



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Education *Dän K'é*
Post-Secondary Education Policy

Approved by First Nations Council: June 20, 2019
Effective Date: June 20, 2019

A handwritten signature in blue ink, appearing to read 'Steve Smith', enclosed within a rectangular box.

Dän nätthe äda Kaaxnox
Chief Steve Smith

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1.0 Introduction

1.1 Vision of Champagne and Aishihik First Nations


Champagne and Aishihik First Nations

Vision Statement

*Dákwän Shadhäla yè Äshèyi Kwädän dá government yè,
dän shäw ghüle du n-däsäduye shí.*

Dän dèts'an shäw näkutth'et du n-läts'an näkune ní.

Kwädqy dän k'è, dákeyi shü dákeyi ye dákwänje shü ghäts'ukhí nü.



*We, the Champagne and Aishihik First Nations people and government
Shall promote a healthy, unified and self-reliant people,
While conserving and enhancing our environment and culture.*

1.2 Statement of the Champagne and Aishihik Education Dän K'é Philosophy

By supporting our Citizens to achieve their goals in education through the Education *Dän K'é* Post-Secondary Education Program, Champagne and Aishihik First Nations seeks to promote a healthy, unified, self-reliant people who are life-long learners.

It is hoped that Students who receive support under the Education *Dän K'é* Post-Secondary Education Policy Program will embrace CAFN's tradition of generosity and reciprocity and use the skills and knowledge they acquire through their education to give back to the community as a whole.





2.0 General Provisions

2.1 Purpose

The purpose of the Education *Dän K'é* Post-Secondary Education Policy is to inform Citizens pursuing a post-secondary education about the Support available to them through the Program and to establish a strategic, fair and transparent framework for the allocation of Support.

2.2 Policy Review and Amendments

The First Nations Council reserves the right to review and amend this Post-Secondary Education Policy as may be required from time to time and in consideration of changes to the Program or the needs of Students and CAFN.

2.3 Definitions

Academic Year – the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

Applicant – a person who has submitted an application for Support under the Education *Dän K'é* Post-Secondary Education Policy.

Application – an application for Support under this Policy.

CAFN – Champagne and Aishihik First Nations or Shadhäla, Äshèyi yè kwädän.

Canadian Resident – someone who maintains or can establish residential ties with Canada using the test for determining residency established by the *Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.)* and, in particular, the *Income Tax Folio S5-F1-C1, "Determining an Individual's Residence Status"*.

Commitment Agreement – an agreement for funding under this Policy outlining the respective roles and responsibilities of the Department and the Student with respect to Support.

Continuing Student – a Student who:

- received Support under the Program for the previous Academic Year; and
- is still enrolled in their Program of Study; and
- has not allowed their enrollment to lapse or be cancelled; and
- has not yet completed their Program of Study; and
- wishes to continue in their Program of Study to completion with Support under the Program for the upcoming Academic Year.

Default – failure to fulfill an obligation under this Policy, the terms of Support, including Student responsibilities, or the Commitment Agreement (Appendix 5).

Department of Education – the Department or part of CAFN responsible for administering the Program whether it is called the Department of Education or not.

Eligible Student – a Student who is eligible for Support under the Program.

Enrolled – enrolled under CAFN's *Äghàatän* Enrollment Act.





Learning Difference – a difference in how an individual is able to learn in an academic setting as compared to the majority of students and is distinguished from a Learning Disability because a Learning Difference has not been formally diagnosed by a qualified psychologist.

Learning Disability – a disorder which may affect the acquisition, organization, retention, understanding or use of verbal or nonverbal information and which has been formally diagnosed by a qualified psychologist and accepted for accommodation by the Post-Secondary Institution at which the Student plans to attend.

Mentor – an advisor or individual who teaches.

New Applicants – applicants who have never received Support under the Program.

Other Support – support other than financial support available to Eligible Students as set out in section 4.0 *Procedures for Determining Student Support* of CAFN's PSE Procedures.

Policy – this Post-Secondary Education Policy and any related procedures and forms.

Practicum – a supervised and mandatory (required for graduation) portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than 20 percent (20%) of the total program. Students must be supervised and evaluated by the Employer while doing productive work (not merely observing) where no remuneration is received and may include an apprenticeship.

Program – Champagne and Aishihik First Nation's Post-Secondary Education Program.

Qualified cultural programs – are programs provided by CAFN throughout the year that are specifically noted as qualifying for the purpose of meeting the criteria for reciprocity and giving back.

Reciprocity – to give and take mutually; a mutual exchange of privileges; to make a return for something.

Review Committee – the Committee established to review and accept or deny Applications as set out in section 4.0 *Procedures for Determining Student Support* of CAFN's PSE Procedures.

