your official transcript(s), and it turns out that the institution and/or your program is not approved, or you did not pass the prior year and are now on SLFN Academic Probation, SLFNED will not reimburse you for your travel now or at a later date.

TUITION AND FEES

WHAT ARE THE REQUIREMENTS?

You must meet all of the requirements under **Section 2: Eligibility Requirements for Full-time Studies**, complete and submit the **Application for Full-time Studies**, with the required documents listed in **Section 4: Application for Full-time Studies** by the deadline shown in **Section 3: Deadlines, Full-time Students**.

TUITION AND FEE AMOUNTS

SLFNED will cover the costs of tuition and fees up to the following amounts:

- Tuition and Fees – \$2,400 dollars per semester, to a lifetime maximum of 12 semesters

If you do not attend school or you drop a class(es) and get reimbursed for your tuition, you will have to return the money to the SLFNED at the address below. We will routinely check to see if you are receiving the benefits you are entitled to receive.

Smith's Landing First Nation
Education Department
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4950
Fax: (867) 872-5154
Email: education@smithlanding.com

Please Note: Tuition and fee amounts that exceed the amount listed above will require official documentation from your educational institution, contact the Education Coordinator for more information.

PAYMENT FOR TUITION AND FEES

The funding for your tuition and fees is paid directly to the institution on your behalf. A letter will be forwarded to the institution upon approval with SLFNED.

We can provide tuition and fees, in advance for the whole year, if it is a requirement of your institution and you submit official documentation from your institution indicating that you are required to pay in advance.

BOOKS

WHAT ARE THE REQUIREMENTS?

You must meet all of the requirements under **Section 2: Eligibility Requirements for Full-time Studies**, complete and submit the **Application for Full-time Studies**, with the required documents listed in **Section 3: Application for Full-time Studies** by the deadline shown in **Section 3: Deadlines, Full-time Students**.

BOOK AMOUNTS

SLFNED will cover the costs of books up to the following amounts:

- Books - \$600 dollars per semester

Receipts for book purchases will not be considered unless an official letter from your institution accompanies the receipts and indicates the books are a requirement of your program.

Please Note: Book amounts that exceed the amount listed above will require official documentation from your educational institution, contact the Education Coordinator for more information.

PAYMENT FOR BOOKS

The funding for your books is paid directly to the institution on your behalf. A letter will be forwarded to the institution upon approval with SLFNED.

We can provide payment for books, in advance for the whole year, if it is a requirement of your institution and you submit official documentation from your institution indicating that you are required to pay in advance.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

SECTION 5: STUDENTS AND INCOME TAX

Since you must be a Smith's Landing First Nation Member to be eligible for funding, you are exempt from paying taxes on grants according to federal taxation rules and regulations. Please visit the Canada Revenue Agency's website at www.cra-arc.gc.ca/aboriginals for more information.

If you are approved SLFNEF Funding, a T4-A will be issued to you from SLFN in late- February each year. It will contain a footnote indicating that the file is tax-exempt because the filer is a First Nations student. The T4-A will outline the total amount received in the prior year and must be included with your income tax return when it is filed.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

SECTION 6: REASSESSMENT AND VERIFICATION

COMMON REASONS FOR REASSESSMENT

You must advise SLFNED in writing if any of the information on your application changes after you have submitted it. The changes may require a reassessment of your SLFNED Funding entitlement. Depending on what those changes are, your assistance may change. Some of the most common reasons for a reassessment are changes to:

- The financial position of you and/or your spouse (Ex: Income)
- Relationships with your spouse, parent(s), step-parent, sponsor or legal guardian
- Your banking information
- The information provided about your dependants
- Your program of study or study period and/or
- Your institution

REASSESSMENTS ARE CONDUCTED IN THE CURRENT SCHOOL YEAR ONLY

SLFNED may only assist with your educational expenses in the current school year. You may ask for a reassessment at any time during your current academic year. If the Education Coordinator made an error on a prior year, or you realize you should have received additional assistance during a prior academic year, retroactive payments will/do not apply.

