

**Chippewas of Nawash Unceded First Nation  
Board of Education**

**Nawash Education Diversity Assistance Program (NEDAP)**

**Policy**



# Nawash Education Diversity Assistance Program Policy

## Table of Contents

<b>Section</b>	<b>Subject</b>	<b>Page No.</b>
<b>1.0</b>	Program Objectives.....	3
<b>2.0</b>	Definitions.....	4
<b>3.0</b>	Applicant Responsibility & Accountability.....	5
<b>4.0</b>	Limits to Education Diversity Assistance.....	6
<b>5.0</b>	Nawash Education Diversity Program Structure.....	7
<b>6.0</b>	Eligibility for Assistance.....	8
<b>7.0</b>	Financial Assistance Rates.....	9-10
<b>8.0</b>	Application Process for Nawash Education Diversity Financial Assistance.....	11-12
<b>9.0</b>	Application Priority Designation.....	13
<b>10.0</b>	Applicant Appeal Process.....	13
<b>APPL</b>	<b><u>Nawash Education Diversity Financial Assistance Application Forms:</u></b>	
<b>APPL</b>	Application for Education Assistance Form	

**Nawash Education Diversity Assistance Policy may be amended as required; 30 days written notice will be provided to the applicant. It is the applicant's responsibility to ensure they are aware of all changes.**

# **Nawash Education Diversity Assistance Program Policy**

## **Section 1.0**

## **Program Objectives**

The Nawash Education Diversity Assistance Program (NEDAP) objectives are to:

1. Provide financial assistance, subject to the availability of funding, to eligible Chippewas of Nawash Unceded First Nation band members in pursuit of diversified education and skills development opportunities.
2. Assist applicants with the tools and resources necessary to attain skills and qualifications comparable to other Canadians with similar educational and socio-economic backgrounds.
3. Improve the employability of the Chippewas of Nawash Unceded First Nation band members by providing eligible applicants with access to diversified education and skills development opportunities.
4. Ensure that a **maximum** number of Chippewas of Nawash Unceded First Nation band members are approved for assistance under the NEDAP criteria.

**The NEDAP is not a full funding program. Applicants who have educational costs that are higher than the maximum allowables under the NEDAP are encouraged to seek and secure supplementary financial assistance.**

# Nawash Education Diversity Assistance Program Policy

## Section 2.0

## Definitions

**Academic Standing:** Academic standing is a measure of the applicant's academic achievement relative to their course/program requirements, and determines their eligibility to proceed in their academic program and to qualify for graduation/program completion.

**Call for Applications:** Thirty days before each of the four application deadline dates per year.

**Chippewas of Nawash Unceded First Nation Band Member:** A registered Band Member of the Chippewas of Nawash Unceded First Nation as defined by the Indian Act.

**Co-op Placement:** Applicants that may or may not have a course load, and are attending a co-op placement as part of their education program.

**Distance/Online Education:** A formal educational process in which the majority of the instruction occurs when students and instructors are not in the same place. A program that is intensified and specialized where a student may need to travel to a particular locale.

**Education Continuum:** The sequence of education levels in which students continue their education.

**Eligible Applicant:** To be eligible for funding an applicant must: be a registered Band Member of the Chippewas of Nawash Unceded First Nation as defined by the Indian Act; have been accepted by an eligible education or skills development institution; and must maintain satisfactory academic standing within that institution.

**Funding Period:** There are four NEDAP funding periods per year, when applications will be accepted: 1. December 15 – January 15; 2. March 15 – April 15; 3. June 15 – July 15; 4. September 15 – October 15. Applications received before or after each funding period will not be accepted.

**Skills Development:** Includes any training course or program that develops specific skills or skill sets that add value to an individual's career or educational development.

## **Section 3.0 Applicant Responsibility & Accountability**

- 1) It is the responsibility of each applicant to read the guidelines thoroughly and to fully understand the NEDAP Program policy.
- 2) It is the responsibility of each applicant to know the specific requirements for their certificate, diploma or degree program. The ultimate responsibility for meeting all funding and graduation/program completion requirements rests with the applicant.
- 3) It is the Applicants responsibility to make inquiries and changes to their file. Other persons will not be able to make inquiries, additions or deletions to applicant files unless the person is identified on the application form for release of information.
- 4) Applicants are required to submit a copy of the course/program/project completion documentation prior to the next funding application deadline date.
- 5) In the event that a funded applicant wants to withdraw from their current program, the applicant is responsible for notifying the Nawash Education Office, in writing, as well as notifying the program or institution and any additional steps that the institution may require.