Semester – a distinct study period, lasting at least twelve (12) to seventeen (17) weeks, which forms part of a longer program, as determined by a Post-Secondary Institution.

Post-Secondary Program Officer – the Employee or contractor designated by CAFN to oversee the administration of Support to qualifying Students whether the position is called "Student Support Officer" or not.

Support – financial and other support available to Eligible Students as set out in section 4.0 *Procedures for Determining Student Support* of CAFN's PSE Procedures.

Terminated – to be prevented from continuing to receive Support and funding under the Program.





3.0 Eligibility

3.1 Student Eligibility Criteria

To be eligible for Support, a Student must be a CAFN Citizen and a Canadian Resident residing in Canada, and must be enrolled, or accepted to enroll, in an eligible program of study at a Post-Secondary Institution.

3.2 Eligibility of Programs and Institutions

An eligible program of study is a degree or certificate program or a two-year transfer program acceptable for full credit toward a bachelor's degree at a four-year institution and the courses a Student takes must apply to their degree, certificate, or transfer program, or a program that has been approved by the Review Committee consistent with section 2.2 *Determining Eligibility of Programs* and section 2.3 *Determining Eligibility of Institutions* of CAFN's PSE Procedures, including the *Dákwänje* Immersion Program.

A Post-Secondary Institution is a degree, diploma or certificate granting institution which is recognized by a Province or Territory, and includes educational institutions affiliated with, or delivering Post-secondary programs by arrangement with an eligible Post-Secondary Institution, or an institution that has been approved by the Review Committee consistent with section 2.2 *Determining Eligibility of Programs* and section 2.3 *Determining Eligibility of Institutions* of CAFN's PSE Procedures.

Notwithstanding the eligibility requirements noted above, a Student referred to the Program under *Dän Ts'än Nännji* (People Helping People) may be accepted for Support under the Program.

4.0 Application

The Education *Dän K'é* Post-Secondary Education Policy applies to Students applying for or receiving Support under the Program, and Employees or contractors for the delivery of Support.

Students must apply for Support annually.

4.1 Application Forms and Deadlines

To be considered, an Application must be complete and accompanied by all required supporting documents, and signed by the Student.

A Student must submit a completed Application, including supporting documents, to CAFN's Department of Education by the following deadlines:

Program/Semester	Application to be Received by the Department of Education Each Year
Fall - September	on or before May 1 (early deadline)
	on or before June 30 (late deadline)
Winter - January	on or before November 27
Summer - May	on or before March 27

Late Applications may be considered subject to available funding.





4.2 Review of Applications

The Review Committee shall review all Applications for Support under the Program.

The Review Committee shall be comprised of the following representatives from CAFN:

- The Post-Secondary Program Officer, or a designated alternate.
- The Director of CAFN's Department of Education, or a designated alternate.
- The Executive Director, or a Director from another Department within CAFN.

4.3 Timelines for Review of Applications and Decisions on Applications

The Review Committee will review Applications within two (2) weeks of the date of the relevant deadline under section 4.1 *Application Forms and Deadlines* and, in the case of a Late Application, within two (2) weeks of the date on which the Application was received.

Decisions on Applications will be made within one (1) week of their review.

Decisions on Applications will be sent to Applicants in writing within one (1) week of the date of the decision by the Review Committee.

Decisions with regard to financial Support under this Policy will be dependent on the annual program budget.

4.4 Priority Categories Where Applicants Exceed Available Support

In addition to section 3.0 *Eligibility*, the Review Committee may consider the following priority categories when determining which Applicants to accept if there are more Applicants than available Support:

- Continuing Students.
- Applicants for the *Dákwänje* Immersion Program.
- New Applicants.
- Applicants referred to the Program by *Dän Ts'än Nännji* (People Helping People).
- Other Applicants.

4.5 Conflicts of Interest

The Review Committee shall abide by CAFN's *Conflict of Interest Policy* when making decisions about Applications under this Policy.

If a Review Committee member is in a conflict of interest in relation to an Applicant, the Director of Education will appoint an alternate to replace the Committee member for any decisions in relation to the Applicant.





5.0 Student Support

5.1 Financial Support

The Program may provide the following categories of Financial Support to Eligible Students consistent with section 4.0 *Procedures for Determining Student Support* of CAFN's PSE Procedures:

- Tuition.
- Books and supplies.
- Living allowance.
- Travel.
- Emergency.
- Special circumstances – childcare.

5.2 Other Student Support

The Program may provide the following categories of Other Support to Eligible Students consistent with the section 4.6 *Determining Other Student Support* of CAFN's PSE Procedures:

Transition-to-school supports and services.

- Mentors.
- Instructional methods and resource supports.
- Active community and family engagement.
- In-school intervention supports.
- Transition-to-workplace supports and services.