VERIFICATION AND AUDIT

All SLFNED files are subject to verification and audit. Information provided by you must also be verified with other federal and provincial/territorial student aid programs, government agencies, ASETS groups, employers, banks, etc. If your file is verified or audited, you may be required to provide documentation to confirm that information you and your spouse have submitted is correct. If you are audited you will be advised that you need to send us certain documents by a certain date. If you do not get back to us, processing of your SLFNED Funding may be withheld until the audit is completed. Your prompt reply to an audit request will help prevent delays. Please read carefully the conditions of SLFNED Funding, as noted at the end of your applicable application. If you and your spouse fail to meet these conditions:

- You may not be eligible for assistance, and/or
- You may be required to immediately repay funds already released

You must be truthful with all documentation. The following may be considered fraud:

- False or misleading statements
- Failure to fully disclose information, and/or
- Tampering with documents or forgery

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

SECTION 7: ACADEMIC PROBATION AND RECOVERIES

REASONS FOR ACADEMIC PROBATION

You can be placed on Academic Probation from SFLNED Full-time Studies funding for not fulfilling prior year(s) and/or current year SLFNED Full-time Studies Eligibility Requirements. When you are placed on Academic Probation from SLFNED, it means you can no longer receive funding for up to a period of one year, and may have to repay some or all of the benefits that have already been provided to you.

You can be placed on Academic Probation from SLFNED by:

- Not passing 60% of the courses within your program of studies
- Being considered part-time by your institution
- Withdrawing or being terminated from your studies

LENGTH OF ACADEMIC PROBATION

A typical academic probation period lasts for up to one year. Your Academic Probation begins on the day you withdrew or the last day of a semester in which you did not successfully complete the required course load.

Please Note: If your semester starts on January 10, 2008, and ends on April 28, 2008, and you withdraw on January 31, 2008, you would be suspended from January 31, 2008, until January 30, 2009.

IF YOU DROPPED A FEW CLASSES

If you applied for and received assistance as a full-time student and you decide to drop a class(es), you may fall below the SLFNED's Full-time Studies course load requirement.

***** Please contact the Education Coordinator if you are thinking about reducing the number of classes you are enrolled in. *****

RECOVERY OF SLFNED FULL-TIME STUDIES FUNDING

If you applied for and received assistance as a full-time student and you decide to drop a class or stop attending your classes full-time, SLFNED will stop funding you. If this occurs during your semester, you will no longer be eligible to receive future monthly living allowance payments. If you withdrew from your classes, but continued to receive your monthly living allowance payments, you may owe SLFNED the money you received after you withdrew.

Please Note: If you are attending school and withdraw early in the semester, you may be entitled to a reimbursement of a portion of your tuition, tuition fees or books by your institution. If you receive a reimbursement, you will have to repay the portion you got back from your institution to SLFNED. If you do not notify SLFNED that you withdrew and continue to receive a living allowance from SLFNED, you will be required to reimburse SLFNED any living allowance you received, and will be placed on Academic Probation.

HOW WILL I KNOW IF I OWE SLFN MONEY?

SLFNED will first send a letter to you outlining how much you owe and how long you have to repay the full debt before you receive an official invoice. If you do not pay the full amount within SLFNED's specified period, the SLFN Finance Officer will issue an invoice to you. If you do not make payment arrangements with SLFN within 90 days of the date of the invoice, you will be not be eligible for SLFNED Funding until the debt is paid. (Payment arrangements may be considered – speak to the SLFN Education Coordinator)

ARE YOU ELIGIBLE FOR SLFNED FUNDING, IF YOU OWE MONEY TO THE FIRST NATION?

If you have an outstanding debt to Smith's Landing First Nation, such as an overpayment of SLFNED Funding you will not be eligible to receive SLFNED Funding until you have either repaid the debt, or made payment arrangements that are acceptable by the SLFN Chief and Council.

GETTING OFF ACADEMIC PROBATION

Once you are placed on Academic Probation, there are three options available to you to become eligible for SLFNED Funding again:

1. Contact the Education Coordinator within 30 days of withdrawing. Repay the full amount within 60 days of the last day you attended school for the semester in which you were suspended, or
2. Provide an assessment from a qualified, acceptable professional stating that your performance was significantly affected because of illness, physical injury or extraordinary circumstances. SLFNED considers the following when assessing an extraordinary circumstance - was it something beyond the student's control, unpredictable, significant, was it the student's choice and a poor choice, and would the average person be successful under these current circumstances, or
3. Wait one year from the end date of the academic year in which we provided you with funding. Although you are on Academic Probation, you must continue to meet the SLFNED application deadlines. You can appeal the decision to be placed on Academic Probation from SLFNED. Please refer to the next section, **Section 8: Appeals**.