## **Section 4.0**

## **Limits to Assistance**

Assistance can be provided to support elementary, secondary, post secondary, apprenticeship, and other skills development courses and programs :

- Level 1: Elementary; Secondary certificate/diploma programs;
- Level 2: Post Secondary undergraduate, graduate and doctoral programs
- Level 3: Apprenticeships
- Level 4: Other certificate/diploma courses or programs

1. Applicants may be eligible for financial assistance for tuition, program costs, compulsory fees, course supplies, extra curricular supports and travel at each of the four levels
2. The duration of assistance shall be limited to the specific categories of funding as identified in S. 6.
3. It is the responsibility of each applicant to research and apply for scholarships, bursaries or other program funding. The Board of Education may be able to provide general information on possible awards, bursaries and other sources of funding, but it is the applicants' responsibility to apply.
4. All applicants are required to submit a copy of their final marks, certificates, diplomas, degrees, etc. at the completion of their program. Subsequent application requests for funding must be accompanied by documentation indicating successful completion of prior funding activities.

### **Misuse of Funding**

Misuse of Funding is any deviation from all sections 3.0, 4.0, 5.0 and 6.0 by receiving funds and not meeting the requirements of the NEDAP.

- If there has been a misuse of funding by an applicant, the applicant will be notified by the NEDAP, in writing, within 30 days of discovering the misuse.
- If the NEDAP does not receive a response from the applicant, any future requests for assistance under the NEDAP program will be denied.
- The Applicant will be responsible for reimbursing the NEDAP the total amount of funding misused.

## Section 5.0

## NEDAP Structure

A Review Committee will be formed to maintain program accountability and continuity and shall be referred to as the Nawash Education Diversity Assistance Review Committee. All recommendations from the Review Committee must be approved by the Chippewas of Nawash Board of Education.

1. The Nawash Education Diversity Assistance Program will be monitored by the Education Administrator and the program coordination will be the responsibility of the Nawash Post Secondary Coordinator and the Secondary Student Services Coordinator.
2. The NEDAP Review Committee will be comprised of at least two (2) of the following:
  - Education Administrator
  - Post-Secondary Coordinator
  - Secondary Student Services Coordinator
  - And shall always include at least one Board of Education Trustee or the Councillor Liaison.

For a total quorum of three (3).

3. The NEDAP Review Committee will meet as required to make recommendations to the Board of Education trustees to grant or deny applications and present budget information.
4. When an application or applicant issue is presented to the Board the names are withheld to protect the privacy rights of all applicants, unless otherwise instructed.
5. The NEDAP Review Committee reserves the right to make recommendations to the Board of Education trustees to grant or deny any application for financial assistance for just cause. Just cause includes but is not limited to:
  - An applicant has not complied with the requirements of the application process
  - An applicant who has contravened any policy governing the NEDAP
6. The NEDAP Review Committee shall review the complete application list for each funding period with the Chairperson of the Board of Education or the Councillor Liaison. The Chairperson/Councillor Liaison shall determine any known conflicts.
7. Any applicant who wishes to appeal the decision of the NEDAP Review Committee shall proceed with Section 10 of the policy.

# **Nawash Education Diversity Assistance Program Policy**

## **Section 6.0**

## **Eligibility for Assistance**

To be eligible for NEDAP funding, applicants must be registered Chippewas of Nawash Unceded First Nation band members, and have been accepted/enrolled into an eligible elementary, secondary or post secondary education/skills development institution or program.

Tuition assistance/program costs for eligible applicants includes tuition fee(s) up to a maximum allowable amount: \$3250.00 for programs that are six (6) months or less, in duration; annual (12 months) tuition assistance/program costs shall not exceed \$6,500.00 per applicant.