5.3 Duration and Amount of Support

The amount of Support available to Eligible Students in each category of Support for each Academic Year and the total maximum amount of Support for each Program of Study (i.e. duration of Support) is determined consistent with the section 4.0 *Procedures for Determining Student Support* of CAFN's PSE Procedures taking into account the following:

- Duration of the program as established by the Institution delivering the program.
- Whether the Student is attending a full-time or part-time program or a flexible delivery programs requiring some full-time residency.
- Whether the Student has dependents and, if so, how many dependents.
- Other criteria as may be determined by the Director of Education from time to time consistent with section 4.0 *Procedures for Determining Student Support* of CAFN's PSE Procedures.

5.4 Students with Learning Differences and/or Diagnosed Learning Disabilities

CAFN believes that all Students should have their individual learning needs reasonably accommodated.

An Eligible Student who declares the need for accommodation for Learning Differences may work with the Student Support Officer to determine reasonable accommodations consistent with section 5.0 *Students with Learning Differences and/or Diagnosed Learning Disabilities* of CAFN's PSE Procedures.

An Eligible Student with a Diagnosed Learning Disability is eligible for accommodation and support through their Post-Secondary Institution and may also be eligible for reasonable accommodations under the Policy consistent with the section 5.0 *Students with Learning Differences and/or Diagnosed Learning Disabilities* of CAFN's PSE Procedures.





6.0 Student Responsibilities

A New Student must provide a complete, signed Application form and all required documents, including transcripts and confirmation of acceptance into their Program of Study from their Post-Secondary Institution, on or before the appropriate deadline.

A Continuing Student must provide a Renewal form, including:

- Proof of eligibility for re-enrollment.
- Academic transcripts from the previous Academic Year.
- A statement outlining how the Continuing Student met the responsibilities in their Commitment Agreement, including commitments under Reciprocity and Giving Back. The statement must be provided in advance of the deadline.

A New Student or a Continuing Student must complete, sign, and comply with a Commitment Agreement in advance of each Academic Year of Support under the Program. The Commitment Agreement must include a Student budget.

6.1 Student Reciprocity and Giving Back

The hallmark of a self-reliant person is one who is able to give back to the community. Every CAFN *Dän* (Person, or People) has gifts and can contribute. CAFN wishes to support a culture of reciprocity (giving back) where volunteers are recognized and supported and Citizens give more than they take. Through the Program, CAFN is investing in Students and, in return, CAFN expects students to give back to the CAFN community. Continuing Students are therefore required to demonstrate that they have contributed to the community in one or more of the following ways to remain eligible for funding under the Program.

Mentoring

Champagne and Aishihik First Nations' people connecting with each other through culture is the source of our people's strength and is something that must never be lost. To support this goal, the Student may be asked to act as a Mentor for other prospective Students in the community or for a Student entering a Post-Secondary education program. Mentoring may require the Student to volunteer time doing one or more of the following:

- Meeting with prospective CAFN Students at community sponsored events when the Student is available to do so.
- Attending local or community schools to meet with CAFN Students in elementary or high school to talk about Post-Secondary Education.
- Being partnered with a CAFN Student entering Post-Secondary Education to provide advice and support or to answer questions.
- Being partnered with a CAFN Student planning to attend the same Post-Secondary Education Institution to act in a support role through the transition process.

Work for CAFN

Part of the motivation for CAFN to provide Support to Students is to increase self-sufficiency – on an individual level (i.e. for the Student and the Student's family) but also on a community level (i.e. for CAFN as a Self-Governing First Nation). It is CAFN's hope that by helping its Citizens to become educated, those same Citizens, when possible, will help to fulfil necessary roles within CAFN.





CAFN can offer valuable opportunities for work experience and personal growth to Students while they are in the Program and once they have achieved their goals under the Program. Students may therefore be provided with opportunities to work within CAFN as a Summer Student or as an Employee. Summer Student positions may also be an opportunity for Students to work to contribute to their own goals in Post-Secondary Education.

Participation in Qualified Cultural Programs

CAFN places a priority on connection to culture, language and identity. Students receiving support for Post-Secondary Education under the Program can play an important role in strengthening CAFN's culture, language and identity. Throughout the year CAFN provides several opportunities for its Citizens to participate in qualified cultural programs. Students can give back by attending and participating in one or more of these qualified cultural programs.

7.0 Changing Direction / Pausing Studies

If a Student wants to change or pause their studies, the number of academic years or semesters used will be considered when calculating the amount of time available for Support under the Program but flexibility may be granted consistent with section 4.0 *Procedures for Determining Student Support* of CAFN's PSE Procedures.

A Student must inform the Department of Education of any changes in their enrollment status.

