

# Chippewas of Nawash Unceded First Nation Board of Education

## Nawash Education Diversity Assistance Program (NEDAP)

### Policy



# Nawash Education Diversity Assistance Program Policy

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**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.**

## 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. 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.
3. 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 allowable under the NEDAP are encouraged to seek and secure supplementary financial assistance.*

## Section 2.0

## Definitions

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

**Eligible Applicant:** To be eligible for funding an applicant must: be a registered Band Member of the Chippewas of Nawash Unceded First Nation.

**Funding Period:** There are three NEDAP funding periods per year, when applications will be accepted:

1. March 15 – April 15;
2. July 15 – August 15;
3. November 15 – December 15.

Applications received before or after each funding period will not be accepted.

**Program Description:** An outline of the program that describes the objectives, requirements or pre-requisites, cost, start and end date of a particular skills development, training or educational program

**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 Applicants responsibility to make inquiries, changes and or additions to their application. Other persons will not be able to make inquiries, additions or deletions to applications unless the person is identified on the application form for release of information.
- 3) When applying for NEDAP assistance, it is the applicant's responsibility to provide a complete application and the applicable financial quotes according to financial request.
- 4) Applicants are required to submit a copy of their final marks, certificates, diplomas, degrees, or receipt of payment, etc. at the completion of their program, should subsequent applications for funding be submitted to the NEDAP.
- 5) Preferred method of email submission is in PDF format -including all attachments as this will ensure documents are clear and visible.

## Section 4.0

## Limits to Assistance

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

Elementary; Secondary certificate/diploma programs;

Post Secondary undergraduate, graduate and doctoral programs;

Apprenticeships;

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.
2. It is the responsibility of each applicant to research and apply for scholarships, bursaries or other program funding.
3. **The NEDAP will not be responsible for the repayment of applicant loans.**
4. **The NEDAP will not reimburse any costs expended prior to the current deadline date.**

### Misuse of Funding

Misuse of Funding is any deviation from the policy and/or not meeting the requirements of the NEDAP.

- If there has been a misuse of funding by an applicant, subsequent applications will not be accepted.

## 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 NEDAP Coordinator and will present all applications according to policy requirements to the NEDAP Review Committee for recommendation and approval.
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. 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 according to the NEDAP policy requirements.
5. The NEDAP Review Committee shall review the complete application list for each funding period and shall determine any known conflicts.
6. Any applicant who wishes to appeal the decision of the NEDAP Review Committee shall proceed with Section 10 of the 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. 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 provide a program description for an elementary, secondary or post secondary education or skills development school 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 and Travel Assistance.

The following will explain the type of assistance and maximum rates the NEDAP **may** allocate:

### **Tuition/Program Costs**

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).

**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.

**Any purchases made by an applicant for course supplies prior to the current application deadline date will not be eligible for reimbursement.**

### **Extra Curricular Supports**

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. Documentation must be provided to support all requests.

**Any extracurricular fees paid by an applicant for a required deposit or for program costs prior to the current application deadline date are not eligible for reimbursement.**

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## 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.

Any travel fees paid by an applicant for a required deposit or for travel costs prior to the current application deadline date are not eligible for reimbursement.

# 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. The most current application packages are also available on the website at [www.nawash.ca](http://www.nawash.ca) under the Programs tab: Board of 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 upon submission:

- **Completed application form**
- A copy of their Indian Status Card (both sides)
- Tuition or Program Cost
- Program Description
- 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**

**Application #1 Deadline: April 15<sup>th</sup> – Call for applications: March 15<sup>th</sup>**

**Application #2 Deadline: August 15<sup>th</sup> – Call for applications: July 15<sup>th</sup>**

**Application #3 Deadline: December 15<sup>th</sup> – Call for applications: November 15<sup>th</sup>**

\* Application may be submitted by: email – **PDF format**, 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 as the [nawashed.nedap@gbtel.ca](mailto:nawashed.nedap@gbtel.ca) email is not monitored regularly.**

A Special meeting of the Board of Education trustees will be held 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 budget for the current application period. 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 the available budget within each funding period, as follows:

1. Post Secondary (College, University Undergrad programs)
2. Skills/Trade/Apprenticeship
3. Secondary (Grade 9-12)
4. Graduate/Professional Program (Master's & beyond)
5. Elementary (Grade JK – 8).

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 March 15<sup>th</sup>, July 15<sup>th</sup>, and November 15<sup>th</sup> for the subsequent application deadline dates. Each application will be recorded by date and time received by the CNUFNBOE. No applications will be accepted prior to the call date (early). No applications received after the deadline date will be accepted (late).

## **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 **an** 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.