REINSTATING A SEMESTER OF FUNDING

If you received SLFNED Full-time Funding to attend a semester, but did not successfully complete the semester, you may be eligible to reinstate your semester of funding.

To reinstate the semester you must:

- Contact us within 30 days of no longer being considered a full-time student, or within 30 days of the first day of classes
- Repay the total amount of SLFNED Full-time Studies Funding received for that semester within 60 days of no longer being considered a full-time student or within 60 days of the first day of classes

FALSE INFORMATION

If the information you have provided in your application and/or supporting documentation are false, and you are reassessed or audited, you may be reported to the SLFN Chief and Council, as a student suspected of defrauding the First Nation. Depending on the amount of money received, you may be reported to the RCMP, by SLFN Chief and Council, for formal investigation, which could result in charges under the Criminal Code of Canada.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

SECTION 8: APPEALS

APPEALING A DECISION

The SLFNED makes every effort to be fair to all students. However, there are instances where you may feel the rules have been misapplied or that the criteria do not adequately reflect your particular circumstances. You may appeal decisions made by the SLFNED by following the approved appeal procedures stated below.

THE APPEAL PERIOD

The 30-day appeal period starts from the day you are notified, that is when you get a letter, e-mail or call from the SLFNED regarding your SLFNED file. If we notify you by letter, SLFNED allows 10 days for you to receive the letter. If you are notified by e-mail, SLFNED allows up to 2 days for you to check your e-mail. The appeal process begins 2 days after the e-mail was sent. If we notify you by telephone (includes leaving a message on your answering machine/voice mail), the appeal period starts from the day the call is made.

Examples: If we mailed a letter to you on February 10, we would start counting the 30 days from February 20, and you would have until March 20 to seek an appeal. If we notified you by e-mail on September 27, we would start counting the 30 days from September 29 and you would have until October 28 to seek an appeal.

APPEALS: LEVEL 1 – INTERNAL REVIEW

The first step in an appeal process is to talk to the Education Coordinator. Even if you feel the Education Coordinator is part of the problem, there may have been some confusion or misunderstanding that can be easily rectified.

If discussions with the Education Coordinator leave you dissatisfied, you can then consider taking the next step in the appeal process as noted below.

For more information please contact:

Smith's Landing First Nation
Education Department
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4002
Fax: (867) 872-2504
Email: education@slfn196.com

APPEALS: LEVEL 2

If you have been denied financial assistance by SLFNED, and have taken the steps in the first level of the appeal process, you may then appeal the decision to the SLFN Chief and Council.

The steps in the process are as follows:

1. Appeal in writing to the SLFN Chief and Council. You can use the appeal form which will be enclosed with the letter of denial.
2. Appeal within 30 days of notification of the decision you are appealing.
3. The SLFN Chief and Council will review your appeal and determine if the SLFNED Funding Handbook was correctly applied to your situation.
4. Students are not invited to participate at this level. Decisions on appeals will be based on the approved SLFNED Funding Handbook. Rulings will be verified at each level to ensure that they have been applied correctly for your situation.

For more information please contact:

Smith's Landing First Nation
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4002
Fax: (867) 872-2504
Email: education@slfn196.com

SUPPORTING DOCUMENTATION FOR AN APPEAL

You may be required to provide documentation that supports your request for an appeal. The Education Coordinator can tell you what documentation is required in your particular situation.

SUPPORTING DOCUMENTATION MAY INCLUDE:

- A letter from you (and your spouse or parent(s), if applicable) explaining your situation
- Detailed documentation from a professional third party who was directly involved with your situation (court reports, letters from police, social workers, counsellors, children's shelters and/or doctors)
- Proof of payment for the costs you are claiming
- Certificate from a physician outlining the nature of illness or permanent disability, the care required and the period of time
- Documentation from your employer confirming employment

SECTION 9: STUDENT RESPONSIBILITIES

KEEP COPIES OF YOUR DOCUMENTS

Keep copies of your application(s), any form(s), official transcript(s), fax confirmation sheet(s) and anything else you submit to SLFNED in the event that some, or all, of your documentation is not received.