8.0 Termination or Suspension of Support

The Department of Education may terminate Support for any of the following reasons:

- A Student makes a misrepresentation or false statement on his or her Application or other form submitted to the Department of Education.
- A Student's academic status changes from full-time to part-time without the Student notifying the Education Department.
- A Student withdraws from or changes his or her Program of Study without notifying the Education Department.
- A Student withdraws or is withdrawn from, or is otherwise required to withdraw from, the Post-Secondary Education Institution.
- A Student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Commitment Agreement.

8.1 Reinstatement

If a Student's Support is suspended or terminated, the Student must work with the Department of Education to rectify the breach that caused the suspension or termination of funding.

Once the Education Department is satisfied with the steps taken by the Student, the Student's funding may be reinstated.





9.0 Appeals

Students can challenge a decision made under this Policy on two grounds:

- A significant administrative error was made in relation to a decision or a decision-maker did not follow this Policy or a Procedure.
- There are Extenuating Circumstances that were not taken into account during the decision-making process and the Student had valid reasons not to disclose those Extenuating Circumstances before the decision was made.

Students have a time-limited right of appeal which is noted at each stage of the appeal process.

The following is a list of decisions that may be appealed:

- A decision about whether the Student is eligible for Support.
- A decision about whether the program or Institution is eligible for Support.
- A decision about the amount of support.
- A decision about whether or not a Student has met the requirements of the Commitment Agreement.
- A decision about whether a Student qualifies for accommodation for a Learning Difference and whether the accommodation provided was sufficient to meet the goals of the Policy and related procedures.
- A decision about the duration of support granted.

Fairness, Equal Opportunity and Natural Justice

In all instances, CAFN will respond to appeals in a way that is consistent with the principles of fairness, equal opportunity and natural justice.

At all stages of an appeal, CAFN is committed to the following principles:

- An accessible, impartial, fair and equitable process.
- Transparency and consistency.
- Resolution of appeals at the earliest possible stage.
- Privacy and confidentiality.

CAFN will consider appeals in a timely manner, while keeping the parties fully informed of the process.

9.1 Appeal Process

Step 1. Informal Conflict Resolution

Before submitting a formal appeal, A Student should contact the Student Support Officer to discuss their concern(s) with the Student Support Officer.

The Student Support Officer, or designated alternate, shall meet with a Student via telephone or in person within seven (7) days of receiving a request to discuss a concern(s) under *9.0 Appeals*.

Within one (1) week of a meeting with a Student, the Student Support Officer, or designated alternate, shall respond to the Student in writing (via email or letter) outlining a proposal for the resolution of the Student's concern or confirming a solution agreed upon amongst the Student and the Student Support Officer (or designated alternate) during their meeting.





Step 2. Further Consideration

If, after meeting with the Student Support Officer, or designated alternate and reviewing the written proposal provided in Step 1 Informal Conflict Resolution, a Student still has a concern(s), the Student may, within two (2) weeks of the date on which the Student received the written proposal for the resolution of their concern(s), bring their concern(s) to the attention of the Director of Education for higher level consideration by completing a Formal Request for Higher Level Consideration of a Concern (Appendix 6).

The Director of Education, or a designated alternate shall meet with a Student via telephone or in person within seven (7) days of receiving a Formal Request for Higher Level Consideration of a Concern (Appendix 6).

Within one (1) week of a meeting, the Director of Education, or designated alternate shall respond to the Student in writing (via registered mail) outlining the Directors', or designated alternate's decision in relation to the Student's concern(s).

Step 3. Formal Appeals

If a Student wishes to appeal a decision of the Director, or designated alternate, and the decision is appealable under *9.0 Appeals*, a Student may appeal the decision to the Review Committee by submitting an Appeal Request Form (Appendix E) of CAFN's PSE Procedures to the Director of Education within three (3) weeks of the date on which the decision was received by the Student.

Within two (2) weeks of receiving an appeal in the correct form in relation to an appealable decision, the Review Committee will review the decision of the Director, or designated alternate, and any supporting documents provided by the Student, and will convene a formal hearing to review the appealable decision.

Within one (1) week of a review, the Review Committee will provide a decision to the Student.

A decision of the Review Committee is final.