1. Applicants must have met and been accepted as a full or part-time applicant by an elementary, secondary or post secondary education or skills development institution.
2. Assistance may be provided to applicants wishing to attend a foreign or U.S program or institution. The U.S or foreign institutions, requiring payment in American or other currency, **will be paid in Canadian funds** up to the maximum allowable as outlined in the NEDAP policy.
3. Applicants applying for assistance to participate in an International Exchange program must submit a copy of their exchange program acceptance letter and must submit a cost breakdown to be included in their application.
4. Distance Education and On-Line Programs are eligible on an individual basis.

### **Coop Placement Applicants**

Placements must be a minimum of 5 hours per week to receive assistance.

Funding provided under Co-op placement is inclusive of the total length of program as determined by the education program or institution.



# **Nawash Education Diversity Assistance Program Policy**

## **Section 7.0**

## **Financial Assistance Rates**

Chippewas of Nawash Unceded First Nation members who are approved for financial assistance are eligible to receive assistance for Tuition/Program fees, Mandatory Course Supplies, Extra-Curricular Supports, Travel Assistance – A-48 hours or less; Travel Assistance – B-72 hours plus. The NEDAP will not be responsible for the repayment of applicant loans. The following will explain the type of assistance and maximum rates the NEDAP allocates.

### **Tuition/Program Costs**

1. Tuition/program cost assistance for eligible applicants includes tuition/program fees up to a maximum allowable amount of \$3,250 for program duration of six (6) months or less or \$6,500.00 per year (12 months).
2. When applying for NEDAP assistance, it is the applicant's responsibility to provide the best estimate of tuition/program costs.
3. **It is the applicant's responsibility to opt out of any optional applicant fees they are not willing to pay for, that are above the maximum allowable tuition allocation.** (For example, optional health insurance & dental programs, etc.)
4. In return for tuition/program sponsorship, the applicant is responsible for:
  - a. Successfully completing the course(s) or program;
  - b. Issuing a thank-you letter to the Chippewas of Nawash Unceded First Nation Board of Education to acknowledge receipt of funding assistance.
5. A NEDAP sponsorship letter will be forwarded to the secondary or post secondary education/skills development institution advising them of our sponsorship and the maximum tuition cost that will be covered. The program/institution will be asked to invoice the Board directly, and payment will be issued directly to the program/institution.
6. If an applicant receives an invoice it is their responsibility to forward a copy of the invoice to the Board office for payment. Any late fees incurred will be the applicants' responsibility.
7. Any registration fees paid by an applicant for a required deposit or for tuition/program costs prior to the current application deadline date will not be eligible for reimbursement .

### **Mandatory Course Supplies**

Mandatory Course Supplies for eligible applicants includes assistance up to a maximum allowable amount of \$1,500 for program duration of six (6) months or less or \$3,000 per year (12 months).

Assistance to support mandatory course supplies may be provided to support applicant success. Requests for mandatory course supplies may include books, clothing, footwear, gear, immunizations, or any costs required as **mandatory**, by the school/program. Documentation must be provided to support all requests.

### **Extra Curricular Supports**

## **Nawash Education Diversity Assistance Program Policy**

Extra Curricular Supports for eligible applicants includes assistance up to a maximum allowable amount of \$750 for a program duration of six (6) months or less or \$1,500 per year (12 months).

Assistance may include costs for participating on school teams, driver's education, school activity fees, tutoring, etc. Requests must be accompanied by supporting documentation.

### **Travel**

Travel assistance support is available in two categories:

1. Travel A – for travel up to 48 hours or less; \$500 for a period less than 6 months; \$1,000 per year (12 months)
  2. Travel B – for travel 72 hours or more; \$1,500 for a period less than 6 months; \$3,000 per year (12 months)
- 
1. Travel A – funding provides financial support to applicants for travel up to two days, required by the school/program, travel to co-op placements, travel for school sporting events, school trips, etc. Requests must be accompanied by relevant supporting documentation such as program requirements, practice/game schedules, for example.
  2. Travel B – funding provides financial support to applicants for travel more than three (3) days, required by the school/program, travel to co-op placements, travel for school sporting events, school trips, national or international applicant exchange programs, etc. Requests must be accompanied by relevant supporting documentation such as program requirements, practice/game schedules, etc.

# Nawash Education Diversity Assistance Program Policy

## **Section 8.0 Application Process for Nawash Education Diversity Assistance**

1) It is the responsibility of all applicants to obtain an application package from the Nawash Board of Education for each funding period. Packages will be sent upon request. The most current application packages are also available on the website at [www.nawash.ca](http://www.nawash.ca) under the Programs tab: Education.