PROVIDE ACCURATE INFORMATION

SLFNED forwards your eligibility for benefits, to the SLFN Chief and Council, based on all the personal information you provide. You must ensure your application for assistance is completed accurately and truthfully.

TELL US IF THINGS CHANGE

It is your responsibility to provide us with personal information updates such as a change of income, address, phone number, banking information, etc. It is also your responsibility to provide us with the income you and/or your spouse, if applicable, will be receiving at any time during your SLFNED sponsorship.

Changes may mean an increase to your current benefits or that you are no longer eligible to receive the benefits you were originally assessed for. In some cases, you may be entitled to receive additional assistance or are required to return some or all of the assistance you've received. In severe cases, you may be placed on Academic Probation from SLFNED Funding.

HEALTH CARE

You are generally not required to change your Provincial/Territorial Health Care Coverage, depending on your home address on your application, to the province or territory you are studying in, as long as you plan to return to the province/territory when you complete your studies.

DRIVER'S LICENSE AND VEHICLE REGISTRATION

You should not change your address or transfer your driver's license or car registration to another province or territory. This policy is standard across Canada. All jurisdictions in Canada maintain the same reciprocal regulation statement.

POSTSECONDARY STRIKE

Although a postsecondary strike is beyond a student's control, SLFNED must follow the legislations and policies. If you do choose to return home immediately, you will not be placed on Academic Probation, as long as you provide an official document from your school indicating the occurrence of a strike. However, if you choose to remain at school until the strike is finished, please refer to the following table for how your benefits will be applied.

CALENDAR DAYS CONSIDERED IN SCHOOL MONTHLY LIVING ALLOWANCE

Calendar Days	Basic Living Allowance Amount
0	\$ 0.00
5 to 14 days	Half the month
15 days or more	Full month

CHANGING PROGRAMS/INSTITUTIONS PARTWAY THROUGH THE ACADEMIC YEAR

If you are planning on changing institutions and/or programs partway through your academic year, and you wish to be approved for continued funding, you will need to inform the SLFNED. Changing partway through the year can be approved by SLFN Chief and Council as long as SLFNED has official documentation indicating the transfer will be approved by your institutions(s). An example of approval would be an acceptance letter from the new school and a favourable departure letter from your original school.

If you are changing institutions, you will need to provide an official transcript from the original school before your continued funding can be approved.

EXTENDING A SEMESTER

The length of your semester determines whether or not you are a full-time student. To be full-time, you must be enrolled in a semester that is a continuous length of 12 to 26 weeks. A semester's length is also a reflection of how long an institution has determined a student should take to complete a program.

If you request SLFNED to extend your semester, it can only be done for extenuating circumstances, such as a postsecondary strike. SLFNED would require official documentation from your school outlining the extenuating circumstances before approval to extend the semester could be granted.

AUDITS OF STUDENT FILES

SLFNED makes routine audits of files. You may be asked to provide us with certain documents so we can ensure you are receiving the benefits you are entitled to receive. See **Section 6: Reassessment and Verification** for more information.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

SECTION 10: CONTACTING US

Smith's Landing First Nation
Education Department
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4002
Fax: (867) 872-2504
Email: www.education@slfn196.com
Website: www.slfn196.com

COMMUNICATING WITH SLFNE

SLFNE receives many telephone calls each day and it can sometimes be difficult for your telephone call to be returned or answered the same day. We recommend that you e-mail your inquiries to the address above. You can also leave a message with the secretary. We will get back to you as soon as possible.

When you are leaving a message for us to return your call, please leave a phone number where we can contact you directly or get a message to you. If you do not have voice mail or an answering machine, suggest another place for us to contact you such as your parents or the Student Union. If you tell us why you are calling when you leave a message, we can get back to you with the answer or leave a message.

We would like to thank you in advance for your patience. We will continue to reply as quickly and effectively as possible to all your questions.

CAREER PLANNING

If you're not sure what direction you want to take, where to go or how much it will cost, contact your SLFN Employment and Training Services Coordinator at the following:

Smith's Landing First Nation
Employment and Training Services
PO Box 1470
Fort Smith, NT X0E 0P0
Phone: (867) 872-4002
Fax: (867) 872-2504

Our Employment and Training Coordinator can help you research different careers, programs of study and educational institutions.