Appendices

Note: *Appendices are for information only. In the event of any discrepancy between these appendices and the Post-Secondary Education Policy, the Post-Secondary Education Policy takes precedence.*

Appendices

Appendix 1 Post-Secondary Student Application Form

Appendix 2 Student Budget Worksheet Planning Tool

Appendix 3 Approved Student Budget

Appendix 4 Tuition Letter, Authorization and Waiver

Appendix 5 Commitment Agreement

Appendix 6 Formal Request for Higher Level Consideration of a Concern





Appendix 1 Post-Secondary Student Application Form



Champagne and Aishihik First Nations

POST-SECONDARY EDUCATION PROGRAM APPLICATION

PERSONAL INFORMATION

PAGE 1 OF 3

FULL NAME:			STATUS CARD No. _____		
FIRST NAME	MIDDLE NAME	LAST NAME	BENEFICIARY No. _____		
			DATE OF BIRTH: Y/M/D _____		
			SOCIAL INSURANCE No. _____		
EMAIL ADDRESS:					
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> DISABLED <input type="checkbox"/> NOT DISABLED ARE YOU ON EMPLOYMENT INSURANCE? <input type="checkbox"/> Yes <input type="checkbox"/> No CURRENT SOURCE OF INCOME <input type="checkbox"/> EMPLOYED FULLTIME _____ <input type="checkbox"/> EMPLOYED PART TIME _____ <input type="checkbox"/> SELF EMPLOYED _____ <input type="checkbox"/> INCOME ASSISTANCE (EI, CAFN, YG) _____ <input type="checkbox"/> NO INCOME _____ <input type="checkbox"/> OTHER (WCB, PENSION INCOME) ETC. _____			<input type="checkbox"/> STATUS ON TRADITIONAL TERRITORY <input type="checkbox"/> STATUS OFF TRADITIONAL TERRITORY <input type="checkbox"/> NON STATUS <input type="checkbox"/> INUIT <input type="checkbox"/> METIS		

COURSE INFORMATION

WHAT COURSE/PROGRAM ARE YOU INTERESTED IN TAKING?	
NAME OF SCHOOL:	
WHEN DOES THE COURSE START? YEAR/MONTH/DAY:	WHEN DOES THE COURSE END? YEAR/MONTH/DAY:
ACCREDITATION SOUGHT: <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> DIPLOMA <input type="checkbox"/> DEGREE	STUDENT STATUS: <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME – AS DEFINED BY POST-SECONDARY INSTITUTION
EXPECTED GRADUATION YEAR:	NUMBER OF YEARS OF ASSISTANCE REQUESTED:
Applications for fall, winter and/or summer semesters must be submitted on an annual basis.	
Application is not a guarantee of approval. There are limits on funding. Refer to Policy for details.	

MAILING ADDRESS

PERMANENT ADDRESS

THIS IS WHERE YOUR <u>CHEQUE</u> WILL BE MAILED:	THIS IS YOUR PERMANENT ADDRESS WHEN YOU ARE NOT GOING TO SCHOOL:
POSTAL CODE	POSTAL CODE
TELEPHONE No. ()	TELEPHONE No. ()





POST-SECONDARY EDUCATION PROGRAM APPLICATION		PAGE 2 OF 3	
MARITAL STATUS	NAME(S) OF DEPENDENTS	AGE(S)	RELATIONSHIP TO YOU
<input type="checkbox"/> SINGLE, LIVING WITH PARENTS	1.		
<input type="checkbox"/> SINGLE	2.		
<input type="checkbox"/> MARRIED WITH EMPLOYED SPOUSE	3.		
<input type="checkbox"/> MARRIED WITH DEPENDENT SPOUSE	4.		
DEPENDENTS	5.		
<input type="checkbox"/> NUMBER OF DEPENDENTS			

EDUCATIONAL HISTORY

DATES ATTENDED	NAME OF INSTITUTION	PROGRAM	YEAR COMPLETED

When you were in grade school, what grade did you complete? _____ What year? _____

EMPLOYMENT HISTORY

EMPLOYER'S NAME / ADDRESS:	START AND END DATES OF EMPLOYMENT:	JOB TITLE:	SUPERVISOR'S NAME / PHONE NUMBER:

Are you or your spouse receiving funds from any other source? ____ If so, from where?

Applications must be completed in full. Failure to do so will delay application processing.

Eligibility for Post-Secondary sponsorship is only open to Champagne and Aishihik First Nations Citizens.

**Applications to be mailed or faxed to: Post-Secondary Education, Champagne and Aishihik First Nations
304 Jarvis Street, Whitehorse, Yukon Y1A 2H2 Phone: (867) 456-6888 Fax: (867) 667-6202**

FOR OFFICE USE ONLY:	
Reviewed by:	Date:
Approved by:	Date:





STUDENT DECLARATION

STUDENT DECLARATION: I, _____, certify that the information above is true, correct and complete in every respect and I understand I may be subject to verification by CAFN or its representatives. I will report to CAFN as soon as possible if there are changes in the information. I am aware legal action can be taken against me for making false statements or failing to inform CAFN of changes to the information affecting my entitlement to allowances and/or Employment Insurance benefits. I am aware that I may be disqualified from receiving benefits should I voluntarily or involuntarily exit the course, or not attend on a regular basis. I hereby declare that I acknowledge the terms and conditions set out in this contract and agree that in the event that I choose not to adhere to one or more of the following, I may be exempted from future funding.