The package will include:

- A copy of the Nawash Education Diversity Assistance Program Policy
- A Nawash Education Diversity Assistance Application Form

A complete application package must include the following information:

- A copy of their Indian Status Card (both sides)
- Tuition or Program Cost Estimate
- Letter of Acceptance or Confirmation of Enrollment
- Mandatory Course Supplies Fees Breakdown and supporting documentation
- Extra Curricular Activity Supporting Documentation
- Travel Cost Estimates with Supporting Documentation
- Valid E-mail address

### **Application Deadline Dates**

**First Quarter Application Deadline: January 15<sup>th</sup> – Call for applications: December 15<sup>th</sup>**

**Second Quarter Application Deadline: April 15<sup>th</sup> – Call for applications: March 15<sup>th</sup>**

**Third Quarter Application Deadline: July 15<sup>th</sup> – Call for applications: June 15<sup>th</sup>**

**Fourth Quarter Application Deadline: October 15<sup>th</sup> – Call for applications: September 15<sup>th</sup>**

\* Application may be submitted by: email, facsimile, regular post mail or in person to the Board of Education office - during business hours only: Monday – Friday 8:30 AM to 4:30 PM EST\*

**It is the applicant's responsibility to ensure all the required information is submitted.**

A Special meeting of the Board of Education trustees will be held each quarter and no later than 20 days after the deadline, to review and approve Nawash Education Diversity Assistance Program applications.

## **Section 8.0 Application Process for Nawash Education Diversity Assistance (Cont)**

An application list will be reviewed by the Review Committee. Notification of sponsorship, application approval and denial will be issued within 10 business days of the Chippewas of Nawash First Nation Board of Education meeting.

- 2) Nawash Education Diversity Assistance will be provided within the assistance rates and according to the annual budget. If the amount of eligible applicants exceeds the budget, applicants will be advised, in writing, and encouraged to apply for the next funding application period.
- 3) Applicants may reapply for more than once annually. Eligible applications may be funded up to the maximum allowable amounts over successive application periods.
- 4) There shall be **no late applications accepted and no waiting list established.**
- 5) The Chippewas of Nawash Unceded First Nation Board of Education maintains the sole discretion in setting, changing and revising policy as and when the need arises and the Board will notify all members of such changes within 30 days of the change coming into effect.

# **Nawash Education Diversity Assistance Program Policy**

## **Section 9.0**

## **Application Priority Designation**

Applications will be prioritized by date and time received at the Chippewas of Nawash Unceded First Nation Board of Education Office, within each funding period. Applications for each funding period will be accepted **30 days prior to each application deadline date only**. A call for applications will be issued on December 15<sup>th</sup>, March 15<sup>th</sup>, June 15<sup>th</sup> and September 15<sup>th</sup> for the subsequent application deadline dates. Each application will be prioritized by date and time received by the CNUFNBOE, within the call date and application deadline date. No late applications will be accepted.

## **Section 10.0**

## **Applicant Appeal Process**

Every applicant shall have the right to appeal to the Chippewas of Nawash Unceded First Nation Board of Education for an interpretation of policy.

1. An appeal by a applicant must be made in writing and sent to the attention of the NEDAP Review Committee within 15 working days of notice of decision, stating the reasons for the appeal and outlining relevant sections from the NEDAP policy. Applicants are advised to submit any supporting documents along with their letter of appeal.
2. Applicants may choose to attend the appeal meeting in person or be represented by a designate. The designate must provide written permission from the applicant to represent them at the meeting. If the designate does not have such written permission from the applicant, they will be asked to leave the meeting prior to the appeal being heard.
3. The applicant shall be notified, in writing, of the decision made by the Review Committee. Any decision made by the Review Committee can be appealed to the Chippewas of Nawash Unceded First Nation Board of Education for ratification.
4. Once the appeal has been dealt with by the Board of Education Trustees, a formal letter will be sent to the applicant by the Chairperson of the Board of Education, notifying them of the decision.
5. If the applicant is not satisfied with the Board of Education decision, applicants have the option to appeal to the Chippewas of Nawash Unceded First Nation Chief and Council.