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COUNCIL FOR YUKON INDIANS

FINAL REPORT

YUKON INDIAN STUDENT TRAINING

SPONSORSHIP PROGRAM

SEPTEMBER - FEBRUARY, 1988

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FINAL REPORT
YUKON INDIAN STUDENT TRAINING
SPONSORSHIP PROGRAM
SEPTEMBER - FEBRUARY, 1988

FOR

Robert Sterling
Director
Socio-Economic
Agreements & Native Economy
Northern Affairs
Department of Indian & Northern Affairs
Ottawa, Ontario

BY

Kathy Van Bibber
Employment/Training Liaison Officer
Department of Social Programs
Council for Yukon Indians
Whitehorse, Yukon Territory

Background

In 1986, information workshops were held in the twelve Yukon Indian communities to explain the various Government training and on-the-job training programs. These were very informative and the resulting recommendations regarding these programs were quite positive.

Now, in 1988, another type of study has finally been carried out. It deals with the individual Indian students educational sponsorship. The two reports and recommendations are related in that they focus on a solid base of education and training prior to and in step with economic development and the self-determination of our Yukon's First Nations people.

The following report was prepared in trust that these recommendations would be seriously and positively considered for revising the criteria and guidelines of Yukon (Indian) Student Sponsorship Programs. Ideally, we would have the government department's transfer all the programs involved with training and education to a small scale central office within the Council for Yukon Indians for co-ordination, distribution, and liaison with the twelve Yukon Indian bands.

As we realize the prior negotiations and politics involved in this, a report containing recommendations has been prepared in the interim.

Procedure

A contract was secured in September, 1987 from the Socio-Economic Agreements and Native Economy office with Department of Indian Affairs and Northern Development, Ottawa.

Upon the signing of the contract, Indian communities were visited to gather their views and let them prepare their input. At the same time, some of the work was sub-contracted, e.g., the contacting of funding agencies and students for their input. This was carried out during September to December. In January, all the Community Education Liaison Co-ordinators were invited to a dinner meeting to review and revise the draft recommendations.

Following all this input and revision, the report was presented to the Council for Yukon Indians Board of Directors on February 5, where a final report was supported by a consensus motion from the Chiefs (see section III).

Report

The following introduction was included with the recommendations and the criteria that is currently in effect.

As stated, these recommendations were prepared in good faith with the community input and the support of the Yukon Indian Chiefs with an expectancy that these would be positively considered in relation to more workable, responsive training/education sponsorship programs for our Yukon's First Nations students.

Respectfully submitted,



Kathy Van Bibber
Employment/Training
Liaison Officer

SECTION I

Introduction

Student Financial Assistance Programs

- A. Department of Indian Affairs
- B. Canada Employment and Immigration Center
- C. Yukon Territorial Government

ANALYSIS AND RECOMMENDATIONS FOR
COUNCIL FOR YUKON INDIANS
EMPLOYMENT/TRAINING LIAISON PROGRAM

REGARDING

YUKON INDIAN EDUCATION SPONSORSHIP PROGRAMS

FEBRUARY 1, 1988

By:

Malcolm MacDonald
B.A. Psychology

Yukon Indian Sponsorship Programs

INTRODUCTION

It is recognized that Indians are disproportionately over-represented in the lower end of the socio-economic spectrum of Canadian society, this also holds true for the situation the general population of (status and non-status beneficiaries of) Yukon Indian Land Claims.

Although the Council for Yukon Indians has been providing education and training assistance for many of its members (179 between 1981-1987), it doesn't have an education department to specifically deal with this issue. The question is whether or not they should even have this responsibility, or should the existing funding agencies be responsible.

Given the number of Council for Yukon Indians beneficiaries who apply to the Council for Yukon Indians for education and training assistance, we have to assume that there are some problems they are having with the existing sponsorship programs.

In order to determine why the education and training needs are not apparently fully provided for from the various funding agencies, the applications to the Council for Yukon Indians for education and training assistance from its members were examined. It was found that the majority of applicants require supplementary funding due to:

- Some funding sources do not fully fund the course; (CEIC, YTG) see appendix I, page 2, #1
- "Fully" funded course rates are not sufficient; (DIA) see appendix I, page 2, #2
- Funds from funding agencies are often late; (CEIC, YTG, DIA) see appendix I, page 2, #3
- No funding for short courses; see appendix I, page 2, #4
- Some do not fit criterial guidelines; see appendix I, page 2, #5

Therefore, it is necessary to consider methods of enhancing the Council for Yukon Indians beneficiaries education and training potential by recommending changes to the criteria and guidelines of the various agencies.

As indicated by Council for Yukon Indians members' response to the questionnaire (approximately 10% of students funded by Council for Yukon Indians) it appears that there is a perception that adequate funding is not available from other funding agencies. (see appendix I)

Discussion with departmental representatives of funding agencies, commonly used by Council for Yukon Indian members, along with a meeting with the Community Education Liaison Co-ordinators, provided additional insight as to which problems are faced by persons wishing to further their education.

In a general meeting with the CELC's, there was agreement on all recommendation with the exception of one; there was no consensus on the recommendation to have a central education agency. Some of the CELC's suggested that they, themselves, with adequate training could handle their individual bands' education responsibilities.

The funding agencies which have been contacted are:

- Department of Indian Affairs (D.I.A.)
- Yukon Territorial Government (Y.T.G.)
- Canadian Employment & Immigration Centre (C.E.I.C.)

DIA

RE: Student Financial Assistance Programs:

1. Recommendations
2. Criteria
 - a. Post Secondary
 - b. UCEP - University and College
Entrance Preparation
 - c. Economic Development Occupational
Skills

A) DEPARTMENT OF INDIAN AFFAIRS

The Department of Indian Affairs has two programs to attend to the education and training needs of status Indians and Bill C-31 (status) Indians only.

Post-secondary assistance is provided along with a more restricted upgrading and trades training program.

Although almost all status Indians who are accepted in an accredited post-secondary education program are funded, the amount of assistance (see appendix III, page 1, #2 and appendix IV) has not been increased proportionately for approximately seventeen years; this decline is an important issue point which indicates an absolvment of commitment by the Department of Indian Affairs to provide adequate education, incentive and support to status Indians. This also indicates that post-secondary funding is a low priority of the Department of Indian Affairs.

Bill C-31 students are confronted with these same problems, however, their situation is worsened because Department of Indian Affairs has to project their funding requirements before the fiscal budget is decided. Due to many students and band education representatives being unaware of this situation, the students end up being deferred until an appropriate time.

Another problem the Department of Indian Affairs sponsored students face is that even after they are accepted, they often have to wait for their funding to be processed.

Most often the Adult Education/Occupational Skills (Economic Development) department of the Department of Indian Affairs sponsors persons on a first come first serve basis, however, due to limited funding of \$45,000 per annum, there is usually more applicants than can be accepted.

The Department of Indian Affairs has an allocation of \$3300.00 for each of the bands for adult education which they administer themselves.

RECOMMENDATIONS

1. Department of Indian Affairs should increase their funding rates proportionately on a year to year basis for their students. This will give an indication that

there is concern for the quality of post-secondary education opportunities.

2. The Community Education Liaison Coordinators (or bands) should determine, as accurately as possible, how many applicants there will be early in the year, so that the Department of Indian Affairs can more accurately budget for them.
3. The Department of Indian Affairs should make arrangements with the Council for Yukon Indians or respective bands for repayment if a student is given a loan due to late payments from the Department of Indian Affairs.
4. Recommendations could be established from the various funding agencies to determine if increased funding for trades and upgrading is necessary and possible (Re: Economic Development/Occupational Skills \$45,000 - not enough).
5. All funding agencies should ensure that there is adequate representation on committees or boards that determines policy and distribution of funds.
6. The Department of Indian Affairs funding for adult education for each band is not enough (\$3300.00)
7. The Department of Indian Affairs should ensure that funding for students is on time.
8. Find out more about the provincial Indian bands who are taking over their own post-secondary programs.

DIA

Post Secondary Education Assistance Program
Economic Development Occupational Skills Program

Yukon Region - Policy Guidelines and Definitions

TERMS OF REFERENCE AND CONDITIONS
FOR APPLICANTS

1. Must be registered Canadian Indian or Inuit.
2. A resident of Canada.
3. A letter of acceptance for registration.
4. If student requesting continued sponsorship must provide transcript of previous year.
5. Tuition is paid on behalf of student.
6. Seasonal travel monies are given to student and they make their own travel arrangements.
7. Students must manage their educational assistance funds in a mature and responsible manner to ensure continued sponsorship.
8. To receive special shelter a rent report must be provided.
9. To receive special clothing proper documentation must be provided.
10. All students must sign a release form allowing Indian Affairs access to marks and other information from the institute applicant is attending.
11. Students will be provided a copy of their approved application and other related documents.

INDEX OF SERVICES

TRAINING ALLOWANCE	PAGE ONE
SPECIAL SHELTER	PAGE TWO
TUITION	PAGE THREE
TRAVEL	PAGE FOUR
SPECIAL CLOTHING AND EQUIPMENT	PAGE FIVE
BOOKS AND SUPPLIES	PAGE SIX
TUTORIAL ASSISTANCE	PAGE SEVEN
CHILD CARE(SPECIAL CONTINGENCY)	PAGE EIGHT
SPECIAL CONTINGENCY	PAGE NINE
POST GRADUATE INCENTIVE GRANT	PAGE TEN
GRADUATE STUDENT COMPOSITE ALLOWANCE	PAGE ELEVEN

POST SECONDARY EDUCATION ASSISTANCE PROGRAMYUKON REGIONPolicy Guidelines and Definitions

TRAINING ALLOWANCE

Weekly - Single at home: \$72.00 student living with parents.

1. Single:: \$120.00

- (a) single student
- (b) student whose spouse works (student classified as single)
- (c) both spouses students, classified as both single
- (d) both spouses students, one claims children, other single

2. 1 Dependent: \$151.00

- (a) student with one child
- (b) student with non working spouse (spouse not claiming social assistance or U.I.C.)

3. 2 Dependents: \$163.00

4. 3 Dependents: \$173.00

5. 4 or More Dependents: \$184.00

DEPENDENTS

- immediate family living with student (spouse, children)
- individuals living with student permanently (Indian custom adoption, legal guardian, etc.)
- student whose dependents receive no other income whatsoever, may be classified as dependents if living apart from student for duration of schooling (must be verified)

EFFECTIVE APRIL 1, 1984

YUKON REGION
U/P AND U.C.E.P.P. ALLOWANCE RATES

	WEEKLY RATES	YEARLY RATES	MONTHLY RATES	FALL (36 WEEKS) WINTER SEPT-DEC 18 WEEKS	JAN-MAR/APR 14 WKS./4 WKS	MAY-JUNE 8 WEEKS	JULY 8 WEEKS
INGLE AT HOME	72.00	3744.00	312.00	X 4 months 1248.00	X 3 936.00	X 1 312.00	624.00
INGLE	120.00	6240.00	520.00	X 4 months 2080.00	X 4 months 1560.00	X 4 months 520.00	1040.00
ONE DEPENDENT	151.00	7852.00	654.33	2617.32	X 4 months 1962.99	654.33	1308.66
TWO DEPENDENTS	163.00	8476.00	706.33	2825.32	X 4 months 2118.99	706.33	1412.66
THREE DEPENDENTS	173.00	8996.00	749.66	2998.64	X 4 months 2248.98	749.66	1499.32
FOUR OR MORE	184.00	9568.00	797.33	3189.32	X 4 months 2391.99	797.33	1594.66

POST SECONDARY EDUCATION ASSISTANCE PROGRAM

YUKON REGION

Policy Guidelines and Definitions

SPECIAL SHELTER

(coded under Special Contingency)

- use Human Resources or Social Development maximum allowable rent and utility rate or actual if less - see attachments
- include all students income plus spouse and dependents when calculating shelter allowance (DO NOT INCLUDE FAMILY ALLOWANCE BUT INCLUDE LEGAL GUARDIAN OR FOSTER PAYMENTS, DISBURSEMENTS, ETC.)
- shelter allowance applies to the sum of the monthly needs for rent, fuel and utilities in rental accommodation (can include rental of furniture)
- formula is 25% of total income subtracted from maximum allowable rate
 $\text{MAXIMUM ALLOWABLE RATE} - (1/4 \times \text{TOTAL INCOME}) = \text{SHELTER ALLOWANCE}$
- rent form from the landlord must be provided by the student, included is number of occupants, monthly rent, and approximation of utility costs.

Family size - Shelter Rate from Social Development
Then do as above calculation = 25%
Subtract 25% from Shelter Rate = Special shelter allowance
Note: if actual rent is lower, then give lower rate

RENT REPORT

(TO BE COMPLETED BY LANDLORD)

THIS VERIFIES THAT _____ IS
LIVING AT _____ IN THE CITY OF

NUMBER OF OCCUPANTS IS: _____

MONTHLY RENT IS: _____

DAMAGE DEPOSIT IS: _____

APPROXIMATE MONTHLY UTILITY COSTS: _____
(if included in rent please write 'nil')

FURNISHED: _____ YES _____ NO

PLEASE RETURN TO:

DEPARTMENT OF EDUCATION
INDIAN AND INUIT AFFAIRS
P.O. Box 4100
WHITEHORSE, YUKON TERRITORY
Y1A 3S9
(403) 668 - 6474

Landlord's signature

ADDRESS AND _____

TELEPHONE # _____

OF LANDLORD: _____

POST SECONDARY EDUCATION ASSISTANCE PROGRAMYUKON REGIONPolicy Guidelines and Definitions

TUITION

- to be paid by the Department on behalf of the student directly to the institution (college or university student is attending) ...
(form letter of confirmation of sponsorship and payment)
- includes student association and athletic dues or fees
- paid by semester and also paid per invoice
- if paid to student and course not completed, then student must give funds back to the department.

Date: _____

ATTENTION: THE REGISTRAR

RE: TUITION PAYMENT FOR _____

This letter verifies that the Department of Education,
Indian and Inuit Affairs, is accepting the responsibility
for tuition and other related student fees incurred
by _____ enrolled in _____
from _____ to _____.

Please send invoice to:

INDIAN AND INUIT AFFAIRS
DEPARTMENT OF EDUCATION
P.O. BOX 4100
WHITEHORSE, YUKON TERRITORY
Y1A 3S9

If the student named terminates before the term specified,
any refund from tuition payment should be sent to Department
of Education, Indian and Inuit Affairs and made payable
to the Receiver General of Canada.

Further questions and concerns should be directed to Barb Fred,
Social Counsellor, Yukon Region.

Yours truly,

B.A. Zizman
Director of Education
Yukon Region

cc: _____
student

Date: _____

Dear Sir/Madam:

RE: _____
(Student's Name)

(Program or Faculty)

(I.D. Number)

This letter provides your office with my authorization to provide the Department of Indian and Inuit Affairs with a copy of my transcripts obtained in my program of studies this academic year.

Please forward at the end of each evaluation term to the Director of Education at the following address:

Mr. Bryon Zizman
Director of Education
Indian and Inuit Affairs
P.O. Box 4100
WHITEHORSE, YT
Y1A 3S9 (403) 668-6474 Local 116

Thank you.

Yours truly,

Student's Signature

/ldw

POST SECONDARY EDUCATION ASSISTANCE PROGRAM

YUKON REGION

Policy Guidelines and Definitions

~~200~~ 200

TRAVEL:

A. SEASONAL TRAVEL

- funds provided to the student for travel to begin term, and at the end of the term. If there are two consecutive terms, we provide Christmas vacation travel.
- most economical mode of travel (where possible)
- students approved to study out of the Yukon Region (i.e. program not available in Yukon Territory).
- includes dependents
- for educational reasons (i.e. Masters, PHD), to any locale in Canada
- from home community to locale of institution attending

B. DAILY TRANSPORTATION

- no authority
- in extraordinary situations (i.e. one course offered off campus in suburb of community)
- pay in excess of monthly cost of bus pass, mileage based on DIA employees request to drive own car (____¢/KM or ____/MI) (to a maximum of rent subsidy limit)

POST SECONDARY EDUCATION ASSISTANCE PROGRAM

YUKON REGION

Policy Guidelines and Definitions

SPECIAL CLOTHING AND EQUIPMENT

- only if program requires such materials (i.e. nursing uniforms, hose, etc.)
- student must provide a letter from the school verifying special clothing requirements with costs included
- funds for purchase or rental of graduation clothing/apparel.

POST SECONDARY EDUCATION ASSISTANCE PROGRAM

YUKON REGION

Policy Guidelines and Definitions

BOOKS AND SUPPLIES

- \$50.00 per course per semester or term

- if funds are not sufficient students will provide detailed receipts for reimbursement above initial allocation

- includes special program i.e. art, law, etc., covers the costs identified in university/college calendars

POST SECONDARY EDUCATION ASSISTANCE PROGRAM

YUKON REGION

Policy Guidelines and Definitions

TUTORIAL ASSISTANCE

- student must provide written recommendations by his/her instructor which identifies the need for special tutorial assistance to overcome areas of academic weakness

- allowance to be paid to tutorer upon receipt of invoice

- a letter must be sent to the tutorer and a cc to the student confirming authorization to invoice DIA for tutorial assistance

POST SECONDARY EDUCATION ASSISTANCE PROGRAM

YUKON REGION

Policy Guidelines and Definitions

CHILD CARE (Special Contingency)

- for pre-school age children at regional child care rate schedule (C.C.C.)
(see attachment)
- only students claiming dependents are eligible (i.e. if spouse is working he is responsible for child care costs incurred)
- will pay the difference in regular day care rates and actual cost for pre-school children attending recognized provincial day care centres but student must apply for provincial subsidy and provide necessary documentation
- will provide assistance (actual cost) for school age children to attend local community day care facilities that provide care to applicant's dependents during lunch and after school if the applicant is at classes during this time (i.e. latch-key program or private sitter - must be verified)

U/P AND U.C.E.P.P.