- 1. I am responsible to reimburse CAFN for education costs or allowances, should I voluntarily or involuntarily exit the course, or not attend on a regular basis.**
- 2. I will provide receipts to CAFN for pre-approved education related purchases.**
- 3. I am responsible for any costs incurred in excess of the agreed upon amount.**

I will save CAFN harmless from and against all claims, losses, damages, costs, and expenses related to any injury or death of a person, or loss or damages to property caused or alleged to be caused by this education initiative, and that all necessary liability and life insurance shall be maintained by me for the duration of this activity.

STUDENT WAIVER: I agree and authorize that information related to this training may be shared amongst participating Provincial Ministries, Federal Departments and Public /Private Training Institutions identified as being a stakeholder.

Signature of Client

Date





Appendix 2 Student Budget Worksheet Planning Tool

Expense Description	Estimated Total Cost	Yukon Grant if Eligible	CAFN Student Budget Amount as Approved	Participant Portion: Savings, Student Loan, Part-time Employment	Other: Grants, Scholarships, Family Contributions, etc.
Tuition					
Books and Supplies					
Travel					
Accommodation					
Childcare					
Living Expenses (food, phone, transit, utilities, etc.)					
Other					
Totals					

STUDENTS

Please use the Budget Worksheet Planning Tool when planning your education.

Costs of programs and cost of living vary depending on where you are studying.

CAFN student support is limited and will likely not cover all of the expenses of attending school.





Appendix 3 Approved Student Budget

Student Name: _____			Phone Number: _____		
Address While at School:			Permanent Home Address:		
College or University:			Program Start Date:		
Program:			Program End Date:		
Year: 2019	September	October	November	December	Total
Eligible Expenses:					
Tuition	\$	\$	\$	\$	\$
Grant Fund/Forgivable Loan	\$	\$	\$	\$	\$
Monthly Living Allowance	\$	\$	\$	\$	\$
Books and Supplies	\$	\$	\$	\$	\$
Daycare Special Circumstance	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Special Condition Travel	\$	\$	\$	\$	\$
Emergency Fund	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$
Year: 2020	January	February	March	April	Total
Eligible Expenses:					
Tuition	\$	\$	\$	\$	\$
Grant Fund	\$	\$	\$	\$	\$
Living Allowance	\$	\$	\$	\$	\$
Books	\$	\$	\$	\$	\$
Daycare-Special Circumstances	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Special Condition Travel	\$	\$	\$	\$	\$
Emergency Fund	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$
				Total	\$
				\$ -	\$ -
				+	\$ -
				\$ -	\$ -
				Minus	5%
				\$ -	\$
You will receive this amount the last Friday of every month.					
FOR OFFICE USE ONLY:					
Reviewed by:			Date:		
Approved by:			Date:		





Appendix 4 Tuition Letter, Authorization and Waiver

Date: _____

To: <<Name of School and Location>>

Attention: Admissions, Registration and Finance Office and <<Student Name>>

Re: Tuition Letter and Authorization to Release Information

With this letter you are requested to invoice Champagne Aishihik First Nations Post-Secondary Education for fees as indicated for this student.

Send invoice to: Champagne and Aishihik First Nations, Post-Secondary Education
304 Jarvis Street, Whitehorse, YT Y1A 2H2

The student understands that this letter will lift the "Access to Information and Privacy Act" restrictions and that my sponsor, Champagne Aishihik First Nations, Post-Secondary Education may access my student records for information when there is a question regarding my attendance, registration, grades or information specifically relating to my education.

Program: _____
Eligible costs: Tuition fees, Student Union/Council Fees, Technology Fees NO REPEAT COURSES ARE PAID Maximum approved cost: <<\$>> per term for two terms, to a maximum of <<\$>> for the 2018/2019 academic year<< or other payment schedule as needed>>
Sponsored Dates: _____
Student Number: _____
Student must read, sign, and provide the School/College/University and Champagne and Aishihik First Nations with the tuition letter.
Student Name: _____ I have read and understand the contents of this letter. Student Signature: _____

Post-Secondary Manager's Name: _____
Post-Secondary Manager's Signature: _____
Champagne and Aishihik First Nations' Post-Secondary Education Department is not responsible for forwarding copies to Institutions for students.
Champagne and Aishihik First Nations is not responsible for invoices sent directly to the student without a copy being forwarded to Champagne and Aishihik First Nations' Post-Secondary Education Department. For further details, contact our office by Phone: (867) 456-6888 or by Fax: (867) 667-6202





Appendix 5 Commitment Agreement



Champagne and Aishihik First Nations

POST-SECONDARY EDUCATION COMMITMENT AGREEMENT

1. Agreement

This Commitment Agreement (“CA”) is between you (the Student) and the Champagne and Aishihik First Nations (“CAFN”), pursuant to CAFN’s Post-Secondary Education Policy (the “PSE Policy”).