DAYCARE RATES

(EFFECTIVE JULY 1, 1984)

NUMBER OF CHILDREN	WEEKLY RATES	X 52 YEARLY RATES	÷ 12 MONTHLY RATES	FALL (36 WEEKS)		WINTER		SPRING 8 WEEKS MAY-JUNE X 2 mos. 433.33	SUMMER 8 WEEKS JULY-AUG X 2 mos. 433.33
				18 weeks SEPT-DEC X 4 months 366.67	14 WEEKS JAN-MAR 3 mos. 650.00	4 WKS APRIL X 1 mo. 216.67			
1 child	50.00	2,600.00	216.67	366.67	650.00	216.67	433.33	433.33	
2 children	80.00	4,160.00	346.67	1386.67	1,040.00	346.67	693.33	693.33	
3 children	100.00	5,200.00	433.33	1733.33	1,300.00	433.33	866.67	866.67	
4 or more	120.00	6,240.00	520.00	2080.00	1560.00	520.00	1,040.00	1,040.00	

*If student has child(ren) in registered Day Care (Provincial or Territorial) and receiving subsidy, pay difference between subsidy and actual cost.

POST SECONDARY EDUCATION ASSISTANCE PROGRAMYUKON REGIONPolicy Guidelines and Definitions

SPECIAL CONTINGENCY

DEFINITION: A special allowance to cover the costs of uncontrollable situations to allow the full-time students to attend required classes.

INCLUDES:

Day Care - see page 8

Rent Supplement - see page 2

✓ Damage Deposit - a non-refundable grant given only once to a post-Secondary student. Monies are to cover the cost of the damage deposit required by the landlord when the student rents accommodation for which he receives shelter allowance from this Department.

If the student moves and has already received a damage deposit and the new landlord is requesting a higher rate the difference between damage deposit already received and new rate will be given.

A form is to be completed and kept on file.

Personal Removal Expenses - will provide funds to cover the cost of transporting personal belongings for full-time students residing in remote communities to destination.

Student must support by receipts to a maximum of \$50.00 per family member (to a maximum of \$200.00).

I, _____ accept this cheque
from the Department of Indian and Inuit Affairs, Education,
in the amount of \$ _____ as a grant towards
a damage deposit.

It is understood this deposit will remain with
me and will be applied towards a new location should
I move.

In accepting this grant I agree no further funds
will be requested by me for the purpose of applying
to a damage deposit, unless a change of accommodation
and a higher deposit is required (Indian and Inuit
Affairs will then pay the difference).

(student's signature)

(date)

POST SECONDARY EDUCATION ASSISTANCE PROGRAMYUKON REGIONPolicy Guidelines and Definitions

POST GRADUATE INCENTIVE GRANT

DEFINITION: Recognition of increased incidental cost of post-graduate students and to further encourage educational progress. The following special benefits will be provided to the enrolled student.

- A. MASTERS DEGREE LEVEL - normally completed assistance and annual Incentive grant of \$750.00 per year.
- B. Ph.D DEGREE - normally computed assistance and annual Incentive grant of \$1500.00 per year

EXAMPLE:

Masters Degree enrolled eight (8) months

$$12 \div \$750.00 = \$62.50 \times 8 = \$500.00 \text{ INCENTIVE GRANT}$$

POST SECONDARY EDUCATION ASSISTANCE PROGRAM

YUKON REGION

Policy Guidelines and Definitions

GRADUATE STUDENT COMPOSITE ALLOWANCE

- This is calculated for students who have completed a degree and are returning to obtain Masters or Ph.D Degree and if this student has been employed previous to returning to school.

- This student should be referred to the Director of Education for computing composite assistance allowance

DIA

NATIONAL

E-12 Guidelines for Post-Secondary Education Assistance

18 NOV 1977*004591

10 November 1977

NOV 18 1977

ALL REGIONAL DIRECTORS GENERAL

E-12

(Draft)

Your file Your reference

Our file Your reference 1/25-8-10

Post-Secondary Education Assistance Program

Please find attached the draft of the Post-Secondary Education Assistance Program as authorized by Treasury Board Minute #752408, dated October 20, 1977. Bilingual copies of the program policy will be made available soon.

The Post-Secondary Education Assistance Program, in the format of "Program Circular E.12", was developed through extensive consultations with Indian organizations and students across Canada. Therefore, it is important that the program should be consistently implemented as soon as possible in all Regions. Although Treasury Board did not approve the requested supplementary funds for this program, the financial problems of implementation should not be insurmountable. Since the financial features of the program are not intended to be applied retroactively, the actual increased expenditures will be minimal in this fiscal year. So that future Financial Estimates for this program may be supported with current and verifiable data, it will be necessary to strengthen the management information system for post-secondary education assistance.

Mr. A.D. Simpson of the Education Support Branch will be available to participate in Regional or District seminars with counsellors and administrative personnel to clarify any points regarding the implementation of the Post-Secondary Education Assistance Program and the related M.I.S. If you desire Mr. Simpson's participation in your staff briefing sessions, please contact him directly to arrange mutually acceptable dates for the sessions.

P.B. Brown

P.B. Brown,
Assistant Deputy Minister - Programs
(Indian and Eskimo Affairs).

Department of Indian and Northern Affairs

Indian & Eskimo Affairs Program

Program Circular - E.12

Post-Secondary Education Assistance Program - Policy and Administrative Guidelines

Treasury Board Authority #752408, October 20, 1977

A. PURPOSE

To state the policy of the Department and the related administrative guidelines with respect to the provision of educational assistance to Registered Canadian Indian and Inuit post-secondary students.

B. PRINCIPAL ELEMENTS

	<u>Page No.</u>
1.0 General Information	2
2.0 Student Eligibility for Assistance	3
3.0 Educational Assistance Available from Other Agencies	3
4.0 Individual Assistance Limits and Conditions	4
5.0 Dependents of Students	4
6.0 Categories and Levels of Assistance	5
7.0 Incentives for Post-Graduate Studies	8
8.0 Procedures for Application and Provision of Educational Assistance	9
9.0 Counselling Services	11
10.0 Student Appeals	12

1.0 General Information

- 1.1 The Post-Secondary Education Assistance Program is designed to encourage Registered Canadian Indians and Inuit to acquire university and professional qualifications so that they may become economically self-sufficient and may realize their individual potentials for contributions to the Indian community and Canadian society. The program provides counselling and adequate financial assistance to Registered Canadian Indians and Inuit who are qualified and/or have been accepted by accredited Universities, Colleges, C.E.G.E.P.'s or Institutes of Technology, into programs or courses which normally require the completion of secondary school as a minimum academic entrance requirement. This includes those persons who are accepted with lesser academic qualifications in recognition of the applicant's maturity and potential for success in their chosen field of study.
- 1.2 To ensure that the maximum possible number of Indian students are able to achieve their academic and vocational goals through the funds available for this program, fair and reasonable performance standards for students will be established through the co-operation of the institutes of higher learning and the students who participate in the program. Responsible participation in the program will assist in responsible management of the program.
- 1.3 In this circular:
 - (a) "Department", "Indian", "Inuit", "Band", and "Band Council" are as defined in the Indian Act and other relevant official documents of DINA.
 - (b) "Regional Director General" means the senior officer of a Departmental region or a person designated by him.
- 1.4 The Regional Director General is responsible for the implementation of the policy and guidelines but may delegate administrative and operational responsibilities.
- 1.5 Suggestions for improvement or amendments to this circular may be sent to a Regional Director General or to the Assistant Deputy Minister, Indian and Eskimo Affairs Program, 400 Laurier Avenue West, Ottawa, Ontario, K1A 0H4.

2.0 Student Eligibility for Assistance

To be eligible to receive assistance under the terms of the Post-Secondary Educational Assistance Program it is necessary that:

- 2.1 The applicant be a Registered Canadian Indian or Inuit and a resident of Canada at the time of application.
- 2.2 (a) The applicant has attained university or college entrance requirements through successful completion of secondary school studies and has been accepted for registration by a recognized Canadian university, community college, C.E.G.E.P., a technical institute, school of nursing, teachers, college, etc., into a program of studies which has secondary school graduation as a normal prerequisite to registration.

OR

- (b) The applicant has not been registered as a full time student in a recognized secondary school for at least one full year prior to application, and has been accepted for registration as a "mature matriculant" into a program of studies as listed in (a) above.
- 2.3 An applicant for initial or renewed assistance shall make available a letter of acceptance from the post-secondary institution which the student plans to attend, or a document indicating promotion and/or approval to continue studies from the post-secondary education institution which the student most recently has attended.
- 2.4 The applicant is aware that funds provided to students through this program are not intended to be sufficient to assist the student to pay off personal debts.
- 2.5 The applicant shall have indicated to the Sending Counsellor, or other appropriate officer of the funding agency, the amount of personal funds which the student can use to cover a portion of his or her educational costs.

3.0 Educational Assistance Available from Other Agencies

- 3.1 To avoid duplications of funding, students are to accept any and all educational assistance made unconditionally available to them by other funding agencies to offset a portion or all of the financial assistance required from this program.
- 3.2 Provincial, territorial, or private bursaries, scholarships and fellowships which are awarded on the basis of need are considered as a replacement for a portion or all of the costs which would be normally met through the provisions of this program.

- 3.3 Awards won by a student for outstanding scholarship, in competition with other scholars, are considered as incentive income and do not affect the computation of assistance benefits available to the student.
- 3.4 Income earned or assistance provided by a student's spouse, dependents, or other relatives is not considered in computing the educational assistance needs of the student except for the "Special Shelter Allowance."

4.0 Individual Assistance Limits and Conditions

- 4.1 While adhering to all the applicable assistance regulations and conditions set out in this document, the total assistance provided to an individual student shall not exceed 96 "student months". (See item 4.3 for definition of "Student Month").
- 4.2 The number of student months provided will depend on the course length of particular courses as determined by the institution. In exceptional circumstances students may be provided with additional student months. See Section 8.4 of this circular. The following are the maximum number of "student months" of assistance which may be provided for each of the five major post secondary education levels:

A. Community College, C.E.G.E.P., etc.	40 student months
B. Bachelor's Degree or Equivalent	40 student months
C. Honours Bachelor Degree	48 student Months)
D. Master's Degree or Equivalent	24 student months)
E. Doctorate (Ph.D.)	24 student months)
	<u>96</u>

- 4.3 A student month is the unit of measure for budgetary and assistance limitations purposes. It is a full month in which a student has received educational assistance, under the terms of program, to permit full-time attendance at an educational institution. The institution's definitions of "full-time" and "partial" students shall be accepted for related calculations. A "partial" student should be considered as using two "student months" for each full credit course for which the student has received assistance. Any fractions of "student months" shall be rounded to the nearest month for reporting purposes.

5.0 Dependents of Students

- 5.1 Under the terms of this program, "Dependents" of a student may only include the student's spouse (if annual earnings are less than \$2,000.00) and those children of the student and student's spouse whose annual gross earnings are less than \$2,000.00.
- 5.2 A "spouse" is a person who has lived with the student as husband or wife for a period of not less than one year prior to application for educational assistance. If the "spouse" is legally married to the student, no time factors are relevant or applicable.

6.0 Categories and Levels of Assistance

6.1 Training Allowances

- (a) Training allowances are paid to students to cover normal daily living expenditures such as food, lodging, local travel, recreation, et
- (b) The maximum level of training allowances is identical to the current Department of Manpower's O.T.A. schedule.
- (c) Allowances paid to students vary according to the number of the student's dependents and whether it is necessary for the student to live away from home to attend university or college, etc.
- (d) Training allowances are not provided for "partial" students or fully employed students. However, educational assistance to cover the cost of tuition and books shall be made available if not provided by employer.

6.2 Special Shelter Allowance

- (a) When it is necessary for a student, in order to reside in the locale of the institute of higher learning, to rent accommodation for which the cost exceeds 25% of the total of the student's gross current income together with the current income of the student's spouse and other dependents who reside with the student, a compensatory Special Shelter Allowance is provided. *Use Social Service Coll. R/o Policy - Prov. Rates
- (b) The Special Shelter Allowance is equal to the difference between the actual cost of the necessary accommodation and 25% of the total of the current incomes of the student, the student's spouse, and any dependents who are residing with the student.
- (c) The accommodation costs include only the actual rental cost of the premises, utilities, and furnishings, but do not include costs related to telephone, television, or parking for vehicles.
- (d) If the student is the owner of the accommodation, an amount equivalent to (c) above, will be negotiated in lieu of rental and related costs. The amount negotiated shall not exceed the cost of available adequate rented accommodation for the student and the student's dependents.
- (e) The student is eligible for the Special Shelter Allowance only when the Receiving Counsellor has given prior approval to the selection of the accommodation. The counsellor's decision will be based upon the size of the student's family and the availability of suitable and economical accommodation in the locale of the training institution.
- (f) The Receiving Counsellor will take the necessary administrative action, through the student's Sending Counsellor, to ensure that the student will receive the approved Special Shelter Allowance as soon as possible. The allowance will be calculated from the date the accommodation is rent

6.3 Tuition Allowance

- (a) A Tuition Allowance equal to the actual tuition and registration fees shall be made available to a student enrolling in a post-secondary education program of studies in an accredited Canadian institution of higher learning.
- (b) For students wishing to attend a foreign university or college, the tuition fees approved are not to be greater than the tuition charged for a comparable program of studies offered by a Canadian university or college, unless the program of studies is not available in Canada.
- (c) Tuition to a foreign university or college will be approved only if the training received is recognized by Canadian training institutions, employers, and licensing agencies.

6.4 Travel Allowances - Seasonal and Daily

- (a) Travel costs are allowed only from the student's usual place of residence, to the nearest accredited Canadian university or college which offers the program of studies which the student has selected. The following exceptions may be made:
 - (i) ~~Masters~~ or Ph.D. Degree Level students receive travel costs to the Canadian university of their choice;
 - (ii) When the language of instruction at the nearest university or college is not appropriate for the student;
 - (iii) When to reach the geographically nearest university or college is actually more expensive than to reach some other Canadian university or college;
 - (iv) When provincial professional accreditation is a requirement for the student and the nearest university or college is not within the province of the student.
 - (v) When the program of studies selected is not available in Canada.
 - (vi) When the student cannot gain admittance to the nearest Canadian university or college to his usual residence.
- (b) Students shall receive:
 - (i) A travel allowance, equal to the cost of one return trip from the student's residence to the university or college, for each period of time covered by their enrolment in the university or college;

- (ii) If the period of time of the student's enrolment exceeds 27 months, the student is entitled to a travel allowance equal to one return trip for the student's dependents who will be living with the student in the locale of the university or college while the student is enrolled.
- (iii) Travel costs will be paid in full for the student and when necessary the student's dependents, by the method of travel which is most direct and appropriate when distance and the reasonable comfort of the travellers are considered.
- (c) Upon application, and with the approval of the Sending Counsellor concerned, students and their dependents, attending education programs during periods of time which include the Christmas holiday, can be provided with return transportation to their home community. This allowance cannot be used for purposes other than travel to home community.
- (d) With the concurrence of the Sending Counsellor, students may receive a daily travel allowance when the approved location of accommodation in relation to the training institution requires extraordinary travel costs to attend classes.
- (e) With the prior approval of the Sending Counsellor a student, and dependents, may receive an allowance to cover the cost of emergency travel to the student's home community.

6.5 Clothing (Regular)

Allowances will not be provided for regular clothing except in cases of obvious and reasonable need. If the decision is to provide a clothing allowance, that decision and the amount of the allowance is the exclusive responsibility of the Sending Counsellor.

6.6 Special Clothing and Equipment

- (a) If specified by the university or college as necessary for the student's program of studies, an allowance to cover the costs of rental or purchase of special equipment and/or clothing will be provided.
- (b) Items such as special tools, microscopes, drafting equipment, or specialized clothing for field trips could be included in this category.
- (c) The Receiving Counsellor, when informed of the student's requirements by reference to course specifications as set out in the calendar of the student's university or college, or by written notification from the student's dean or department head, shall take appropriate action in concern with the Sending Counsellor to ensure that the necessary funds are made available to the student as quickly as possible.

6.7 Books and Supplies

- (a) The cost of text books and supplies which are officially listed as requirements by the university or college for the student's program will be paid in full.

*Master/Ph.D.
Level.*

(b) Additional consideration will be given to reference works and professional journal subscriptions which will assist the student and are not readily available in the university or college library.

(c) The Receiving Counsellor, when informed of the student's requirement, shall take the appropriate administrative action, in concert with the Sending Counsellor, to ensure that the necessary funds are made available to the student as quickly as possible.

6.8 Special Tutorial Assistance

Upon the strength of a written recommendation of the student's instructor(s), which has been approved by the appropriate department head or dean of the university or college, an allowance will be provided to the student to cover the cost of special tutorial assistance to overcome areas of academic weakness. The Receiving Counsellor, having been informed of the student's need, will take the appropriate administrative action, in concert with the Sending Counsellor, to ensure that the necessary funds are made available to the student as quickly as possible.

6.9 Special Services and Contingencies

If required, the Receiving Counsellor will recommend to the Sending Counsellor that a student receive a special allowance to cover the costs of babysitting or child-care for single parent families or for families when both parents are full-time students, to allow the parents to attend required classes. Other uncontrollable situations may require a student to request a special allowance under the terms of this category of assistance.

7.0 Incentives for Post Graduate Studies

7.1 In recognition of the increased incidental costs of post graduate students, and to further encourage educational progress, the following special benefits will be provided to the enrolled student:

Masters Degree Level: Normally computed assistance plus annual incentive grant of \$750.00. / *Annun*

Ph.D. Degree Level: Normally computed assistance plus annual incentive grant of \$1,500.00. / *Annun*

OR

7.2 The student will be provided with books, tuition and travel plus a composite assistance allowance equal to one-half of the average salary earned by the student during the student's most recent 12 months of employment. (*Spread over 12 months*)

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7.3 Incentive grants to be available for only the minimum number of years for each program - 3 academic years (24 Student Months) for a Masters Program and/or 3 academic years (24 Student Months) for a Ph.D. Program.

7.4 Definitions of Masters Degree Level

(a) Studies in a program which is described by the student's university as being sequential to the attainment of a Bachelor's Degree which is the normal academic prerequisite for the university's Master's Program of study. (Maximum of 24 Student Months).

OR

(b) As certified by the student's university that the student has been enrolled as a mature or special student into a program of studies which normally requires a Bachelor's Degree as an academic prerequisite and through which the student is able to obtain a Master's Degree within the allocated maximum of 24 Student Months.

OR

(c) A student is considered to be engaged in Master's Degree Level studies after completing successfully 4 years of university study in a continuous program such as Medicine, Law, Dentistry, etc. (Maximum 24 Student Months).

7.5 Definitions of Ph.D. Degree Level

(a) Studies in a program which is described by the student's university as being sequential to the attainment of a Master's Degree which is the normal academic prerequisite for the university's Doctoral program and through which the student is able to obtain a Ph.D. Degree within the allocated 24 Student Months.

OR

(b) A student is considered to be engaged in Ph.D. Degree Level studies after successful completion of 6 years of study in a continuous university program such as Medicine, Law, etc. (Maximum 24 Student Months).

8.0 Procedures for Application, and Provision of Educational Assistance

8.1 Application Procedures

All persons who are interested in receiving educational assistance under the terms of this program are to contact an Education Counsellor at the nearest Band Council Office or office of the Department of Indian Affairs and Northern Development.

In order for an application to be completed, the Counsellor may require proof of the applicant's eligibility as a Registered Canadian Indian and a resident of Canada. Also, the applicant will be required to make

available a letter of acceptance for registration, notification of promotion or similar document from an approved institution of higher learning as described earlier. The applicant will also be required to indicate the program of study and the courses in which he or she will register during the time span covered by the application. All categories of assistance, allowances and incentives, to which the applicant is entitled, will be identified and the cash value of the benefits will be shown by item and in total on the application form.

8.2 Provision of Assistance Benefits

After the application has been approved by the designated officer of the funding agency, the student and the counsellor will arrange an appropriate payment schedule of the assistance benefits to the student. Assistance benefits will usually be made available to students in two payments - one portion at the commencement of the assistance period, and the balance at the mid point of the period. However, the student and the counsellor may arrange for more frequent payments if desirable.

8.3 Responsibility of Students

Students receiving Educational Assistance Benefits under the terms of this program shall be responsible for satisfying the academic requirements of the institution of higher learning in which they are enrolled, and for managing the assistance funds made available to them in a manner which ensures that all fees and personal expenses are paid when due.

8.4 Termination of Educational Assistance

The funding agency may terminate educational assistance to a student who has demonstrated a lack of ability or willingness to meet the academic or financial management responsibilities which the student has accepted. If the personal circumstances of the student are such that further consideration is recommended by the student's counsellors, a conditional extension of Educational Assistance Benefits can be approved.

When a student has used the total allocation of Student Months provided for any of the various academic levels, assistance will be discontinued until the student is enrolled in a more advanced program of studies. When a student has used the total allocation of 96 student months, all further assistance will be automatically terminated.

8.5 Provision of Information to Students

- (a) Each student shall receive copies of application forms; progress reports, and any other documentation pertaining specifically to the student which has been prepared by the funding agency. Such individual and personal documents shall be regarded as "confidential" by the funding agency.
- (b) The Department shall prepare an informative brochure which outlines the general terms of this program for distribution to potential participants.

9.0 Counselling Services

A student participating in this program can expect to have three sources of academic and general counselling available. Firstly, the counselling services which are available to all students enrolled in institutions of higher learning. The content of these services may vary in accordance with the policies and resources of the individual institutions. Secondly, the counselling services which are available to students in or near their home community. These services may be provided by a Band or Departmental employee, but in the description of the services in section (9.1) below, the counselling resource is referred to by the general term, "The Sending Counsellor". Thirdly, the counselling services which are provided in the community or locale of the institution of higher learning but are supplementary to the counselling services provided by the institution. These services may be provided by regular or contracted employees of Bands or the Department, but in the description of the services contained in section (9.2) below, the counselling resource is referred to by the general term, "The Receiving Counsellor". Every effort will be made to select Sending and Receiving Counsellors who have the necessary professional qualifications augmented by linguistic skills and cultural awareness to facilitate the provision of effective services to students.

9.1 General Functions of the "Sending Counsellor"

- a. Ensuring that potential applicants are aware of the availability of the "The Post-Secondary Education Assistance Program".
- b. Discussing with eligible potential applicants the individual's interests and goals with a view to assisting the student to relate these to a realistic academic achievement plan.
- c. Ensuring that the student acquires full information about the programs of studies, which are consistent with the student's academic plans, and are available from institutions of higher learning which may be approved under the terms of the Educational Assistance Program.
- d. Assisting, if requested by the student, in required procedures to acquire acceptance for registration in the selected college or university, etc.
- e. Assisting the student to complete the application for the Post-Secondary Education Assistance Program. This will include the identification of all benefits of the Assistance Program to which the student is entitled.
- f. Forwarding the student's completed application for assistance to the appropriate administrative officer of the funding agency for approval and financial action.
- g. Informing the appropriate Receiving Counsellor of the student's plans and ensuring that the student will contact the Receiving Counsellor and is aware of the services which the Receiving Counsellor is prepared to provide.

- h. Assisting, if requested and required by the student, to make appropriate arrangements for travel for the students and dependents to the locale of the institution of higher learning.
- i. Providing to the student information copies of documents of the funding agency which pertain specifically to that student or potential student.

9.2 General Functions of the Receiving Counsellor

- a. Ensuring that newly arrived students and their dependents receive required orientation services. These may include upon request of the student:
 - (i) Location of suitable accommodation
 - (ii) Orientation of the student and dependents to the university or college and the larger community so that the student may promptly register and commence his or her studies and so that students and dependents may obtain necessary health and dental care, and the other services which are necessary to allow the student to achieve the goals of the program.
- b. When required, to recommend to the Sending Counsellor that allowances for shelter, books, tutorial, travel, etc. be provided or adjusted for a student. This will include initiating any local administrative action which may be necessary in response to the Sending Counsellor's instructions or requests.
- c. Ensuring that counselling or instructional programs related to banking, family budgeting, and money management are available to students and dependents.
- d. To complete and transmit all necessary statistical and other data to the appropriate responsibility centres.
- e. Providing to the student information copies of data of the funding agency which pertain specifically to that student.

10.0 Student Appeals

- 10.1 Should any student be convinced that the preceding regulations and guidelines have not been fairly applied to his or her situation, then the student shall have access to a duly constituted Appeal Board.
- 10.2 Should an appeal hearing be required, one of the following procedures shall be followed:
 - (a) If the student is in the locale of his or her Band Council, then an Appeal Board comprised of the Education Representative of the student's Band Council, a designate of the Regional

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Director General, and the nearest available secondary school principal, or designate, shall hear the student's appeal. The Sending Counsellor shall provide available information to the Board upon request.

- (b) If the student is in the locale of the university or the college, then an Appeal Board comprised of the institution's student advisor, a native representative of the student body, and a designate of the Regional Director General shall hear the student's appeal. The Receiving Counsellor shall provide available information to the Board upon request.
- (c) If the appeal is lodged by a student whose locale is in close proximity to neither the selected university or college, nor the student's Band Council, the necessary transportation allowances will be provided to allow the student to be present at an appeal hearing established according to item (a) of this section.

10.3 The decision of an Appeal Board is to be consistent with the program policy and is final and binding.

Ottawa, Ontario
April, 1976.

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UCEP - University and College Entrance
Preparation Student Assistance Program

Treasury Board Authority #789915,
October 6, 1983

Introduction

The following are terms and conditions under which the Department would provide financial assistance to Registered Indian and Inuit students who are enrolled in University and College Entrance Preparation (UCEP) programs offered by Canadian post-secondary institutions. These are programs offered by Canadian universities and community colleges for students to attain the academic level required for entrance to degree and diploma credit programs.

1. Student Eligibility for Assistance

To be eligible to receive assistance as a UCEP student, it is necessary that:

- 1.1 the applicant be a Registered Canadian Indian or Inuit who is resident in Canada and who has been accepted for enrolment in a UCEP program of a Canadian post-secondary institution;
- 1.2 the applicant be aged 20 years or older on the first day of September in the year in which he/she makes application for financial assistance;
- 1.3 the applicant, at the time of enrolment in the UCEP program, has attained a minimum of five one-year courses at the Grade eleven level or equivalent from among the subject areas of English/French, a second language, Mathematic subjects, History, Geography, Social Studies, Chemistry, Physics and Biology;

Autorisation du Conseil du Trésor #789915
le 6 octobre 1983

Introduction

Les lignes qui suivent exposent les dispositions provisoires pour régir l'octroi par le Ministère d'une aide financière aux Indiens inscrits et aux Inuit qui sont admis à un cours préparatoire à l'entrée au collège et à l'université offerts par les établissements d'enseignement post-secondaire du Canada. Il s'agit de cours mis sur pied par les universités et les collèges communautaires canadiens pour permettre aux étudiants d'obtenir les crédits nécessaires pour s'inscrire à l'université et au collège.

1. Admissibilité

Pour être admissible au PPECU, le candidat doit remplir les conditions suivantes:

- 1.1 être un Indien inscrit ou un Inuit originaire du Canada et habitant au pays et avoir été admis au cours préparatoire donné dans un établissement d'enseignement postsecondaire canadien;
- 1.2 être âgé de vingt ans ou plus au premier septembre de l'année pour laquelle il fait une demande d'aide financière;
- 1.3 au moment de son inscription au PPECU, le candidat doit avoir réussi au moins cinq cours de la onzième année ou l'équivalent d'une durée d'un an chacun parmi les matières suivantes: anglais ou français, langue seconde, mathématiques, histoire géographique, études sociales, chimie, physique et biologie;

U.C.E.P.

1.4 The applicant provide a statement from the post-secondary institution offering the UCEP program that:

i) the student can attain the academic level for University or college entrance within the period of one academic year;

ii) the student will be accepted as a student of a regular university or college credit program upon successful completion of the UCEP program;

1.5 the applicant has not been financially assisted previously by the Department for post-secondary programs. Exemptions to this condition may be made for medical reasons.

2. Individual Assistance Limits

2.1 UCEP students approved for financial assistance as full-time students, will receive assistance during the UCEP program up to a total time period of two semesters of the institution offering the UCEP program.

2.2 UCEP students accepted as part-time students will be provided assistance for tuition and registration and books and supplies required by the institution.

2.3 For all UCEP students, the maximum time limit for financial assistance will be two semesters of the institution offering the program or, in the case of part-time students, the time period equivalent to two semesters.

P.P.E.C.U.

1.4 fournir une attestation remise par l'établissement d'enseignement postsecondaire offrant le cours préparatoire établissant:

i) que le candidat peut obtenir les crédits nécessaires à son entrée au collège ou à l'université au cours d'une année scolaire;

ii) qu'il sera admis à un programme normal d'études universitaires ou collégiales lorsqu'il aura terminé avec succès le cours préparatoire;

1.5 ne pas avoir déjà reçu d'aide financière du Ministère pour s'inscrire à des programmes d'étude postsecondaires. Il pourrait y avoir une exemption pour des motifs liés à sa santé.

2. Limites d'aide individuelle

2.1 Les étudiants inscrits au PPECU et qui recevront une aide financière en tant qu'étudiants à plein temps bénéficieront de cette aide pendant une période ne dépassant pas deux semestres dans l'établissement offrant le cours préparatoire.

2.2 Les étudiants inscrits au PPECU et admis à titre d'étudiants à temps partiel recevront l'aide financière nécessaire au paiement des frais de scolarité, de l'inscription, des livres et des fournitures scolaires exigés par l'établissement en cause.

2.3 Pour tous les étudiants inscrits au PPECU, à plein temps et à temps partiel, la durée maximale pendant laquelle ils pourront recevoir une aide financière sera la période couvrant deux semestres dans l'établissement offrant le cours.

2.4 At the end of the first semester of the UCEP program, students will provide, to the Department, a statement from the institution confirming the first semester of the UCEP year and is expected to attain the pre-requisites for entry into credit programs. The issuing of further financial assistance to UCEP students for the second semester will be subject to the Department receiving the above confirmation of student progress.

2.5 The terms and conditions of the above Student Eligibility and Individual Assistance Limits will apply only to students registering for U.C.E.P. programs in September, 1983 and later.

3. Categories, Levels of Assistance and Procedures for Application

3.1 Categories, levels of assistance and procedures for application for full-time UCEP students are the same as for post-secondary students and are detailed in the Post-Secondary Education Assistance Program (PSEAP) guidelines (E-12) under Training Allowances, Special Shelter Allowance, Tuition Allowance, Travel Allowance - seasonal and daily, Special Clothing and Equipment Allowances, Books and Supplies Allowances, Special Tutorial Assistance, Special Services and Contingencies, procedures for application, provision of educational assistance, counselling services and student appeals. However, financial assistance is not applicable for enrolment in UCEP programs outside Canada.

Ref: Post-Secondary Education Assistance Program - Policy and Administrative Guidelines
Treasury Board Authority
#752408, October 24, 1977.

2.4 A la fin du premier semestre, l'étudiant devra fournir au Ministère une attestation de l'établissement fréquenté confirmant qu'il a terminé avec succès le premier semestre du cours préparatoire et qu'il pourra vraisemblablement obtenir les crédits nécessaires pour poursuivre des études postsecondaires. L'étudiant n'obtiendra l'aide voulue pour le second semestre que s'il peut fournir au Ministère l'attestation en question.

2.5 Les critères d'admissibilité et les limites décrits ci-dessus ne s'appliqueront qu'aux étudiants inscrits aux cours préparatoires en septembre 1983 et plus tard.

3. Formes et montant d'aide, modalités de demande et d'autorisation d'aide à l'éducation

3.1 Les catégories et le niveau de l'aide dispensée aux étudiants inscrits à plein temps et admis aux cours préparatoires sont les mêmes que pour les étudiants qui font des études postsecondaires et sont décrits dans la circulaire E-12 portant sur le Programme d'aide à l'éducation postsecondaire (PAEP) sous les rubriques suivantes: indemnité de formation, indemnité spéciale de logement, frais de scolarité, frais de déplacement (saisonnier et quotidien), indemnité pour achat de livres et de fournitures scolaires, aide spéciale, imprévus et services spéciaux, modalités de demande et d'autorisation d'aide à l'éducation, services d'orientation et droit de recours des étudiants.

Appel de note: Programme d'aide à l'éducation postsecondaire
- Orientation et lignes directrices de mise en application. Autorisation du Conseil du Trésor #752408 le 24 octobre 1977.

ECONOMIC DEVELOPMENT

OST - Occupation Skill Development Program
for Financial Assistance

EMPLOYMENT AND TRAINING PROGRAMS
RESOURCE, ECONOMIC AND EMPLOYMENT DEVELOPMENT
INDIAN & INUIT AFFAIRS
YUKON REGION
.....

INTRODUCTION

The Resource, Economic and Employment Development Branch of Indian and Inuit Affairs has Treasury Board Authority #779754 to provide a program of financing assistance with respect to employment services of Indian people. By way of this Authority, the branch provides three employment services to registered Indian people.

These are:

1. Occupational Skills Training;
2. Training-on-the-job; and
3. Mobility.

Indian and Inuit Affairs (I & I) may provide these services only when Canada Employment and Immigration Commission (CEIC) programs are unavailable or inappropriate, or to complement and enrich C.E.I.C. programs.

Because of these conditions, registered Indians requiring financial assistance for training or mobility, are asked to apply at their nearest Canada Employment Centre (CEC) first. If you are not eligible for C.E.C. assistance you may then be considered for sponsorship by I & I.

I. OCCUPATIONAL SKILLS TRAINING PROGRAM (O.S.T.)

Program objectives:

- 1) To assist Indian workers to obtain the skills required to increase their employability, and/or earning power.
- 2) To help satisfy the needs of industry, Indian economic development initiatives and Indian government for suitable skilled workers.

The following types of training may be purchased under O.S.T.

a) Occupational Skills Training

To develop, update or upgrade employment skills.

b) Basic Training for Skills Development

To raise the academic achievements of individuals to the level required to take skills training, or to obtain employment.

c) Job Readiness Training

To assist chronically unemployed workers who have difficulty in an employment situation because of a lack of skills, knowledge, or acceptable work habits in a work environment.

d) Language Training

For Indians who are prevented from finding suitable employment because of a lack of fluency in English or French.

Eligibility Criteria

To be eligible for training under O.S.T. a person must be:

- 1) a registered Indian;
- 2) of legal school leaving age, which in Yukon is 16 years of age.

Financial Assistance Available

1) Instructional Cost Allowance:

Provides funds to cover tuition charged by an institution, rental of equipment needed for studies and costs of necessary books and supplies.

2) Training Allowances (when not eligible for full CEIC allowances):

To cover the living costs of trainees and dependents while being enrolled in an approved training course (minimum 25 hours per week).

3) Transportation Allowance:

To cover extraordinary travel costs between an institution and the trainee's residence.

4) Special Clothing and Equipment:

~~To purchase or rent special clothing or equipment listed by the training centre as necessary for the training and not included in basic fees.~~

How Do I Get Sponsored?

Your first contact should be your nearest Canada Employment Centre. The employment counsellors there can provide individual employment counselling and work with you to identify your training needs. If you cannot be sponsored for training by the C.E.C., then contact the Employment and Training Officer at the Indian & Inuit Affairs Office.

In addition to personal data from you, the I & I office will require written confirmation of your acceptance in a school, as well as costs of the training.