This CA is a legal document that outlines your responsibilities related to your PSE Support.

This CA does not specify the actual amount(s) that will be disbursed to you.

The amount(s) that will be disbursed to you under this CA will be determined based on a review of your application(s) for Support, and in accordance with CAFN’s PSE Policy and Procedures.

Students must agree to this CA in order to receive Support under CAFN’s PSE Policy.

In consideration of CAFN providing PSE Support under this CA, and by checking the “I accept” box at the end of this CA, you agree to the Terms and Conditions of this CA.

2. Authorization

Where required by law, you authorize CAFN to collect, use and disclose information related to any of your PSE Support, as applicable, (i) for the purposes of carrying out the administration and enforcement of the CA, or (ii) in accordance with sections D.9(c) and D.9(d) of this CA.

3. Ratification of Terms and Conditions

At any time, CAFN may amend the Terms and Conditions of the CA. You acknowledge that your acceptance of any disbursement made under the CA will ratify your acceptance of any revised Terms and Conditions.

4. Electronic Funds Transfer

The approved amount of any Support disbursed under this CA will be provided by cheque into your bank account, which must be held in your name, solely or jointly. Electronic withdrawals may also be made from this bank account when payment is triggered, as per section D.6(c) (iii), subject to your right of revocation, as per section D.6 (e). If you fail to provide your bank account information, disbursement of your Support will be delayed.

5. Definitions

PSE Support – means a payment made under the CA.

PSE – means the CAFN’s Post-Secondary Education Policy and any revisions to it.

Full-Time Student – status is maintained for a person, (a) (i) who is enrolled in a minimum sixty percent (60%) full course load; or (ii) who has a permanent disability, is enrolled in courses that constitute between forty percent (40%) and sixty percent (60%) of a full course load and applies to be considered as a Full-Time Student; (b) whose primary occupation is the pursuit of studies in those courses; and (c) who otherwise complies with the requirements of the CA.

Terms and Conditions – when used in the CA, means the terms and conditions of this CA.





6. General Principles

Subject to CAFN's PSE Policy and the Terms and Conditions of this CA, you may be eligible for Student Support under section 5.0 *Student Support*.

7. Conversion of PSE Support to Direct Loan in cases of overpayment, payment in error, misrepresentation, change of status/overpayment

You acknowledge that all or a portion of the PSE Support you receive from CAFN under the PSE Policy and this CA, may be converted into a Direct Loan if you withdraw from full-time studies within 30 days after the first day of classes or if you receive a PSE Support disbursement that exceeds your eligibility for that support, which you agree to repay in accordance with all applicable Terms and Conditions of the CA and CAFN's PSE Policy.

8. Return of Money

- a. Refund of Student Support: You authorize your educational institution to refund to CAFN any fees that have been paid with the proceeds of your PSE Support for credit against any Support you may have received under the PSE Policy.
- b. Early Payment: You may pay all or any part of your Direct Loan at any time without notice, penalty or bonus.
- c. Payment Terms: Unless you enter into an agreement to alter payment terms, you agree to pay your Direct Loan Balance according to the standard payment terms, which are as follows:
 - i. Interest and Fees: Your Outstanding Loan Balance.
 - ii. Interest Rate: Simple interest will accrue on the principal amount of your Outstanding Loan Balance at a floating rate equal to the Prime Rate plus two and one-half percent (2½%), accruing daily and calculated monthly, unless you enter into an agreement with a fixed interest rate equal to the Prime Rate plus five percent (5%).
 - iii. Payment Trigger Date: The first day of the seventh (7th) month following the month in which you cease to be a Full-Time Student.
 - iv. Loan Payment Due Date: At the latest, the last day of each month, starting on the seventh (7th) month following the month in which you cease to be a Full-Time Student.
 - v. Loan Payment Amount: The monthly payment amount calculated using these payment terms (minimum monthly loan payment amount of \$25.00).
 - vi. Amortization Period: Nine and one-half (9½) years or such lesser period of time as is required to support a minimum monthly loan payment amount of \$25.00.
 - vii. Payment Allocation: Payment amounts may be applied first to interest and then to principle.
 - viii. Final Lump Sum Payment: Any amount of your Outstanding Loan Balance that remains at the end of your Amortization Period.
 - ix. Prime Rate Variance: If the Prime Rate changes significantly it may result in: (1) your loan being paid in full early; (2) the lengthening of your Amortization Period (to a maximum of fourteen and one-half (14½) years); or (3) you being required to pay a Final Lump Sum Payment.
- d. Interest up to Payment Trigger Date: Unless you pay the interest that accrues between the end of your Full-Time Student status and the Payment Trigger Date, that interest will be added to the principal amount of your Outstanding Loan Balance.