Selection of trainees for sponsorship by I & I is on a first-come-first-basis. It is to your advantage to contact the I & I office well in advance of the start of the intended course.

-3-

2. TRAINING-ON-THE-JOB (T.O.J.)

The purpose of this program is to help satisfy the needs of Indian Government, Indian Economic Development initiatives, and industry for suitably skilled workers.

This is an employer-based program with financial assistance to help offset some of the costs of training Indian workers. The intent of being hired for the position being trained for.

Objectives:

- 1) to alleviate skill shortages,
- 2) improve access to employment opportunities for unemployed Indians who lack marketable skills,
- 3) prevention of lay-off and assistance to workers effected by technological change.

Eligibility Criteria

Trainees must be:

- 1) registered Indians,
- 2) of legal school leaving age, which is 16 years of age,
- 3) employees of the contracting employer,
- 4) likely to derive continuing benefit from the training proposed through increased employability and/or earning power.

Employers

All employers, groups and incorporated organizations are eligible under the program, including federal government departments and agencies.

Financial Assistance Available

Trainee Wages:

- 1) up to 100% of wages, paid in the public sector and by Indian Bands;
- 2) up to 85% in the private sector.

Training Aids:

up to 100% for text books, expendible tools, etc.

Trainee Travel:

up to 50% of costs to attend specialized training.

Course Fees:

up to 75% of costs to employer.

How Do I Get Training-On-The-Job?

Employers develop a training plan to meet the needs of their operation. The training plan must identify the instruction available, phase-by-phase training that will be provided, including expected time frames per phase and indicate a commitment for continuing employment of the trainee.

The training plan is reviewed to ensure that program criteria are met and that skills learned would be transferable. A contract is then negotiated between the department and the employer. The employer is responsible for staffing of the position and ensuring that the terms of training are met.

Again, interested employers are requested to contact their nearest Canada Employment Centre first. If the training proposal does not meet their criteria, the department will consider it under the T.O.J. Program.

3. MOBILITY PROGRAM

Program objectives:

To encourage the geographic mobility of Indian workers for whom work is not available locally and who wish to move to suitable employment. Assistance is available in two categories:

1) Relocation to take up new employment:

Workers will receive a lump sum payment based on distance travelled to take up permanent full-time employment in a new locality.

2) Seasonal and temporary employment:

Workers will receive a lump sum payment based on distance travelled. Employment must be at least six weeks continuous work.

Eligibility Criteria

- 1) Workers must be a minimum of 18 years of age.
- 2) Employment is in the nearest area offering suitable work.
- 3) Not eligible for assistance from Canada Employment Centre or the employer.

All applications must be made before moving to the new location.

N.B. The rates are subject to change according to CEIC regulations

This program of adult education is designed to increase people's employment opportunities by providing skill training in the field of their choice.

It is also designed to give workers the skills needed by Canada's employers.

General Information and Important Considerations

1. (a) Candidates must be 17 years of age, at least out of school one year and preferably attached to the labour force for at least one year.
(b) For B.T.S.D. (upgrading) the candidates must be 17 years of age and be out of school at least 2 years.
2. Documents: In order to be registered for CMTF courses, you should present a transcript of your school grades. Where documents are not in English, a verified English translation may be required.
3. For some courses, testing may be required to determine color blindness, finger dexterity, aptitudes and interests, etc.
4. Most courses have a waiting list. The period could be from two months to several years.
5. CMTF courses usually have normal school hours (8:00 or 8:30 A.M. to 3:00 or 3:30 P.M.) from Monday to Friday.
6. Successful completion of the course often depends on doing two to four hours of homework each night.
7. The training you seek may be available, but might require your commuting or temporarily relocating to an area where the training is offered.
8. You may be sponsored by Canada Employment ONLY ONCE. This may include academic upgrading, a skill course and a skill upgrading course. Exceptions will only be made in extreme situations.
9. If you ALREADY HAVE A TRADE OR SKILL you will not be sponsored for a different skill. Exceptions will generally only be made on serious medical grounds or in other very EXTREME situations.
10. Apprenticeship Programs: For advice on Selection Criteria and employment opportunities, contact:

Apprenticeship Branch
Department of Education
Government of Yukon
Administration Building
Whitehorse, Y.T. Ph: 667-5131

11. Before getting on some courses, a "letter of assurance" from an employer is required. The employer is not required to hire you on course completion, only indicate prospects for future employment.

12. Training Allowances for Sponsored Trainees:

Trainees who attend courses under Canada Employment sponsorship receive an allowance to assist them in covering their daily living costs while they attend school. This allowance is in ONE of the following forms:

- A. If a sponsored trainee qualified for unemployment insurance, his/her normal UI benefits will be the training allowance.
- B. If a sponsored trainee does not qualify for unemployment insurance, his/her allowance will be calculated as follows:

Living with employed parent or spouse.....	\$ 53.00
Maintaining a household with no dependents.....	105.00
Maintaining a household with one dependent.....	126.00
Maintaining a household with two dependents.....	137.00
Maintaining a household with three dependents.....	147.00
Maintaining a household with four dependents.....	158.00
Maintaining a household with five or more dependents.....	<u>160.00</u>
(\$15 increments)	per week

In addition to one of the above, sponsored trainees may qualify for one or a combination of the following:

A. If while on sponsored training, a student has to live away from home and maintain two households, he/she may receive a \$55.00 living away from home allowance.

B. A Dependent Care Allowance may be authorized offering:

		Weekly Maximums
Additional for one dependent.....	\$ 50.00	80.00
Additional for two dependents.....	80.00	80.00
Additional for three dependents.....	100.00	50.00
Additional for four dependents.....	120.00	25.00
Additional for five dependents.....	130.00	-
(\$10 increments)		

CEIC

RE: Student Training Allowances

1. Recommendations
2. Criteria

B) CANADIAN EMPLOYMENT & IMMIGRATION CENTRE

Canadian Employment & Immigration Centre provides training for positions that are determined to be in highest demand in the Yukon. Requests for trained personnel in both the public and private sector are forwarded to Canadian Employment & Immigration Centre who in turn assess the degree of need for that particular position, thus determining which occupations are in most need. A priority list of positions is determined on this basis.

The Canadian Employment & Immigration Centre training program is not intended to provide full and adequate funding, (see appendix III, page 1, #3 and appendix IV) those sponsored are expected to provide for part of their expenses while training.

Applicants are on a first come first serve basis. Canadian Employment & Immigration Center also has a weekly information workshop for the public providing an update on the training positions that are available.

A problem Canadian Employment & Immigration Centre sometimes has is that certain positions they would like to provide training for is not immediately available, e.g., band manager training and also addiction workers. Also their funding is sometimes delayed.

RECOMMENDATIONS

1. The Council for Yukon Indians and bands should regularly provide the Canadian Employment & Immigration Center with information as to what short and long term training needs are required within their organizations.
2. Indian organizations should keep themselves updated with which training positions are available at Canadian Employment & Immigration Center and provide this information to its members.
3. Arrangements should be made between Canadian Employment & Immigration Center and the Council for Yukon Indians or bands to reimburse them directly for any loans provided to a trainee because of late payment.
4. All funding agencies should ensure that there is adequate representation on committees or boards that determines policy and distribution of funds.

5. A suggestion was made that a mobile unit be made available to communities to answer questions regarding upgrading necessities and course requirements for post-secondary.

CEIC

RE: Student Training Allowance
Criteria and Guidelines



Employment and
Immigration Canada

Emploi et
Immigration Canada

Income Support

For Trainees and Job Entry
Participants

If you are enrolled in institutional training or a Job Entry project sponsored by Employment and Immigration Canada (EIC), you may be eligible to receive Unemployment Insurance benefits (UI) or a training allowance. You may also be eligible for supplementary allowances to help defray the costs of transportation, child-care, and living away from home. The amount of financial assistance you receive while on training is based on your individual circumstances. Please read this fact sheet carefully. If you require additional information, contact your local Canada Employment Centre (CEC).

Training allowance

A training allowance is generally provided if you are enrolled in an institutional training course paid for by EIC, and if you are not receiving UI benefits. Participants in Job Entry projects are also eligible for a training allowance. The amount of the allowance is based on the number of scheduled hours of training (minimum of 10 hours and maximum of 40 hours per week), and an hourly rate of allowance which takes into account your individual circumstances.

In Job Entry, full-time participants will receive allowances based on a standard 35 hours per week. Those enrolled as part-time participants (minimum 10 hours per week) will receive an allowance based on the average number of hours of participation per week.

Training Allowance	Hourly Rate
--------------------	-------------

If you live in a household maintained by a parent/spouse whose weekly income is greater than \$210	\$1.75
--	--------

If you have no dependants and are entirely self-supporting, or your parent/spouse has a weekly income of less than \$210	\$3.50
--	--------

If you have one dependant	\$4.20
---------------------------	--------

For every other dependant add	\$0.35 each
-------------------------------	-------------

Your training allowance will be the applicable hourly rate multiplied by the scheduled number of hours of training per week. You will continue to be paid a training allowance on statutory holidays which occur during your training course.

Dependent care allowance

If you are responsible for the care of young or disabled dependants and cannot afford to take training without additional assistance for their supervised care, you may receive a dependent care allowance. This supplementary allowance is based on:

- The number of hours of daily care required
- An hourly rate of \$3.50
- Up to a maximum of
 - \$16.00 per day for the first dependant
 - \$16.00 per day for the second dependant
 - \$10.00 per day for the third dependant
 - \$ 5.00 per day for the fourth dependant

Talk to your employment counsellor if you have questions about this or any other allowance.

Commuting allowance

If you have to travel more than 48 kilometres each day to get to and from your training course you may receive a commuting allowance. Amounts paid vary from \$5.00 to \$75.00 per week.

Living-away-from-home allowance

If, to take training, you must live away from home while maintaining your regular home, you may be eligible for a living-away-from-home allowance. The rate paid is \$15 for each day of course attendance up to a maximum of \$75 per week (\$20 and \$100 respectively in the Yukon and the Northwest Territories). To be eligible for this allowance, the planned training must be for at least 20 hours per week.

Travel assistance

If you must travel between your home and the place of training at the start and end of training, or when training is interrupted for an extended period, travel assistance may be available to help cover transportation costs. To be eligible, the training must be at least 20 hours per week.

Training and Unemployment Insurance benefits: How they work together for you

To qualify for UI benefits, you must have worked in insurable employment for at least 10 to 20 weeks in the past year, depending on where you live, your work history, and previous UI claims.

If you are not receiving UI benefits now, but think you qualify, complete an application form for UI benefits. Once your claim has been decided, you will, if eligible, begin to receive benefits.

If you are registered in a training course approved and paid for by EIC, or if you are participating in a Job Entry project, and are eligible for or receiving UI benefits, please read the next section of this information sheet carefully.

Full-time training while receiving UI benefits

If you are authorized by an employment counsellor to take full-time training (25 or more hours per week), and you are or may be eligible for UI benefits, you *must* apply for these benefits. Your benefit rate will be either your regular UI benefit rate *or* an amount equal to the training allowance rate, whichever rate is *higher*. You will continue to receive UI benefits (if eligible) for up to three weeks after the course or project is completed so that you can look for employment, as long as the entire UI paid benefit period does not exceed 104 weeks.

While attending the course or project, you will not be expected to look for work. However, if there is a planned break in training that exceeds two weeks, you will be expected to seek work. During that time, you will receive UI benefits (if eligible), but you will not continue to receive the special training allowances (for dependent care, commuting, etc.).

If you are subject to a waiting period or are disqualified or disentitled from UI benefits during any period of the training course, you may receive a training allowance in lieu of the UI benefits.

While receiving UI benefits and training full-time, you may be eligible for other allowances such as dependent care, commuting, living-away-from-home, and travel assistance.

Part-time training while receiving UI benefits

If you wish to enroll in a part-time course, you are not required to apply for UI benefits. However, if you choose to do so, the following will apply once the application for benefits has been made.

An employment counsellor may authorize you to take part-time training (less than 25 hours per week) while you receive UI benefits. In this case, you must inform your UI agent before the training begins. The employment counsellor will have prepared a document which you must present to your UI agent.

The UI agent will review job vacancies in your field of expertise; evaluate the purpose of the training you request; and measure your willingness to abandon the training to accept a job if one becomes available for which you are qualified. In this way, the UI agent will determine if you qualify for UI benefits while training — pursuant to the UI Act and Regulations.

If the agent decides the training request is valid, your regular UI benefits will be paid. But while on training, you will be expected to actively seek work and accept a job if one is available and offered to you. Entitlement to benefits is not guaranteed for the duration of training.

If the agent decides the request for training is not valid because, for example, there are jobs available for which you qualify, either you will be disentitled to benefits completely, or you will be disentitled on those days when training occurs and you are unavailable for work.

The decision to enroll in part-time training rests entirely with you. If you are totally disentitled from receiving any UI benefits, or if the regular UI benefit rate is less than the training allowance for which you may qualify, EIC will pay your tuition costs, supplementary allowances and a training allowance.

Fee-payers

Under Section 39 of the UI Act, an employment counsellor may refer you to a full-time training course not purchased by EIC. You will be referred as a fee-payer. As a fee-payer, EIC does not pay your tuition but you may receive your regular UI benefits while on the course. If the benefit period would normally run out while you are on the course, the benefits will continue to the end of the course and can be extended for up to three weeks after training to provide financial support while you conduct a job search, to a maximum of 104 weeks. Fee-payers *do not* receive training or other allowances paid to trainees by EIC.

PLEASE NOTE: Fee-payers may only be referred to certain types of training courses. Consult your local CEC for additional information.

Important

Both UI benefits and training allowances are subject to income tax.

Some money can also be deducted for any day you are absent from training and not excused by the person in charge.

Be sure the information you give about your right to benefits or allowances is accurate. If you make an incorrect statement and get more money than you should, you will have to pay it back. Persons who knowingly make a false statement may be subject to penalties or prosecution.

If you have any questions or problems consult your local CEC.



Employment and Immigration Canada

Emploi et Immigration Canada

CLIENT INFORMATION FOR SPECIAL PROGRAMS



SOCIAL INSURANCE NUMBER	FAMILY NAME	FIRST NAME AND INITIALS
ADDRESS		POSTAL CODE
		TELEPHONE

THIS INFORMATION IS REQUESTED TO DETERMINE YOUR ELIGIBILITY FOR SPECIAL EMPLOYMENT PROGRAMS AND SERVICES, AND FOR STATISTICAL PURPOSES.

MALE <input type="checkbox"/>	DATE OF BIRTH	D	M	Y	ARE YOU A:	REGISTERED INDIAN? <input type="checkbox"/>	NON-STATUS INDIAN? <input type="checkbox"/>	
FEMALE <input type="checkbox"/>	BIRTH					METIS? <input type="checkbox"/>	INUIT? <input type="checkbox"/>	
DO YOU HAVE ANY HANDICAP, BARRIER, CONDITION OR CHARACTERISTIC YOU WISH CONSIDERED WHEN SEEKING EMPLOYMENT?					YES <input type="checkbox"/>	IF YES, PLEASE SPECIFY		
					NO <input type="checkbox"/>			
ARE YOU RECEIVING SOCIAL ASSISTANCE FROM					HUMAN RESOURCES? NO <input type="checkbox"/>	YES <input type="checkbox"/>		
HAVE YOU BEEN UNEMPLOYED FOR AT LEAST 24 OUT OF THE LAST 30 WEEKS?					NO <input type="checkbox"/>	YES <input type="checkbox"/>		
DO YOU CONSIDER YOURSELF A MEMBER OF A VISIBLE MINORITY (NON-CAUCASIAN OR NON-WHITE)?					NO <input type="checkbox"/>	YES <input type="checkbox"/>		
ARE YOU UNEMPLOYED? <input type="checkbox"/>		EMPLOYED? <input type="checkbox"/>		A FULL-TIME STUDENT? <input type="checkbox"/>				
ARE YOU A CANADIAN CITIZEN? <input type="checkbox"/>		A PERMANENT RESIDENT (FORMERLY LANDED IMMIGRANT?) <input type="checkbox"/>		OTHER <input type="checkbox"/>				
DO YOU HAVE A VALID DRIVER'S LICENCE? YES <input type="checkbox"/>		NO <input type="checkbox"/>		IF YES, INDICATE: CLASS		PROVINCE		
DO YOU HAVE ACCESS TO PRIVATE TRANSPORTATION? YES <input type="checkbox"/>		NO <input type="checkbox"/>						
WHAT ARE YOUR CAREER OR JOB INTERESTS AND/OR GOALS?					OFFICE USE ONLY			
					SUPP. CODE			EXP.

BCA-2331(12-85) PLEASE COMPLETE OTHER SIDE Canada

WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?	MONTH AND YEAR OF COMPLETION	MO.	YR.	PROVINCE	
ARE YOU READY TO WORK NOW? YES <input type="checkbox"/>	IF NO, GIVE THE DATE YOU WILL BE AVAILABLE		D	M	Y

EMPLOYER NAME	F		TYPE OF WORK YOU DID	DATE STARTED		DATE FINISHED		REASON FOR LEAVING
		P		MO	YR	MO	YR	

OFFICE USE ONLY

I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM, FOR THE PURPOSE OF PARTICIPATING IN SPECIAL PROGRAMS, IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE

INFORMATION COLLECTED ON THIS FORM IS USED FOR THE APPLICATION OF EMPLOYMENT PROGRAMS AND MAY ALSO BE USED FOR OTHER PURPOSES AS DESCRIBED IN THE PERSONAL INFORMATION INDEX. UNDER THE PRIVACY ACT, YOU HAVE ACCESS TO AND CAN MAKE CORRECTIONS TO THIS INFORMATION. FOR MORE DETAILS, CONSULT THE INDEX AVAILABLE AT MOST POST OFFICES, UNDER THE TITLE "EMPLOYMENT AND IMMIGRATION".

Please fill out the attached forms and then phone to arrange an appointment with the counsellor handling the course in which you are interested (see list and phone numbers below).

<u>Sandra Vedress</u> <u>667-5050</u>	<u>Mike Nugent</u> <u>667-5050</u>
Administrative Services- Clerk-Typist Secretarial Accounting Clerk Business Administration Computer Management Nursing Assistant plus any course not offered by Yukon College	Camp Cooking Concurrent Carpentry Industrial-Electronics <i>Industrial Construction Electricity</i> Heavy Equipment Mechanics Stationary Engineering- 3rd and 4th class <i>Automotive Mechanics</i> <i>Surveying</i>

TRAINING COURSE APPLICATION

CLIENT INFORMATION

NAME: _____

S.I.N. _____

The purpose of this research document is to assist you, as an individual, to make an informed career choice. The investment of your time to research the occupation you are interested in, is worthwhile, considering the hard work and effort involved in retraining. We hope that the use of this tool will assist you to pursue an occupation that will be a rewarding one for you.

1. What type of training are you interested in? _____

2. Why are you interested in training? _____

3. Where is the course offered and what is the length of this course?

4. What type of jobs would you seek if you successfully complete this training course?

5. Experience tells us that the support of friends and family contribute to an individual's success. Have you discussed your plans to enter this occupation with people who know you and your interests?

TO COMPLETE THIS NEXT SECTION . . . YOU SHOULD TALK TO AN EMPLOYER AND A PERSON WHO IS EMPLOYED IN THE OCCUPATION YOU HAVE CHOSEN.

1. Title of Occupation _____

2. Duties of the Position: _____

3. Current Wages _____ Usual Benefits _____

4. Hours of Work _____ Working Conditions _____

5. Chances of employment upon completion of this course? _____

6. What do you, or would you, like about this type of work? _____

7. What do you, or would you, NOT like about this type of work? _____

You can use this section to explain any other pertinent factors that you would like the Counsellor to consider in your application for sponsorship by Canada Employment and Immigration Commission.

PLEASE BRING THIS COMPLETED APPLICATION TO YOUR INTERVIEW APPOINTMENT WITH AN EMPLOYMENT COUNSELLOR.

CEIC

CLIENT BUDGET AND REVIEW SHEET

This form is to help you review your financial situation in terms of regular living expenses and payments required in relation to your income while in training. It would not be in your best interests to commence a training program that could not be completed due to foreseeable financial obligations. This information is not kept on file with your application.

A) INCOME (MONTHLY)

Source: _____ \$ _____

Source: _____ \$ _____

TOTAL A) INCOME (MONTHLY) \$ _____

B) EXPENSES (MONTHLY)

AMOUNT

Rent or Mortgage Payments \$ _____

Property Taxes \$ _____

Car Payments \$ _____

Car Maintenance and Gas \$ _____

Other Transportation (bus, car pool) \$ _____

Other Loan Payments \$ _____

Credit Card Payments \$ _____

Telephone \$ _____

Hydro \$ _____

Food \$ _____

Clothing \$ _____

Medical/Dental \$ _____

Child Care Expenses (babysitter, daycare, etc.) \$ _____

Entertainment \$ _____

Other (you may wish to add in a 10% miscellaneous amount for emergency expenses which can and do arise) \$ _____

TOTAL B) EXPENSES (MONTHLY) \$ _____

TOTAL A) INCOME (MONTHLY) \$ _____

TOTAL B) EXPENSES (MONTHLY) \$ _____

DIFFERENCE (Subtract Expenses from Income) \$ _____

YTG

Student Financial Assistance

1. Recommendations
2. Criteria

C) YUKON TERRITORIAL GOVERNMENT

Yukon residents who meet the residency requirements and are accepted to a recognized post-secondary institution, or certain courses available through Yukon College and have completed two semesters in the Yukon are eligible for a post-secondary grant (\$2475) and a student loan. There is also sponsorship or less stringent criteria available for students attending Yukon College.

The Yukon Territorial Government grant is not sufficient in itself. (see appendix III, page 1, #1 and appendix IV) there appears to be a tacit understanding within the department that the student is expected to provide for part of his/her own education costs from other sources, e.g., parental support, student loans or savings.

Non-status Council for Yukon Indians beneficiaries can take advantage of the Yukon Territorial Government grant and also student loans. However, their funding is often delayed. Department of Indian Affairs funded students are precluded from receiving supplementary funds from the Yukon Territorial Government (Erik Nielson's report recommended against intergovernmental supplementary funding).

RECOMMENDATIONS

1. The \$2475.00 plus airfare (per academic year) Yukon Territorial Government post-secondary grant is not sufficient. When support (financial, moral) is lacking the potential of persons aspiring to higher education is severely impaired. When parents are unable to provide these necessary ingredients it is imperative that other alternatives present themselves.

Due to the low socio-economic status many Yukon Indians are in (coinciding with deplorable statistics e.g., low proportionate rate of high school grads, university students, etc., Kwiya Report, 1987) compared with Yukon population as a whole; provision should be given to allow inter-governmental supplementary - funding for Council for Yukon Indians beneficiaries with an acceptable maximum determined (be they status or non-status).

2. Due to funding sometimes being delayed, an arrangement should be made with the Council for Yukon Indians and/or bands for repayment when funding has been provided.
3. All funding agencies should ensure that there is adequate representation on committees or boards that determines policy and distribution of funds.
4. A suggestion was made that a mobile unit be made available to communities to answer questions regarding upgrading necessities and course requirements for post-secondary.

YTG

Student Financial Assistance
Criteria and Guidelines

DEPARTMENT OF EDUCATION

CONSOLIDATION OF THE
STUDENTS' FINANCIAL ASSISTANCE ACT

Consolidated to:
May 29, 1986

This Document is an office consolidation of the Students' Financial Assistance Act prepared by the Department of Education and is reproduced in this format for convenience only. Every effort has been made to ensure its accuracy.

For official purposes, individuals are cautioned to refer to the actual legislation and amendments as outlined in the Statutes of the Yukon Territory.

STUDENTS' FINANCIAL ASSISTANCE ACT

SHORT TITLE

- 1.(1) This Act may be cited as the Students' Financial Assistance Act.

INTERPRETATION

- 2.(1) In this Act

"approved institution" means

- (a) any institution which is an eligible institution for the purpose of the Canada Student Loans Plan;
- (b) any vocational or technical school which offers courses, approved by the Canada Employment and Immigration Commission, that are not available in Yukon; or
- (c) any educational institution recommended by the Committee and prescribed by the Commissioner in Executive Council as an approved institution;

"Committee" means the Students' Financial Assistance Committee established pursuant to section 5;

"dependent student" means a student who satisfies the requirements of subsection 7(2);

"independent student" means a student who satisfies the requirements of subsection 7(3);

"new resident student" means a student who satisfies the requirements of subsection 7(4);

"student" means a person who is enrolled or registered in a program of studies at an approved institution;

"Student Financial Services Officer" means that member of the public service as the Executive Council Member may designate to act as such;

"Yukon school system" means that system of schools as defined in Part 11 of the School Act.

- 3.(1) Subject to this Act, the Executive Council Member may, as provided for under the Act, provide financial assistance of the type and amount and under such terms and conditions as provided for under this Act, to any student who is eligible for such assistance pursuant to this Act for the purpose of enabling that student to pursue, on a full-time basis, a program of studies at an approved institution.

- 4.(1) Financial assistance under this Act shall be paid out of monies appropriated by the Council for that purpose.

STUDENTS' FINANCIAL ASSISTANCE COMMITTEE

- 5.(1) There shall be a Committee, called the Students' Financial Assistance Committee, consisting of a chairman and not less than five other members as may be appointed by the Commissioner in Executive Council.

- (2) Every member of the Committee, shall be appointed for a term of three years, and, following the expiration of that term, is eligible for re-appointment.
- (3) In appointing members to the Committee, the Commissioner in Executive Council shall appoint, where possible, not less than two members who have held previous appointments as members of the Committee.
- (4) A majority of the members of the Committee constitutes a quorum.
- (5) The Committee may make such rules, not inconsistent with this Act, as are necessary for the conduct of the business of the Committee and the management of its internal affairs.

APPEALS AND OTHER JURISDICTION OF THE COMMITTEE

- 6.(1) The Committee shall hear appeals under subsection (2) and perform such other functions as are set out in this Act.
- (2) A person may appeal a decision of the Student Financial Services Officer under this Act to the committee, and the Committee may confirm or vary the decision of the Officer.
- (3) The Commissioner in Executive Council shall prescribe the procedural rules to be followed in respect of appeals under this section.

ELIGIBILITY FOR FINANCIAL ASSISTANCE

- 7.(1) To be eligible for financial assistance under this Act, a student shall make an application to the Student Financial Services Officer and establish, to the satisfaction of the Student Financial Services Officer, that
 - (a) he is enrolled or registered as a student in a program of studies at an approved institution,
 - (b) he qualifies for financial assistance as a dependent student, as an independent student or as a new resident student under this section, and
 - (c) he is not disqualified under any provision of this Act.
- (2) A student is eligible to receive financial assistance as a dependent student in respect of a quarter, semester or academic year in a program of studies at an approved institution where, at the date of the commencement of his classes in the quarter, semester or academic year, at least one of his parents is a Canadian citizen or landed immigrant who has resided in the Territory continuously during the immediately preceding period of two years, and
 - (a) he is less than 19 years of age, or
 - (b) he is 19 years of age, he has resided in the Territory continuously during the immediately preceding period of one year, and he has previously received financial assistance as a dependent student.
- (3) A student is eligible to receive financial assistance as an independent student in respect of a quarter, semester or academic year in a program of studies at an approved institution where

- (a) he has completed two years of secondary education in the Yukon school system or he has received financial assistance as a dependent student under subsection (2), and
- (b) he has resided in the Territory continuously during the period of two years immediately preceding the date of the commencement of his classes in that quarter, semester or academic year.

(4) A student is eligible to receive financial assistance as a new resident student in respect of a quarter, semester or academic year in a program of studies at an approved institution where

- (a) he is less than 19 years of age when he and at least one of his parents take up residence together in the Territory, and in the opinion of the Student Financial Services Officer, he is in fact a dependent of that parent at that time,
- (b) he completes one year of secondary education in the Yukon school system and commences his program of studies at an approved institution before he attains the age of 19 years, and
- (c) at the date of the commencement of his classes in the quarter, semester or academic year,
 - (i) both he and at least one of his parents have resided in the Territory continuously since taking up residence in the Territory under paragraph (a), and
 - (ii) he is less than 24 years of age.

(5) For the purposes of this section, a student who is residing in the Territory immediately prior to the date of the student's commencement of a program of studies in respect of which financial assistance is paid to the student under this Act shall be deemed to continue to reside in the Territory during any immediately subsequent period during which he is absent from the Territory to pursue his program of studies.

(6) For the purposes of paragraphs (2)(b), 3(b) and (4)(c), a student does not become ineligible for financial assistance only because, he interrupts his studies and is absent from the Territory for a period of time, not exceeding one academic year,

7.1(1) Notwithstanding section 7, the Committee may recommend to the Executive Council Member the payment of financial assistance to a student who is not otherwise eligible under this Act where, in the opinion of the Committee,

- (a) his ineligibility under subsection 7(2) or 7(4) is entirely the result of the death of one or both of his parents,
- (b) his ineligibility under subsection 7(2) or (4) is entirely the result of some technical defect in his guardianship, but at least one of the persons standing in the place of his parents satisfies the requirements of paragraph 7(2)(b) or paragraphs 7(4)(a) and (c), as the case may be, or

(c) his ineligibility under paragraph 7(2)(b) or subsection 7(3) or (4) is entirely the result of extraordinary medical, educational or similar reasons that make it reasonably necessary for him to be absent from the Territory.

(2) The Committee shall not recommend any payment of financial assistance under subsection (1) to a student who is eligible for financial assistance in another province or country, or where the student does not, in the opinion of the Committee, have a close and substantial connection with the Territory.

(3) The Executive Council Member may, upon the recommendation of the Committee under subsection (1), provide financial assistance of the type and amount and under such terms and conditions as provided for under this Act to any student for the purpose of enabling that student to pursue, on a full-time basis, a program of studies at an approved institution.

8.(1) In determining the eligibility of a student for financial assistance under this Act, the financial needs of the student shall not be considered.

(2) Subject to subsection (3), any financial assistance provided a student under this Act shall not exceed the aggregate of:

(a) the amount of all fees, including registration, tuition, library, laboratory and student fees as assessed by an approved institution, to a maximum of the prescribed amount per quarter, semester or academic year;

(b) the prescribed sum per quarter, semester or academic year, to assist in defraying the cost of books, supplies, and special clothing required by the student in his program of studies at an approved institution; and

(c) a living allowance in the prescribed amount per quarter, semester or academic year.

(3) Where a student receives financial assistance in respect of any quarter, semester or academic year and does not attain a 65% average or the equivalent in his program of studies during that quarter, semester or academic year, the amount of financial assistance provided to him in respect of his next ensuing period of eligibility shall not exceed 60% of the aggregate amount determined pursuant to subsection (2) unless, before he applies again for financial assistance under this Act, he attains an average of 65% or the equivalent in a subsequent quarter, semester, or academic year.

(4) Where a student in receipt of financial assistance under this Act is pursuing a program of studies at an approved institution outside Yukon, that student may be paid, in addition to such financial assistance,

(a) an allowance in respect of travel equivalent to the cost of one return air fare per calendar year between

- (i) Vancouver or Edmonton, and
- (ii) Watson Lake or Whitehorse

as the Student Financial Services Officer may determine, and

- (b) an allowance, as may be prescribed by regulation, in respect of travel between
 - (i) Watson Lake or Whitehorse, as the Student Financial Services Officer may determine, and
 - (ii) the residence of that student in Yukon.
- (5) Where a student in receipt of financial assistance under this Act is pursuing a program of studies offered within Yukon by an approved institution, that student may be paid, in addition to such financial assistance, an allowance, as may be prescribed by regulation, in respect of travel between
 - (i) the place where the program is offered, and
 - (ii) the residence of that student in Yukon.
- (6) Any financial assistance provided a student under this Act is payable to the student in such amounts and at such times as may be prescribed, subject to the aggregate amount determined pursuant to subsections (2) and (3) and the travel allowance determined pursuant to subsections (4) and (5).
- (7) Different amounts may be prescribed in respect of quarters, semesters and academic years under subsection (2).
- 9.(1) No student is eligible to receive financial assistance under this Act for more than
 - (a) five academic years in any approved institution where an academic year constitutes not more than one-half a calendar year in either of any two consecutive calendar years,
 - (b) ten semesters in any approved institution where two semesters constitute an academic year notwithstanding that there are three semesters in a calendar year, or
 - (c) fifteen quarters in any approved institution where three quarters constitute an academic year notwithstanding that there are four quarters in a calendar year.
- (2) No student is eligible to receive financial assistance under this Act where that student is receiving any Territorial or Federal Government financial assistance for post-secondary education other than special scholarship awards or loans.
- (3) No student is eligible to receive financial assistance under this Act if he is not a Canadian citizen or landed immigrant, except as provided by subsection 7(2).
- 10.(1) Every student applying for financial assistance under this Act shall make such application on the prescribed form no later than six weeks after the date of commencement of classes in his program of studies at an approved institution.
 - (2) The student shall furnish such information, transcript, or document in support of the application referred to in subsection (1) as may be prescribed.
 - (3) Where any student proves to the satisfaction of the Student Financial Services Officer that, as a result of unforeseen or unfortunate circumstance, he is eligible for financial assistance under this Act, that student may make application to the Committee for such assistance notwithstanding the fact that the time prescribed under subsection (1) for making application for such assistance has expired.

ADMINISTRATION OF PRIVATE SCHOLARSHIP FUNDS

- 11.(1) The Committee may, where requested by any donor of funds establishing a private scholarship, act as a Selection Committee for the granting of any award under the terms of that scholarship to any student applying for financial assistance under this Act.
- (2) Where a student applying for financial assistance under this Act qualifies for an award under the terms of a scholarship referred to in subsection (1), the Committee may,
 - (a) recommend to the donor thereof the granting of the award to that student, and
 - (b) at the request of the donor thereof, transmit to that student the amount of the award so granted.

CANADA STUDENT LOANS PROGRAM

- 12.(1) That member of the public service as is designated the Student Financial Services Officer shall:
 - (a) in accordance with the Canada Student Loans program administrative criteria, consider each application arising within Yukon for a student loan under the Canada Student Loans Act;
 - (b) approve or refuse to approve loans on the basis of that criteria; and
 - (c) advise the Committee, on a monthly basis, of
 - (i) all applications approved under the Canada Student Loans Act and the total amount of the loan so approved,
 - (ii) any application under the Canada Student Loans Act which has been refused, together with the reasons therefore, and
 - (iii) any loan made under the Canada Student Loans Act which was of a lesser amount than the amount applied for, together with the reasons therefore.

- 13.(1) A student whose application for a student loan under the Canada Student Loans Act to the Student Financial Services Officer has been refused or whose loan was a lesser amount than the amount applied for may appeal his case to the Committee.
- (2) The Committee shall act as the appeal authority in any case arising under subsection (1), and may confirm or vary any decision of the Student Financial Services Officer respecting the eligibility for or amount of any loan applied for under the Canada Student Loans Act so appealed.
- (3) The Committee may make recommendations to the Executive Council Member concerning interpretation of the administrative criteria to be applied in assessing applications for financial assistance under the Canada Student Loans Program.

REGULATIONS

- 14.(1) The Commissioner in Executive Council may make regulations:
- (a) prescribing educational institutions recommended by the Committee as approved institutions;
 - (b) prescribing the procedure and the form to be utilized respecting applications for financial assistance under this Act;
 - (c) prescribing the manner of payment of any financial assistance and the amount of any allowance in respect of travel provided under this Act; and
 - (d) prescribing such powers, duties and administrative guidelines for the Students' Financial Assistance Committee and the Student Financial Services Officer as are not inconsistent with this Act.
- (2) The Commissioner in Executive Council may make regulations providing for the payment of training allowances and assistance to persons attending full time courses in the Yukon not sponsored by the Government of Canada or any agency thereof.