- e. Personal Pre-Authorized Debit: Upon the Payment Trigger Date, you authorize CAFN to debit your bank account as entered or such other bank account as authorized in writing in order to collect your Outstanding Loan Balance.
- f. You grant your revocable authority and direction to CAFN, and any financial institution which holds such a bank account, to:
 - i Exchange the financial information necessary to facilitate such Personal Pre-Authorized Debits according to the Canadian Payments Association Rule H1; and
 - ii Debit the bank account on each Loan Payment Due Date, for the Loan Payment Amount in accordance with the payment terms of the CA, and to remit that as payment to CAFN.
- g. You waive any requirement to receive any pre-notification of Personal Pre-Authorized Debits. You may revoke your authorization at any time, subject to providing thirty (30) days' notice. You have certain recourse and reimbursement rights if any debit does not comply with the terms of this section. Revocation of your authorization does not terminate your responsibility to pay your Outstanding Loan Balance; it only terminates the method of payment.
- h. Return of Money to You: Subject to any right of set-off, if you have overpaid \$10.00 or more than your Outstanding Loan Balance, you will be issued a refund. Refunds of less than \$10.00 will only be issued on your request.

9. Information

- a. Notification: You agree to promptly notify CAFN of any change to your family status, financial situation or Full-Time Student status, or to information you have provided in your Application for PSE Support, or in this CA.
- b. Complete Disclosure: You confirm that, to the best of your knowledge, all information that you have disclosed relating to any previous PSE Support received from CAFN is accurate and complete.
- c. Acknowledgment and Consent: You acknowledge that CAFN, and any of its contractors or agents, may collect, use, and retain your personal information directly from you, or indirectly from a third party. Your personal information will only be used for the purpose of administering your PSE Support under the CA, and administering and enforcing the CA. Where your consent is required by law to permit the direct or indirect collection, retention, use or disclosure of personal information, by checking on the "I accept" box at the end of this CA, you provide your consent.
- d. Authorization: You authorize any of your current, past or future employers to release to CAFN or its contractors or agents information to locate you including your name, SIN, date of birth, banking information, permanent and alternate address, telephone number, employer, and educational institution address for the purpose of enforcing your obligations pursuant to the CA.

10. Denial, Termination and Immediate Repayment

- a. You agree that the following events may result in you being denied further PSE Support from CAFN, or you being required to immediately pay all or part of your PSE Support:
 - b. You fail to make a regularly scheduled loan payment by the Loan Payment Due Date in accordance with the payment terms of the CA, and that failure continues for two (2) consecutive months.
 - c. You fail to make any regularly scheduled loan payment(s) by the Loan Payment(s) Due Date in accordance with the payment terms of the CA, and CAFN demands that you make the payment(s) and you demonstrably and unequivocally refuse to do so.





- d. You file for or have filed against you any bankruptcy-related proceeding.
- e. You seek relief under a provincial/territorial law relating to the orderly payment of debts that includes a PSE Support Payment which has converted into a loan.
- f. You are found guilty of an offence under any Act of Parliament by reason of your conduct in obtaining or repaying PSE Support from CAFN.
- g. You knowingly provided false information or made a misrepresentation related to your application(s) or other document upon which CAFN takes administrative measures under the CA, and you agree to immediately repay the outstanding amount of your PSE Support Payment obtained on false or misleading information.

11. Survival

The CA will remain in force notwithstanding your entry into or fulfillment of an agreement to alter payment terms or the full re-payment by you of your PSE Support.

12. Miscellaneous

- a. Previous Outstanding PSE Support Amounts: You agree that all amounts you owe in previous PSE Support repayment will be administered and paid under the Terms and Conditions of the CA and that all such amounts are consolidated into and form part of your Outstanding Loan Balance in the event that your PSE Support becomes a loan due to the terms and conditions of the CA.
- b. Use of PSE Support: You acknowledge that the PSE Support provided to you under the CA is for the purpose of providing necessities for your education and maintenance.
- c. Severability: Any provision that becomes void or unenforceable will be severed from the CA, and the validity and enforceability of all other provisions will not be affected.
- d. Interest and Costs: You agree to pay all legal fees and disbursements incurred by CAFN to collect any amount of your Outstanding Loan Balance owing under the CA, and you agree to pay interest, as per section D.8(c) (ii), before and after default and delinquency. You agree to pay interest before and after judgment.

I acknowledge and agree to accept the Terms and Conditions outlined in this Commitment Agreement, which sets out the terms under which I am accepting Support under CAFN's Post-Secondary Education Program.

Name of Student

Signature of Student

Date

Name of Witness

Signature of Witness

Date





Appendix 6 Formal Request for Higher Level Consideration of a Concern