Appendix "A"

Any student in receipt of financial assistance under the Students' Financial Assistance Act at the time the amendments come into force shall continue to be eligible for receipt of financial assistance according to the terms, conditions, and criteria for eligibility as set out in the Act before amendment. The amount of financial assistance provided to such students shall be determined in accordance with the provisions of the amended Act.

STUDENTS FINANCIAL ASSISTANCE ACT

STUDENT GRANT REGULATIONS

Interpretation

1. "academic year" means September 1 to August 31st.

Application for grant

2. To be eligible to receive a student financial assistance grant under the Act a student must make application to the students financial assistance officer in the form annexed hereto as Exhibit 1 together with
 - (a) a letter of acceptance from an approved institution in which the student is registered, and
 - (b) a secondary school transcript or statement of marks signed and sealed by the education institution last attended by the student.

Duties of students financial assistance officer

3. (1) The students financial assistance officer shall receive and process all students financial assistance applications under the Students Financial Assistance Act.
 - (2) Where an application by a student has been received and processed under subsection (1), the students financial assistance officer shall notify the applicant of the decision with respect to the application.
 - (3) Where the students financial assistance officer decides that a grant should not be made with respect to an application, the students financial assistance officer shall send a notice of the decision by certified registered mail to the applicant.
 - (4) With respect to each grant of financial assistance made under the Act, the students financial assistance officer shall correspond with the approved institution to determine whether there has been any overpayment or underpayment of financial assistance with respect to the applicant.

- (5) The students financial assistance officer shall provide such information to the students financial assistance committee with respect to any grant, or any application for a grant, as may be requested by the students financial assistance committee.

Terms and conditions of grant

4. (1) It shall be a term and condition of any grant of financial assistance made under these regulations or the Act that the student shall repay the Government of Yukon for any overpayment of a grant of financial assistance as may be determined by the students financial assistance officer.
- (2) Where the students financial assistance officer has determined there has been an overpayment of a grant under the Act, the students financial assistance officer shall forthwith notify the student in writing of the overpayment and student shall, within three months of receipt of the notice, repay to the Government of Yukon the full amount of the overpayment.
- (3) Where a student who has received a grant of financial assistance under the Act withdraws from a course of studies at an approved institution for which the grant was given, the student shall repay to the Government of Yukon such portion of the grant as may be determined to be an overpayment by the student financial assistance officer.

Amount of grant

5. Any grant of financial assistance provided to a student under the Act shall not exceed the aggregate of
 - (a) the amount of all fees, including registration, tuition, library, laboratory and student fees as assessed by an approved institution, to a maximum of \$250 per quarter, \$375 per semester, or \$750 per academic year,
 - (b) a sum of \$75 per quarter, \$115 per semester or \$225 per academic year, to assist in defraying the cost of books, supplies and special clothing required by the student in his or her program of studies at an approved institution, and
 - (c) a living allowance in the amount of \$500 per quarter, \$750 per semester or \$1,500 per academic year.

Disbursement of funds

6. (1) Where a student is enrolled and registered in a program that is a minimum of two full semesters at an approved institution, the grant will be disbursed to the registrar or other appropriate authority of the approved institution, for the student.
- (2) Upon receipt of a grant for a student under subsection (1), the registrar or other appropriate authority shall pay all tuition and other payable fees on behalf of the student and shall then pay the remainder of the money to the student.

Air fare

7. For the purposes of subsection 8(4) of the Act, the air fare shall be economy class air fare or such other class of air fare as may be approved by the students financial assistance officer.

Travel allowance

8. For the purposes of paragraph 8(4)(b) and subsection 8(5) of the Act, the travel allowance shall be calculated at the rate of 26 cents per kilometer between the place where the program is offered and the residence of the student.
-

APPLICATION FOR YUKON POST-SECONDARY GRANT

- IMPORTANT:
- 1) Deadline Date for acceptance of COMPLETE applications: 6 weeks after commencement of classes.
 - 2) To avoid delay please type or print all entries in ink.
 - 3) **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

SOCIAL INSURANCE NO: _____

1. APPLICANT'S NAME: _____
(Surname) (Given Name)

2. HAVE YOU PREVIOUSLY RECEIVED A YUKON GRANT:
Yes No (please circle)

3. PERMANENT HOME ADDRESS: _____ MAILING ADDRESS: _____
 _____ (when attending school)

 Postal Code: _____ Postal Code: _____
 Telephone No: _____ Telephone No: _____

4. DATE OF BIRTH: ___/___/___ PLACE OF BIRTH: _____
day mo. yr.

CITIZENSHIP STATUS:

Canadian Citizen	Yes	No	(please circle)
Landed Immigrant	Yes	No	(please circle)

5. MUST BE COMPLETED BY PARENT OR GUARDIAN OF "DEPENDENT"(18 years and under at the starting date of classes) STUDENT.

PARENT'S NAME: _____
 ADDRESS: _____

 Postal Code: _____

5. Cont'd

CITIZENSHIP STATUS:

Canadian Citizen	Yes	No	(please circle)
Landed Immigrant	Yes	No	(please circle)

COMPLETE BREAKDOWN of whereabouts and employment for the last two years immediately prior to the commencement of classes of the student applying.

PARENT/GUARDIAN EMPLOYMENT AND WHEREABOUTS			Employer	City / Province
From Mo./Yr.	To Mo./Yr.	Total No. of Months Worked		

I/We, the parent(s) or guardian of the applicant have resided in Yukon from TO .
Mo./Yr. Mo./Yr.

6. MUST BE COMPLETED BY "INDEPENDENT" (19 years and over at the starting of classes) STUDENT.

COMPLETE BREAKDOWN of whereabouts and employment since graduation or two years immediately prior to commencement of classes for which financial assistance is sought.

STUDENT EMPLOYMENT AND WHEREABOUTS			Employer	City / Province
From Mo./Yr.	To Mo./Yr.	Total no. of Months Worked		

I, the applicant, have resided in Yukon from / TO / .
Mo. Yr. Mo. Yr.

7. Are you receiving any Territorial or Federal Government financial assistance for education or training? Yes No (please circle)

8. ESTIMATED COST FOR (please circle) YEAR OR SEMESTER:
(The amounts below based on 2 semesters)

Fees-----\$ _____
 Books & Instrument-----\$ 225.00 (set amount)
 Board, Lodging & Misc.-----\$ 1,500.00 (set amount)
 Transportation-----\$ _____
 (equivalent return airfare from
 Vancouver or Edmonton)
 TOTAL:-----\$ _____

9. THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS APPLICATION:

(For future funding it would be advisable to request your official transcript before returning to Yukon)

- a) OFFICIAL TRANSCRIPT of marks (with seal & signature, which you can obtain from the High School for 1st year of funding or the Registrar of the institution you last attended for subsequent years of funding)

Attached : No Yes (please circle)

On its way: No Yes (please circle)

- b) ORIGINAL LETTER OF ACCEPTANCE of the Institution you will be attending MUST accompany this application. (only for first year or transfer)

10. NAME OF ATTENDING INSTITUTION: _____

ADDRESS: _____

Postal Code: _____

11. AS A FULL-TIME STUDENT, I SHALL BE UNDERTAKING:

- a) one semester two semesters three semesters
 one quarter two quarters three quarters

b) Year of Program in which I am enrolled:

Year I Year II Year III Year IV Year V

c) Length of Program _____

d) Name of Program _____

e) Commencement date of Classes _____

f) Finishing date of Classes _____

13. PLEASE COMPLETE PART A OR PART B

PART A - To be completed by the parent(s) of a Dependent Student.

I declare that the information submitted in this application is true, correct and complete to the best of my knowledge and belief and that the financial assistance sought will be used for the educational purposes set out above. I make this declaration knowing it to be of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

SWORN before me at the City of)
_____)
in Yukon Territory, this _____)
day of _____ 19 _____)

Signature of Parent(s)

A Notary Public in and for
Yukon Territory.

PART B - To be completed by the Independent Student.

I declare the information submitted in this application is true, correct and complete to the best of my knowledge and belief and that the financial assistance sought will be used for the educational purposes set out above. I make this declaration knowing it to be of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

SWORN before me at the City of)
_____)
In Yukon Territory, this _____)
day of _____ 19 _____)

Signature of Student

A Notary Public in and for
Yukon Territory.

To be witnessed by a Notary Public, Justice of the Peace, or R.C.M. Police Officer who should state his rank.

FOR OFFICIAL USE ONLY

APPROVED: Full Amount _____ Air Fare _____
60% _____ No Air Fare _____
50% _____

Approved: _____ Date _____ Deputy Minister, Education _____

REJECTED: Reason _____

OCCUPATIONAL TRAINING ACT

STUDENT TRAINING ALLOWANCE REGULATIONS

Interpretation

1. "academic year" means 40 weeks of study in any 52 week period.

"approved human resource development training program" means a program designated by the deputy head as a program for which a training allowance may be paid.

"committee" means the Students' Financial Assistance Committee.

"dependent" means a person who is dependent on the student and who is not claimed by the spouse of the student or by any other person as a dependent for income tax purposes.

"Student Financial Services Officer" means that member of the public service designated by the Executive Council Member.

Application for Training Allowance

2. (1) To be eligible to receive a training allowance under the Act a student must make application to the Student Financial Services Officer in the form annexed hereto as Form 1 together with proof satisfactory to the Student Financial Services Officer that the student is enrolled or registered in a program of studies at Yukon College or in an approved human resource development training program within the Yukon.

(2) An application by a student under subsection (1) must be accompanied by

(a) a letter confirming registration of that student at Yukon College or in an approved human resource development training program in which the student is registered, and

(b) a secondary school transcript or statement of marks signed and sealed by the education institution last attended by the student.

(3) Where the Student Financial Services Officer deems it appropriate, the requirement for filing a transcript or statement of marks under subsection (2) may be waived.

- (4) Where an application for a training allowance has not been received by the Student Financial Services Officer within 14 days of the commencement of classes in the student's program of studies at Yukon College or in an approved human resource development training program, the student shall not be eligible to receive a training allowance.
- (5) Notwithstanding subsection (4), where a student proves to the satisfaction of the Student Financial Services Officer that, as a result of unforeseen or unfortunate circumstances, the student was unable to have the application for training allowance delivered to the Student Financial Services Officer within the prescribed time, the student may file an application outside the period set out in subsection (4).

Duties of Student Financial Services Officer

3. (1) The Student Financial Services Officer shall receive and process all training allowance applications under the Occupational Training Act.
- (2) Where an application by a student has been received and processed under subsection (1), the Student Financial Services Officer shall notify the applicant of the decision with respect to the application.
- (3) Where the Student Financial Services Officer decides that a training allowance should not be made with respect to an application, the Student Financial Services Officer shall send a notice of the decision to the applicant by registered mail.
- (4) With respect to each training allowance given under the Act, the Student Financial Services Officer shall correspond with Yukon College or the approved human resource development training program to
 - (a) ensure that applicants who have ceased to attend classes are no longer receiving a training allowance,
 - (b) determine whether there has been any overpayment or underpayment of training allowance with respect to the applicant.

Eligibility for training allowance with respect to the applicant

4. (1) A student who is receiving a student grant under the Students Financial Assistance Act shall not be concurrently eligible for a training allowance.

- (2) A student shall not receive more than an aggregate total of 40 weeks of financial assistance in any academic year.
- (3) A student is eligible for a training allowance if the student has resided in the Yukon for a period of 24 months in the 36 month period immediately preceding the application.
- (4) A student may count attendance at a post-secondary institution outside Yukon as part of the residency required of that student if the Government of Yukon funded the students' attendance at that institution.
- (5) The committee may recommend to the Executive Council Member the payment of a training allowance to a student who is not otherwise eligible where, in the opinion of the committee, the student's ineligibility is entirely the result of extraordinary medical, educational or other reasons that make it reasonably necessary for the student to be absent from the Yukon.
- (6) The committee shall not recommend payment of a training allowance under subsection 4(4) to a student who is eligible for financial assistance for educational or training purposes in another province or country, or where the student does not, in the opinion of the committee, have a close and substantial connection with the Yukon.
- (7) The Executive Council Member may, upon the recommendation of the committee under subsection 4(4), provide a training allowance of the type and amount and under such terms and conditions as provided for under the Act to any student for the purpose of enabling that student to pursue, on a full-time basis, a program of studies at Yukon College or human resource development training program.
- (8) A student is eligible to receive a training allowance under these regulations for no more than an aggregate maximum of five academic years.
- (9) A student is ineligible to receive a training allowance during the period of the student's training, if the student is receiving:
 - (a) Territorial or Federal funding for education or training other than special scholarship awards or loans; or
 - (b) financial support for educational or training purposes from an employer.

- (10) To be eligible for a training allowance a student must be attending a program at Yukon College or an approved human resource development training program, that is three or more consecutive weeks in duration.

Appeal of the Decision of the Student Financial Services Officer

5. (1) For the purpose of these regulations the Students' Financial Assistance Committee, shall act as the appeal committee.
- (2) A student may appeal a decision of the Student Financial Services Officer made pursuant to these regulations, to the Students' Financial Assistance Committee as established pursuant to section 5 of the Students' Financial Assistance Act, and the Committee may confirm or vary the decision of the Officer.
- (3) All appeals made pursuant to subsection (1) shall be subject to the requirements established in the Students' Financial Assistance Committee Regulations made pursuant to the Students' Financial Assistance Act.

Training allowance payments

6. (1) Training allowance rates are payable as follows:
- | | |
|------------------------------|-----------------|
| (a) Student only | \$ 70 per week; |
| (b) Student and 1 dependent | \$100 per week; |
| (c) Student and 2 dependents | \$115 per week; |
| (d) Student and 3 dependents | \$130 per week; |
| (e) Student and 4 dependents | \$145 per week. |
- (2) Notwithstanding subsection (1), an additional \$55 per week may be paid to a student who must maintain two residences as a result of being required to move to another community to attend a program but shall not be paid to a student who is able to take a course or program in the students' home community and has chosen to take that course or program elsewhere.
- (3) Where a student is in receipt of a training allowance, the student may be paid an additional allowance in respect of travel between
- the place where the program is offered, and
 - the residence of that student in the Yukon at the rate of 26 cents per kilometer.

- (4) Where a course or program is offered in the community in which a student is normally resident, a student who chooses to attend a course or program in a different community shall be ineligible to receive the travel allowance.
- (5) Notwithstanding subsection (3), because of special circumstances, a student who is normally resident in Old Crow shall receive a return flight from Whitehorse to Old Crow for the Christmas break at a date and time to be determined by the Department of Education.
- (6) A training allowance provided to a student under these Regulations shall be paid to the student on a bi-weekly basis, subject to the aggregate amount determined pursuant to subsections (1), (2) and (3).
- (7) A student who claims training allowance payments for dependents pursuant to these regulations shall swear a statutory declaration which lists the names and ages of all dependents.



APPLICATION FOR
YUKON TERRITORIAL GOVERNMENT
TRAINING ALLOWANCE

APPLICATION must be fully completed for consideration - please print in INK!

Name: _____

Address: _____

Social Ins. No. _____ Telephone No. _____

Date of Birth: _____

Course Applied For: _____

PLEASE CHECK THE APPROPRIATE BOXES.

1. Are you receiving any Territorial or Federal government financial assistance for Education or Training?

YES [] NO []

If YES, specify _____

2. All Students who are claiming dependents must complete and sign the attached Statutory Declaration.

3. PLEASE PROVIDE A COMPLETE BREAKDOWN of any time spent OUTSIDE of the Yukon during the 36 month period immediately prior to commencement of classes for which a training allowance is sought.

STUDENT RESIDENCE

FROM TO CITY/PROVINCE
mth/yr mth/yr

Table with 3 columns: FROM, TO, CITY/PROVINCE. Includes multiple rows for data entry.

4. ORIGINAL LETTER OF ACCEPTANCE of the institution you will be attending MUST accompany this application (only for first year or when transferring to a different institution).

5. Have you received Financial Assistance from the Yukon Territorial Government previously for the purposes of Training/Education?

YES [] NO []

Which courses were you enrolled in _____

How many years did you receive assistance _____

6. I declare the information submitted in this application is true, correct and complete to the best of my knowledge and belief and that the financial assistance sought will be used for the educational purposes set out above. I make this declaration knowing it to be of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

SWORN by me at the City of _____

_____ in the

Yukon Territory, this _____

day of _____ 19 _____

Signature of Applicant

Witness *

*To be witnessed by a Notary Public, Justice of the Peace, or Royal Canadian Mounted Police Officer who should state his/her rank.

FOR OFFICE USE ONLY

Counsellor's Signature: _____

Approved:

YES NO Assistance Awarded: _____/weekly.

Authorized by: _____

STATUTORY DECLARATION

DOMINION OF CANADA :) In the matter ofTHE STUDENT'S...
Province of YUKON TERRITORY) ..FINANCIAL ASSISTANCE ACT...and!....
TO WIT:) ..(name).....

I.
ofin the
YUKON TERRITORY.

FOR COMMON-LAW SPOUSE:

DO SOLEMNLY DECLARE THAT I.....have and do
presentas my Common-Law Spouse and we have
lived together in a Common-Law relationship for more than one year.

FOR DEPENDENT(S):

DO SOLEMNLY DECLARE THAT I.....
present as my
.....(relationship) who is wholly dependent upon me.

And I make this Solemn Declaration conscientiously believing it to be true.
and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME AT
IN THE YUKON TERRITORY.
THIS.....DAY OF.....19....

.....
NOTARY PUBLIC IN AND FOR THE YUKON TERRITORY

SECTION II

Appendixes

APPENDIX I

Student Interviews

Questionnaires

APPENDIX I

Page 2

These figures were derived at from inspection of files of those members who were provided with education funding by Council for Yukon Indians.

1. Canada Employment & Immigration Centre and Yukon Territorial Government are not designed as agencies to provide full funding for courses.

32% of Council for Yukon Indian members required supplementary funds for this reason.

2. Department of Indian Affairs rates are generally not sufficient.

15% of Council for Yukon Indian members required additional funds for this reason.

3. Canada Employment & Immigration Centre, Yukon Territorial Government and Department of Indian Affairs are all often late with their funds.

17% of Council for Yukon Indian members were provided with loans to carry them over until their funds arrived.

4. 22% of members could not get funding because no ~~agencies~~ agencies funded short courses.

5. 12% of members funded by Council for Yukon Indians could not meet the residency requirements.

APPENDIX II

Supporting Motion
from C.Y.I.

Board of Directors

(See Section III)

APPENDIX III

Cost of Living Statistics
from Federal Agriculture
Canada Study, 1987

APPENDIX III

Page 1

1. Yukon Territorial Government

The Yukon Territorial Government grant is not sufficient to provide the total funding requirements for students. Their monthly living allowance amounts to \$187.50 (see student grant regulations, page 2; 5c). The cost for a nutritious basket of food for Whitehorse and Vancouver respectively is \$41.70 and \$32.42 per week. The cost for rent, food and other incidentals would far exceed the \$187.50 allowed for living expenses from the Yukon Territorial Government grant (read further appendix III).

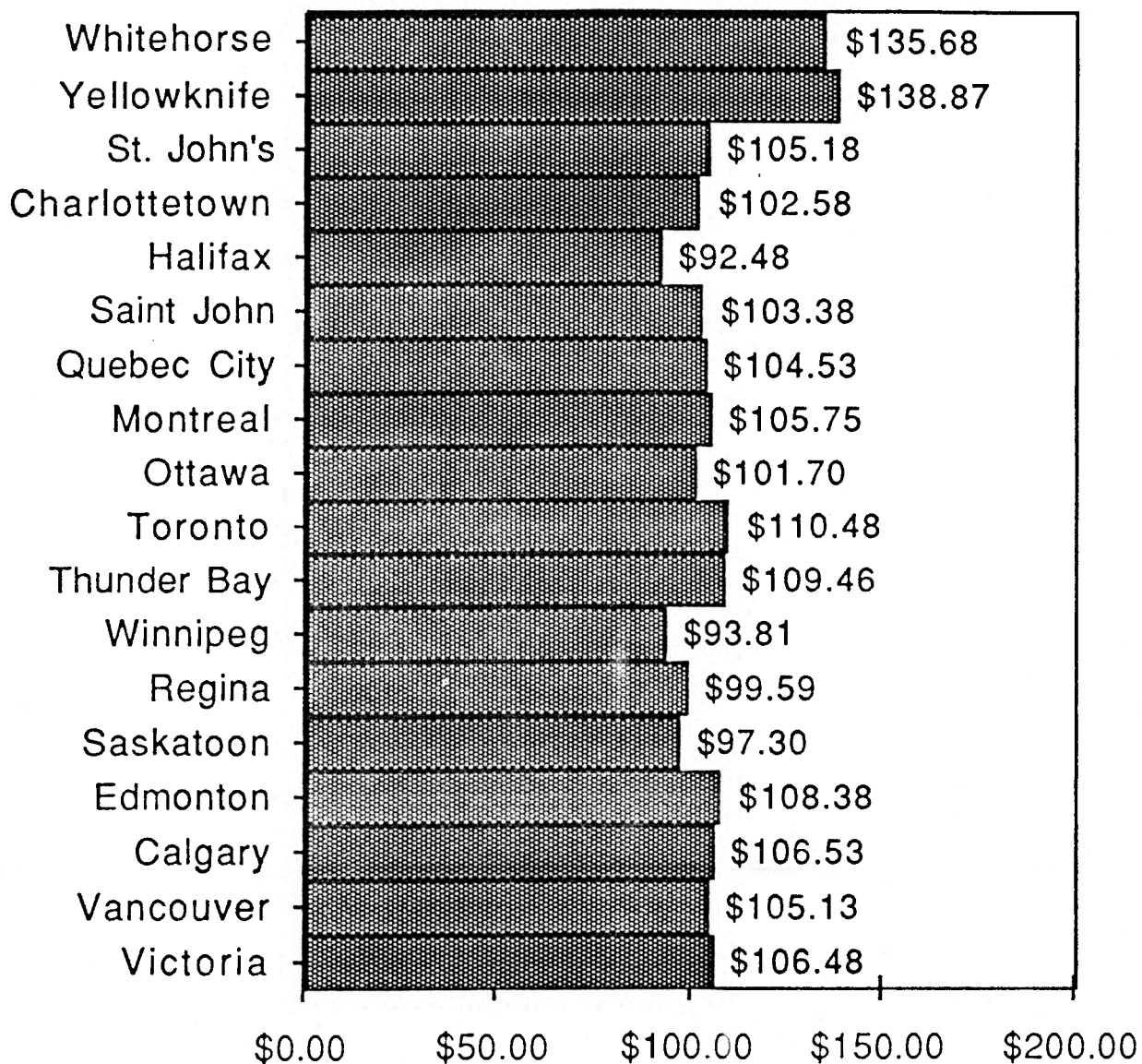
2. Department of Indian Affairs

The Department of Indian Affairs allowance rates more closely reflect the ability to pay for living costs, e.g., single student allocation is \$120.00 per week. However, a student with a family of four has an allowance rate of \$184.00, but the average cost for a food basket for a family of four is \$135.00. Considering this, there would not be enough left over for rent and incidentals (read further appendix III)

3. Canada Employment & Immigration Centre

Canada Employment & Immigration Centre provides a weekly allowance of \$70.00 for a single person per week. When a nutritious food basket for one week in Whitehorse is \$41.70, there would not be much money left over for rent and incidentals. Weekly rates for other categories reflect this same problem (read further appendix III).

3.21 Nutritious Food Basket, Family of Four, September 1987



Source: Agriculture Canada

3.5 CONSUMER PRICE INDEX, All Items

		Canada	Edmonton	Vancouver	Whitehorse	Yellowknife	
		JUNE 1981 = 100			MARCH 1982 = 100		
1987	SEP	139.3	135.6	134.3	125.8	133.0	
	AUG	139.3	135.6	134.0	126.3	133.6	
	JUL	139.2	135.5	133.7	125.9	133.4	
	JUN	138.2	134.4	132.8	124.7	131.8	
	MAY	137.8	133.4	132.8	124.6	132.1	
	APR	137.0	132.0	132.2	123.8	130.4	
	MAR	136.4	130.7	132.3	123.6	130.2	
	FEB	135.8	130.2	131.7	123.5	129.8	
	JAN	135.2	130.0	130.9	123.1	129.8	
	1986	DEC	134.9	129.3	130.4	123.1	129.6
NOV		134.7	129.2	130.7	123.0	128.6	
OCT		134.0	129.3	130.7	122.4	127.4	
SEP		133.3	129.2	130.3	122.2	127.4	
AUG		133.3	129.3	130.3	122.3	128.1	
JUL		132.9	129.2	130.0	121.8	127.8	
1987		III	139.3	135.6	134.0	126.0	133.3
		II	137.7	133.3	132.6	124.4	131.4
		I	135.8	130.3	131.6	123.4	129.9
1986	IV	134.5	129.3	130.6	122.8	128.5	
	III	133.2	129.2	130.2	122.1	127.8	
	II	131.6	127.9	128.8	120.5	126.9	
	I	130.5	126.7	127.6	119.3	125.0	
1985	IV	128.9	125.1	126.6	118.1	123.2	
	III	127.8	124.6	125.9	117.4	122.0	
1986		132.4	128.3	129.3	121.2	127.0	
	85	127.2	124.2	125.2	116.8	121.0	
	84	122.3	120.4	121.3	113.0	115.8	
	83	117.2	117.2	116.6	108.6	110.8	
	82	110.8	110.8	110.2	

Source: Statistics Canada, Catalogues #62-001 & #62-010

Note: The CPI for each city measures price change from one time period to another within that specific city. Thus, while city CPI's show the movement of prices in each city, they do not indicate price level differences between cities or between cities and Canada.

3.20 NUTRITIOUS FOOD BASKET WEEKLY COST, by Age,
September 1987

		Whitehorse	Yellowknife	18 City Weighted Average
(\$)				
CHILD	1	18.48	19.05	14.50
	2-3	21.17	21.78	16.50
	4-6	25.47	26.08	19.93
BOY	7-9	29.89	30.56	23.24
	10-12	34.25	35.00	26.75
	13-15	38.50	39.42	30.05
	16-18	43.88	44.87	34.31
GIRL	7-9	27.47	28.10	21.29
	10-12	31.26	32.06	24.46
	13-15	35.14	36.18	27.45
	16-18	24.78	35.83	27.20
MAN	19-24	41.70	42.53	32.45
	25-49	37.54	38.34	29.23
	50-74	34.40	35.18	26.75
	75+	30.72	31.52	23.85
WOMAN	19-24	32.91	33.77	25.63
	25-49	32.17	33.00	25.06
	50-74	31.06	31.86	24.15
	75+	28.02	28.81	21.75
	pregnancy lactation	40.39 42.91	41.60 44.23	31.98 34.15

Source: Agriculture Canada

Note: *Third trimester.

4.4 RENT, All Units, September 1987

		Whitehorse						
		All Downtown	Riverdale	Hillcrest & Porter Cr	Watson Lake	Haines Junction	Dawson City	
		(\$)						
All	maximum	700	700	700	650	540	445	602
	minimum	150	150	195	300	230	400	552
	median	482	459	495	525	342	422	577
BACHELOR	maximum	450	450	375	425	400
	minimum	150	150	375	400	230
	median	325	325	375	412	315
1 BEDROOM	maximum	650	650	525	525	495	400	552
	minimum	300	300	425	350	275	400	552
	median	458	455	462	460	335	400	552
2 BEDROOM	maximum	700	700	650	650	540	445	602
	minimum	195	350	195	300	450	445	602
	median	525	525	510	560	495	445	602
3+ BEDROOM	maximum	700	655	700	460	250
	minimum	460	500	500	460	250
	median	585	600	575	460	250

Source: Yukon Bureau of Statistics

Airfare (full) - return from Whitehorse

Whitehorse/Vancouver/Whitehorse \$648.00 (includes tax)

Whitehorse/Edmonton/Whitehorse \$648.00 (includes tax)

Cost of Living Expenses for Adults ages 19-24

Supporting documentation for Y.T.G. recommendations:

Whitehorse

Female: \$32.91 per week

Male: \$41.70 per week \$166.80 per month

Cost of living per month for living allowance is \$187.50
(for rent, food, clothing, other).

Vancouver

Female: \$25.41 per week

Male: \$32.42 per week

There is a 25-30% cost of living expense difference between these two places.

CEIC total living allowance for a single person:
\$70.00 per week

APPENDIX IV

Excerpts from Student Letter and Budgets

1985 - 1987

BUDGET BREAKDOWN 2 SEMESTERS (SEPT - APRIL)

MEMBERSHIP

Tuition or registration

Books

Room & Board

Travel

Other Costs (please list)

Room & Board For SON (DAYCARE ?)

LIVING ALLOWANCE (#130 BASIC) x 31 weeks

	375.00	
1 Semester	<u>1525.00</u>	700.
	100.00	
	<u>4000.00</u>	
	2400.00	
	<u>1600.00</u>	
		4030.00

Subtotal

18030.00

Less other sources (please list)

SPECIAL AREA *reimbursement only*

4000.00

Total Requested from CYI

14030.00

air fare allow.

* INDIAN & INUIT AFFAIRS:

Contact Person -

ROD MCCORMICK
~~Christine Lillies~~
 Lands, Memberships & Estates
 Yukon Regional Office
 Phone: 603-668-6176

The tuition fee will be paid by the Department of Indian and Inuit Affairs.

* CEIC:

- Application for assistance to CEIC (Edmonton) gained approval to attend ALBERTA COLLEGE (Business Administration Program - 1st Year) starting in September, 1979. I would have obtained exemptions for Level 1 and part of Level 2 in the RIA Program.

(In August 1979, my application for sponsorship under the Northern Careers Program was approved so the application was withdrawn.)

- In June, 1984 my application for sponsorship under CEIC (Yukon & B.C. Region) was approved by the local office and later declared ineligible by the regional office. A letter of explanation is attached. This decision was appealed on my behalf by Yukon College but the decision was not reversed.

I was seeking further credits in the RIA Program, however, with the program revision (1984) the exemptions through Yukon College are limited.

* GOVERNMENT OF YUKON:

Financial Assistance to post-secondary students, up to a maximum of \$3077. per calendar year, is available only if the educational institution is on the Dept. of Education's List of Approved Programs.

Other restrictions that apply: Courses must be at least 12 weeks; Training Program must be at least 8 months in duration in one calendar year. The information provided by YTG is attached.

* Books

\$ 350.00

* Room & Board

* 120wk. x 32 =

\$ 3840.00

Travel local

\$ 400.00

Other Costs (please list)

Clothing

\$ 500.00

Medical/Dental Costs

\$ 200.00

Supplies

\$ 100.00

Miscellaneous

\$ 800.00

Subtotal

\$ 7940.00

Less other sources (please list)

Savings, From working
Parental support

\$ 3000.00

\$ 1000.00

Total Requested from CYI

\$ 3390.00

I graduated from Port Moody Senior Secondary in June 1984. I attended F. H. Collins Senior Secondary in Whitehorse Yukon Territory for one semester in the Spring 1985 upgrading my highschool science courses. During the period from spring semester 1986 to present I have been attending Douglas College in New Westminster British Columbia, enrolled in first year university transfer science program.

Since graduating from high school I have worked each summer. During 1984/85 I worked placer mining in the Yukon Territory. During subsequent summers I have worked for a construction company building custom homes in the lower mainland, and have every intention of continuing to work to assist with expenses.

1987
* Budget from a 1 Yr. Engineering Student

VTC would sponsor did not donate from Collins High in WHSE. Y.T.

June 24, 1987

Marie Bosely
Council For Yukon Indians
22 Nisutlin Dr.
Whitehorse, Yukon Y1A 3S5



Dear Ms. Bosely:

I apologize for taking so long to submit my application and final transcript. Since April, following final examinations, I have been working at my summer employment job. That is, the World Conference for the Indigenous Peoples' Education Association. Such an event took most of my time so affairs such as this have been delayed.

I have applied to the DIAND for assistance but I do not expect to hear from them before August. So I am submitting my application for assistance assuming that the CYI will be my only benefactor. As soon as I hear from Ottawa I will let you know.

I am planning to return to Langara this fall. I feel this will be better for me than attending UBC.

If you require any further information, please contact me. Thank you very much for your patience.

Sincerely,
1.1

1987

Council for Yukon Indians,
Employment/Training Liason,
22 Nisutlin Drive,
Whitehorse, Yukon Territory
Y1A-3S5

Gentlemen:

The birth of my daughter brought to light the necessity of a stable career and served to propell me into completing my grade twelve courses. At this time I have completed and passed my grade twelve program.

I have chosen the nursing field as I feel that it will be challenging as well as rewarding. I will, however, require your assistance as I must attend classes on a full time basis and with the required amount of time for homework, coupled with the time for my daughter, I will be unable to work on either a part-time or full-time basis.

I am eager to begin reaching and achieving my goal and it is with great hope that I write to you for assistance in doing so. I hope I have provided the information requested, however, feel free to call should you have any questions.

Yours sincerely,

Box 1979
Olds, Alta. T0M 1A0
June 22, 1987.

Dear Ms. Van Bibber,

Please find under some cover
an application for Assistance (Educational) for
your scrutiny.

You will see I have not applied
for Tuition, Books, Travel, or Other Costs, as I
can be responsible for these, but am applying
for assistance to help cover living expense, while
in Calgary, for one hundred dollars per week.

I realize that it may be late
in life to switch vocations, but with the Heavy
Equipment Industry, in the whole of western Canada
has taken a down turn, with no end in sight
I believe I must adjust, and with your help, I can.

If you have a plan, that
I can, on a scheduled basis, repay any money,
after graduation, I would be happy to comply.

Thankyou for any consideration
to might have for me.

April 14-86

Dear Kathy:

Kathy do all what you can to submit these application for funding is important home repared course that's gonna be held in Watson Lake starting May 5, until June 27, and it will give Abraham opportunity of some start, to have some kind of certificate in getting job at later times and also with our housing program we have for non status Indians for myself.

[redacted] another good student really need assistant, as his mother [redacted] is single parent.

[redacted] another good candidate is handy man for Head Indian Band.

Let us know soon as possible

Sincerely

Jan. 23, 1986

Re: Support letter for application on funding for C.Y.I. Training

Since Sept. 1985 I have been trying to get training to further my skills in being able to work with my people.

I have, through talking to individuals and reading about different training programs, established my focus in Life Skills Coach Training as a beginning.

I made application to Life Skills Training Centre Ltd. in December and recieved acceptance (see attachment) and have since worked to get funding for the 10 week course.

I have approached Y.T.G. Student Financial loans, however the course was 2 weeks short to qualify. The Dept of Indian Affairs said they have no money and I also approached Special Aids but they too have no money, so I am requesting \$4000.00 from C.Y.I.

I am looking forward to a positive response from C.Y.I. as soon as possible and thanking you in advance.

I remain respectful,

February 17, 1986

Mrs. Kathy Van Bibber
Employment/Training Liason O
Officer
c/o Council for Yukon Indians
22 Nisutlin Drive
Whitehorse, Yukon
Y1A 3S5

Dear Kathy;

Re: APPLICATION FOR EDUCATIONAL ASSISTANCE.

For Questions:

1. Yes, I had been sponsored by Department of Indian Affairs before.

- Aircraft Maintenance Apprentiseship Training.
- I worked in Yellowknife for 2 months, which didn't work out for me, so I came back to Watson Lake.

So you say, Why do I want to take another apprenticeship course if that's what's going to happen again?

Who knows, but what else am I going to do, at least I'm trying to improve my mechanical ability in the trade of which I have chosen for myself.

I looked around for another A/C job, but they're pretty hard to come by. So I'm trying again for Autobody which, by the way I might get a grant for it.

My problem is this:

This is what I could get in my grant, My expense and room and board is \$ 1,500.00 for 6 months.

- which leaves about \$ 300.00 @ 6 months is \$ 1,500.00....
- which leaves nothing for expense
- my plane fare to Vancouver & Back is going to be paid, but from Vancouver - Victoria, I have to pay myself , \$ 82.85 plus tax one way.

MACHINIST COURSE 1986

Outline of my costs for this 5 month term is:

Airfare - return	526.00
Tuition	428.00
Textbooks & tools	155.00
coveralls	25.00
Rent \$380 per mo.	2280.00
utilities \$60 per mo	300.00
transportation \$6.00 per wk.	120.00
laundry \$5.00 per wk.	100.00
food \$120 per wk	2200.00
miscellaneous (hair cuts, toiletries, etc.)	<u>60.00</u>
Total	\$6,194.00

not
I am eligible for UIC as they say I am not employable and I contacted the Yukon Territorial Government and was advised they would not be having a meeting until August, but have sent in an application to M. Wearmouth.
Enclosed is a copy of my acceptance letter from the school and copy of the program I am enrolled in.

Any financial assistance that I receive will be greatly appreciated.

Sincerely

1986

Re: Post-Secondary Sponsorship

To Whom it may concern:

I appreciate your sending me this application. In applying for funding for the coming year I would like to remind you that this is my final year ending in May of 1986. As it is six years post-secondary I am no longer eligible for funding from YTG so please take this into consideration. In my final year as an Intern of Chiropractic it is necessary to work right through the summer months and into regular school months, a total of 10 months. A letter from the college will be sent directly to you concerning this. My budget is attached. Thank you for reading and considering my application.

Yours truly,

SECTION III

Background Contract
& C.Y.I. Board Motion



ARTICLES OF AGREEMENT
CONSULTING AND PROFESSIONAL SERVICES

File No	A1632-87-0089	Contract No	87-0089
Financial Code	31177-3-121-14700-3010-99995-1553		

These Articles of Agreement are made as of the 16th day of September, 19 87
between

Her Majesty the Queen in right of Canada (referred to in the contract as "Her Majesty") represented by the Minister of Indian Affairs and Northern Development, (referred to in the contract as the "Minister")

and
Council for Yukon Indians
22 Nisutlin Drive
WHITEHORSE, Yukon Territory
Y1A 3S5

(referred to in the contract as the "Contractor").

Her Majesty and the Contractor agree as follows.

A1 Contract

1.1 The following documents and any amendments relating thereto form the contract between Her Majesty and the Contractor:

- 1.1.1 these Articles of Agreement;
- 1.1.2 the document attached hereto as Appendix "A" and entitled "General Conditions", referred to herein as the General Conditions;
- 1.1.3 the document attached hereto as Appendix "B" and entitled "Supplementary Conditions", referred to herein as the Supplementary Conditions;
- 1.1.4 the document attached hereto as Appendix "C" and entitled "Terms of Payment", referred to herein as the Terms of Payment;
- 1.1.5 the document attached hereto as Appendix "D" and entitled "Statement of Work", referred to herein as the Statement of Work.

1.2 In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the wording of the document that first appears on the above list shall prevail over the wording of a document subsequently appearing on the list.

A2 Date of Completion of Work and Description of Work

2.1 The Contractor shall, between the date of these Articles of Agreement and the 27th day of February, 19 88, perform and complete with care, skill, diligence and efficiency the work that is described in the Statement of Work.

A3 Contract Amount

3.1 Subject to the terms and conditions of this contract and in consideration for the performance of the work, Her Majesty shall pay to the Contractor

3.1.1 the sum of \$ 25,000.00

3.1.2 a sum not to exceed \$ N/A

3.2 In accordance with Section 33 of the Financial Administration Act, payment under the contract is subject to there being an appropriation for the particular service for the fiscal year in which any commitment hereunder would come in course of payment.

ARTICLES OF AGREEMENT
CONSULTING AND PROFESSIONAL SERVICES

A4 Appropriate Law

4.1 This contract shall be governed by and construed in accordance with the laws in force in the Province of Yukon Territory.

A5 Departmental Representative

5.1 For the purposes of the contract, the Minister hereby designates

R.P. Sterling
Assistant Director
Socio-Economic Agreements and
Native Economy

as the Departmental Representative.

This contract has been executed on behalf of the Contractor and on behalf of Her Majesty the Queen in right of Canada by their duly authorized officers.

SIGNED, SEALED AND DELIVERED ON BEHALF OF HER MAJESTY

by Jacques Gerin

in the presence of Christine Dawson

Date September 16, 1987

Jacques Gerin
Associate Deputy Minister
(North)
Department of Indian Affairs
and Northern Development

SIGNED, SEALED AND DELIVERED

by Frank J. ... Contractor

in the presence of James Allen

Date Sept 23/87

MANAGER
HEADQUARTERS FINANCIAL SERVICES
[Signature] 16/9/87
GÉRANT
SERVICES FINANCIERS
DE L'ADMINISTRATION CENTRALE

APPENDIX "A"
GENERAL CONDITIONS
CONSULTING AND PROFESSIONAL SERVICES

GC1 Interpretation

1.1 In the contract,

- 1.1.1 "contract" means the contract documents referred to in the Articles of Agreement;
- 1.1.2 "invention" means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement thereof;
- 1.1.3 "Minister" includes a person acting for, or if the office is vacant, in place of the Minister and the Minister's successors in the office, and the Minister's or their lawful deputy and any of the Minister's or their representatives appointed for the purpose of the contract;
- 1.1.4 "work", unless otherwise expressed in the contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the contract;
- 1.1.5 "Departmental Representative" means the officer or employee of Her Majesty who is designated by the Articles of Agreement and includes a person authorized by the Departmental Representative to perform any of the Departmental Representative's functions under the contract;
- 1.1.6 "prototypes" includes models, patterns and samples;
- 1.1.7 "technical documentation" means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer print-outs.

GC2 Successors and Assigns

- 2.1 The contract shall enure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

GC3 Assignment

- 3.1 The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Minister and any assignment made without that consent is void and of no effect.
- 3.2 No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon Her Majesty or the Minister.

GC4 Time of the Essence

- 4.1 Time is of the essence of the contract.
- 4.2 Any delay by the Contractor in performing the Contractor's obligations under the contract which is caused by an event beyond the control of the Contractor, and which could not have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of Her Majesty, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and unusually severe weather.
- 4.3 The Contractor shall give notice to the Minister immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the work affected by the delay. When requested to do so by the Departmental Representative, the Contractor shall deliver a description, in a form satisfactory to the Minister, of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavour to prevent any further delay. Upon approval in writing by the Minister of the work-around plans, the Contractor shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.
- 4.4 Unless the Contractor complies with the notice requirements set forth in the contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.
- 4.5 Notwithstanding that the Contractor has complied with the requirements of GC4.3, Her Majesty may exercise any right of termination contained in GC8.

APPENDIX "A"
GENERAL CONDITIONS
CONSULTING AND PROFESSIONAL SERVICES

Page 2 of 4

GC5 Indemnification

- 5.1 The Contractor shall indemnify and save harmless Her Majesty and the Minister from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any wilful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants or agents in performing the work or as a result of the work.
- 5.2 The Contractor shall indemnify Her Majesty and the Minister from all costs, charges and expenses whatsoever that Her Majesty sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the contract, and in respect of the use of or disposal by Her Majesty of anything furnished pursuant to the contract.
- 5.3 The Contractor's liability to indemnify or reimburse Her Majesty under the contract shall not affect or prejudice Her Majesty from exercising any other rights under law.

GC6 Notices

- 6.1 Where in the contract any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, by telegram or by telex addressed to the party for whom it is intended at the address mentioned in the contract and any notice, request, direction or other communication shall be deemed to have been given if by registered mail, when the postal receipt is acknowledged by the other party; by telegram, when transmitted by the carrier; and, by telex, when transmitted. The address of either party may be changed by notice in the manner set out in this provision.

GC7 Canadian Labour and Materials

- 7.1 The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

GC8 Termination or Suspension

- 8.1 The Minister may, by giving notice to the Contractor, terminate or suspend the work with respect to all or any part or parts of the work not completed.
- 8.2 All work completed by the Contractor to the satisfaction of Her Majesty before the giving of such notice shall be paid for by Her Majesty in accordance with the provisions of the contract and, for all work not completed before the giving of such notice, Her Majesty shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such work.
- 8.3 In addition to the amount which the Contractor shall be paid under GC8.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the contractor is subject with respect to the work.
- 8.4 Payment and reimbursement under the provisions of GC8 shall be made only to the extent that it is established to the satisfaction of the Minister that the costs and expenses were actually incurred by the Contractor and that the same are fair and reasonable and are properly attributable to the termination or suspension of the work or the part thereof so terminated.
- 8.5 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 8.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the Minister under the provisions of GC8 except as expressly provided therein.

GC9 Termination due to Default of Contractor

- 9.1 Her Majesty may, by notice to the Contractor, terminate the whole or any part of the work if:
- (i) the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors, or

APPENDIX "A"
GENERAL CONDITIONS
CONSULTING AND PROFESSIONAL SERVICES

(ii) the Contractor fails to perform any of the Contractor's obligations under the contract, or, in the Minister's view, so fails to make progress as to endanger performance of the contract in accordance with its terms.

9.2 In the event that Her Majesty terminates the work in whole or in part under GC9.1, Her Majesty may arrange, upon such terms and conditions and in such manner as Her Majesty deems appropriate, for the work to be completed that was so terminated, and the Contractor shall be liable to Her Majesty for any excess costs relating to the completion of the work.

9.3 Upon termination of the work under GC9.1, the Minister may require the Contractor to deliver and transfer title to Her Majesty, in the manner and to the extent directed by the Minister, any finished work which has not been delivered and accepted prior to such termination and any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfillment of the contract. Her Majesty shall pay the Contractor for all such finished work delivered pursuant to such direction and accepted by Her Majesty, the cost to the Contractor of such finished work plus the proportionate part of any fee fixed by the said contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in-process delivered to Her Majesty pursuant to such direction. Her Majesty may withhold from the amounts due to the Contractor such sums as the Minister determines to be necessary to protect Her Majesty against excess costs for the completion of the work.

9.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.

9.5 If, after the Minister issues a notice of termination under GC9.1, it is determined by the Minister that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to GC8.1 and the rights and obligations of the parties hereto shall be governed by GC8.

GC10 Records to be kept by Contractor

10.1 The Contractor shall keep proper accounts and records of the cost of the work and of all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the authorized representatives of the Minister who may make copies and take extracts therefrom.

10.2 The Contractor shall afford facilities for audit and inspection and shall furnish the authorized representatives of the Minister with such information as the Minister or they may from time to time require with reference to the documents referred to herein.

10.3 The Contractor shall not dispose of the documents referred to herein without the written consent of the Minister, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following completion of the work.

GC11 Ownership of Intellectual and Other Property Including Copyright

11.1 Technical documentation and prototypes produced by the Contractor in the performance of the work under the contract shall vest in and remain the property of Her Majesty, and the Contractor shall account fully to the Minister in respect of the foregoing in such manner as the Minister shall direct.

11.2 Technical documentation shall contain the following copyright notice:

© HER MAJESTY THE QUEEN IN RIGHT OF CANADA (YEAR)
as represented by the Minister of Indian Affairs and Northern Development

11.3 Technical information and inventions conceived or developed or first actually reduced to practice in performing the work under the contract shall be the property of Her Majesty. The Contractor shall have no rights in and to the same. The Contractor shall not divulge or use such technical information and inventions, other than in performing the work under the contract, and shall not sell other than to Her Majesty any articles or things embodying such technical information and inventions.

GC12 Conflict of Interest

12.1 The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Departmental Representative.

APPENDIX "A"
GENERAL CONDITIONS
CONSULTING AND PROFESSIONAL SERVICES

GC13 Contractor Status

- 13.1 This is a contract for the performance of a service and the Contractor is engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of Her Majesty. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Workmen's Compensation, or Income Tax.

GC14 Warranty by Contractor

- 14.1 The Contractor warrants that the Contractor is competent to perform the work required under the contract in that the Contractor has the necessary qualifications including the knowledge, skill and ability to perform the work.
- 14.2 The Contractor warrants that the Contractor shall provide a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation.

GC15 Member of House of Commons

- 15.1 No member of the House of Commons shall be admitted to any share or part of this contract or to any benefit to arise therefrom.

GC16 Amendments

- 16.1 No amendment of the contract nor waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment.

GC17 Entire Agreement

- 17.1 The contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

APPENDIX "B"
SUPPLEMENTARY CONDITIONS
CONSULTING AND PROFESSIONAL SERVICES

- S.C.1 Goods and services of South African origin, or from majority-owned South African companies located outside South Africa, shall not be provided for the purposes of this contract.
- S.C.2 It is a term of this contract that no former public office holder who is not in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders shall derive a direct benefit from this contract.

APPENDIX "C"
TERMS OF PAYMENT
CONSULTING AND PROFESSIONAL SERVICES

- T.P.1 Payment for the satisfactory performance of the work under this agreement shall be based on the following milestones:
- upon signing of the contract.....\$10,000.00
 - upon completion and acceptance of Section S.W.3.6 of, the Statement of Work.....\$10,000.00
 - upon completion and acceptance of Section S.W.3.7 of the Statement of Work.....\$ 5,000.00
- TOTAL FIXED PRICE.....\$25,000.00

An advance payment of \$10,000.00 will be paid to the Contractor upon signing of the contract.

- T.P.2 The fixed price includes all fees, travel and other costs required to complete the work.
- T.P.3 Payments in accordance with the Terms of Payment herein will be made to the Contractor upon receipt of invoices therefore approved by the Departmental Representative for satisfactory performance of this agreement. It is understood and agreed that the Departmental Representative shall be the final judge concerning the quality and acceptability of the work.
- T.P.4 The Contractor will be paid within 30 days of receipt of an acceptable invoice and satisfactory completion of the work. Where payment is not made within 15 days of the end of the 30 day payment period, and where the government is responsible for the delay, interest will be paid on the invoice amount at the Bank of Canada rate in effect on the date on which the amount is paid, plus 1 1/4%.
- T.P.5 Interest will be paid automatically on acceptable invoices that are not paid within 15 days of the end of the 30 day payment period. Interest will not be paid on invoices paid within 15 days of the end of the 30 day payment period. Interest will not be paid on an interim basis; nor will interest be paid on interest charges.
- T.P.6 The period for which interest will be paid will be from the day after the end of the 30 day payment period to the date that payment is issued.

APPENDIX "C"
TERMS OF PAYMENT
CONSULTING AND PROFESSIONAL SERVICES

Page 2 of 2

INVOICING INSTRUCTIONS

Send 2 copies together with all necessary certificates and declarations to:

R.P. Sterling
Assistant Director
Socio-Economic Agreements
and Native Economy
Room 630
Department of Indian Affairs and
Northern Development
OTTAWA, Ontario
K1A 0H4

APPENDIX "D"
STATEMENT OF WORK
CONSULTING AND PROFESSIONAL SERVICES

Page 1 of 2

**YUKON INDIAN STUDENT TRAINING
SPONSORSHIP PROGRAM**

S.W.1 BACKGROUND

By TB Minute 77412, dated February 12, 1981, Treasury Board authorized the creation of a Contribution Item of \$40,000 per annum to the Council for Yukon Indians (CYI) "... to assist the Council (CYI) in identifying and promoting opportunities for Yukon natives in training and employment...".

The CYI has developed an Employment Liaison Program with this funding (which is still ongoing).

In the course of its operating the Employment Liaison Program, CYI has determined that to prepare Yukon Indian people for employment, a solid base of education and training is a necessity. However, existing education and training programs have such criteria (i.e., pre-requisites) that a large portion of the Yukon Indian population is precluded from taking advantage of them. This leaves out a large segment of the Yukon Indian population with no direction to turn to for training sponsorship.

S.W.2 OBJECTIVE

To prepare and develop recommendations to be presented to the relevant agencies sponsoring education and training programs for a workable Yukon Indian Training Sponsorship Program.

S.W.3 SCOPE OF WORK

The Contractor shall:

1. review all the old files on hand at CYI offices of students who have been refused money for sponsorship from various agencies and determine causes;
2. meet with as many of the above people and gather more details;
3. meet with community contact people in the 12 Yukon communities to review and add to summarized information from S.W.3.1 and S.W.3.2;

APPENDIX "D"
STATEMENT OF WORK
CONSULTING AND PROFESSIONAL SERVICES

Page 2 of 2

4. meet with the local managers of the sponsoring agencies and discuss the above information for their input;
5. travel to the appropriate federal government offices in B.C. and Ottawa to present concerns and gather their feedback and recommendations;
6. submit a typewritten interim report to the Departmental Representative on or before December 15, 1987;
7. prepare a comprehensive, overall final report with recommendations endorsed by the CYI Board of Directors and submit three typewritten copies of it to the Departmental Representative.

COUNCIL FOR YUKON INDIANS

BOARD MEETING

SUMMARY OF MOTIONS

February 4 & 5, 1988

MOTION #3

Moved by Joe Johnson; seconded by Chief Blackjack

With respect to post-secondary funding, the CYI Board of Directors hereby supports the 1988 recommendations regarding Yukon Indian Student Training sponsorship programs prepared by the Employment/Training Program.

12 in favour - Carried -